

Project Work Plan – Contract D

Purpose

The Humber College Backfill Program of Projects Work Plan for Contract D outlines the Vendor's approach on how the Consultant Team and User Group will achieve the project's first major milestone which is scheduled for September 16th, 2015. The project has a limited amount of time to assemble the various user group meetings and begin the information transfer to the Consultant Team so they can assemble the necessary documentation for the cost consultant to provide accurate estimates. The following document outlines the various constraints and requirements that the vendor will be working to in order to provide more certainty that Contract D achieves this milestone.

User Groups

The following Directors and Deans will be required to establish a single project User Group to participate in all meetings required as part of the design programming phase:

- Director of Child Care Centres (CCC); and
- Dean of Pre-Services Fire Fighter (PFF).

Each User Group will consist of no more than 3 (three) individuals from each group and will be responsible for working together as one team responsible for:

- Providing information to the Prime Design Consultant (PDC) regarding background information, operational requirements, and space programming;
- Being the authority for the goals and objectives of the Program spaces and guiding the PDC in understanding the objectives of each specific project;
- Approval of the scope of work and design program established by the PDC.

In addition to the User Group, Humber College's Technical Team will be included in the design development with the PDC to provide input from an IT/AV and facilities perspective. The Technical Team will support the design development of the space in parallel with the User Group to provide the PDC with a more complete understanding of the infrastructure and the college's operations/standards.

Critical Dates and Meetings

The following table identifies critical dates that everyone will need to be mindful of during the development stage of this Project:

Contract D – Milestone	Target Date
Prime Design Consultant Evaluation	August 13, 2015
Prime Design Consultant Award	August 14, 2015
Contract Start	August 17, 2015
Consultant Kick-Off Meeting	August 26, 2015
Design Submission to Cost Consultant	September 18, 2015
Cost Estimate Received	October 2, 2015
Consultant Team Review	October 5 to October 15, 2015
Budget Submission to Humber College	October 16, 2015

The following meetings will need to take place immediately after the PDC contract is awarded. We ask that your team confirm if the dates provided are acceptable and identify a three hour timeslot that best suits the User Group to hold these meetings. These meetings must be confirmed prior to the PDC coming on board.

Meeting Type	Recommended Meeting Dates	Actual Scheduled Meeting Dates & Times
Introductory Kick-Off Meeting	August 25, 2015	Aug. 26, 2015 @ 10:30am
Design Session #1	August 28, 2015	-
Pre-Service Fire Fighting	-	August 21, 2015 @ 9am
Daycare	-	August 28, 2015 @10am
Design Session #2	September 4, 2015 TBD	-
Design Session #3	September 9, 2015 TBD	-
Design Session #4	September 15, 2015 TBD	-

Once finalized, the vendor will provide the above Meeting Schedule to the PDC on the day they are awarded the contract so they may begin planning accordingly.

Proposed Programming Process

See Appendix A – The Vendor’s Proposed Programming Process.

Due to the fast-paced schedule Contract D, the vendor recommends that Humber College and the selected User Group review and prepare responses to the questions below, in time for the Introductory Kick-Off Meeting with the PDC. It is anticipated that during the Introductory Kick-Off Meeting the Prime Consultant will ask the User Group the following types of questions:

- Why are you completing your project?
- What are the Goals of your project?
- What are the functions that occur on a daily basis within your existing space?
- How are your existing spaces currently divided?
- What is the staffing compliment?
- How do your staff, students, children flow through the space on a typical day? (A day in the life of a student/parent coming to the space and a day in the life of a staff member working in the space)
- Which area has the highest volume of people flowing through their work area?
- How does the existing space need to change to achieve your future goals?
- What efficiencies does the potential new space need to realize?
- What are the ideal spatial relationships (physical and / or visual) between functional spaces?
- Are there any ideal solutions or model spaces that you envision for your project?

The responses to the above questions will provide the PDC with insight into the daily flow and function of your spaces, and allow the design and spatial programming of the proposed new space to begin. As outlined in Appendix A – The Vendor’s Proposed Programming Process, once the scope of work is established and the design program is completed, and approved by the User Group, the design package can be submitted to the Cost Consultant. Once the vendor receives the construction cost estimate from the Cost Consultant, a review and validation of the costs will occur. The vendor will then submit an overall project budget estimate to Humber College for review and approval.

In parallel with the cost estimate development and approval process, the design process will continue with regular design meetings until it is finalized and ready to be tendered for construction. The User Group will continue to provide input into the design during this process until the design is complete. The frequency of these meetings will be determined as part of the initial development with the User Group, PDC and the vendor.

Appendix A – Proposed Programming Process

