

ROADMAP for the Delivery Stage of OGD Design-Bid-Build Projects

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/route-road/frpcscfm-ogddbpr-eng.html>

Stage 3 – Project Delivery				
	3.1 – Planning	3.2 – Design	3.3 – Implementation	3.4 – Close Out
Objective	Confirm the quality and completeness of the existing project information in an effort to develop and organize the project delivery strategy.	Undertake all work required to prepare for and to award relevant Consultant contract/s to the most qualified firm/s, refinement of the design Consultant's proposed and approved Schematic/Concept Design into substantive Design Development, and completion of specification documents in support of a submission for EPA/Client Approval.	Complete the Construction Documents and specifications and thereafter tender and award a Construction contract to a successful bidder to produce the built works on time, for the agreed to cost, and of a quality standard as defined within the Construction Documents and by the Construction Contract.	Improve overall project performance and client satisfaction, both product and process performance will be documented and assessed against pre-determined performance criteria. The process of Continual Improvement is imperative to the overall enhancement of project delivery within PWGSC.
Inputs	<ul style="list-style-type: none"> Preliminary Project Approval (PPA) / Client Approval Currently known project parameters / requirements Functional/Technical Program Environmental Assessment (EA) if required 	<ul style="list-style-type: none"> Completed Functional / Technical Program Completed ECMP Checklist Completed Environmental Assessment (if required) Project Charter and SSA Consultant Scope of Work Risk Management Plan (if required) Approved PMP 	<ul style="list-style-type: none"> RMP and PAAA Request for Proposal / Project Brief (Terms of Reference) Awarded Consultant Contract Client signoffs on Schematic / Concept and Design Development documents Cost Estimates Updated PMP and SSA Effective Project Approval (EPA) / Client Approval 	<ul style="list-style-type: none"> Signed Contracts Completed Commissioning Report, O&M Manuals and As-Built Documentation Site transferred to client Updated PMP Signed Client Acceptance Signed Certificate of Substantial (Interim) Performance
Tasks / Activities	<p>Step One: Start-up</p> <ul style="list-style-type: none"> Identify and obtain requirements Secure Functional / Technical Program (if available) Complete Environmental Compliance Management Program (ECMP) Checklist (to determine if EA is required) Assess and document the duty to consult with Aboriginal groups, confirm the OGDs involved are aware of their duties and propose a common approach to the consultation process with these OGDs. If required, contact Legal Services for advice and establish an action plan. Define Project Team Create Project File, Document Storage and Financial Management structures Create Project Charter and Specific Service Agreement (SSA) <p>Step Two: Define Project Delivery</p> <ul style="list-style-type: none"> Confirm Functional / Technical Program Define Consultant Scope of Work Consider Components of the Project Brief (Terms of Reference) Create Risk Management Plan (if required) Create Project Management Plan 	<p>Step One: Procure Consultant Services</p> <ul style="list-style-type: none"> Write Project Brief (Terms of Reference) Update previous or Create Risk Management Plan (RMP) Provide input to ensure PAAA (Pre-Approved Amount for Anticipated Amendments) completed for Consultant Contract Prepare Request for Proposal (Procurement Methodologies) Conduct Consultant Evaluation (Conduct Procurement; Consultant Evaluation Board Membership) Updated RMP and PAAA Award Consultant Contract <p>Step Two: Develop Design</p> <ul style="list-style-type: none"> Complete Analysis of Project Requirements Develop Schematic / Concept and Design Development documents for approval by Client (Review and Acceptance of Consultant Design and Construction Documents) <p>Step Three: Prepare for Approval</p> <ul style="list-style-type: none"> Finalize Cost Estimates and Schedules Reconfirm or update RMP Update PMP and SSA 	<p>Step One: Finalize Construction Documents and Procure Construction Services</p> <ul style="list-style-type: none"> Complete Construction Documents (Review and Acceptance of Consultant Design and Construction Documents) Compile Construction Tender Documents (Procedures for Construction Services) Update previous or Create Risk Management Plan Provide input to ensure PAAA completed for Construction contract Conduct Tender Call and Evaluation (Conduct Procurement) Update RMP and PAAA Award Construction Contract <p>Step Two: Construct</p> <ul style="list-style-type: none"> Administer Construction Contract (Administer the Contract) Review for compliance with Construction Contract and obtain approvals as required Perform Commissioning (to the extent required by the Client) during Construction (Commissioning Manual) <p>Step Three: Accept Work</p> <ul style="list-style-type: none"> Test Functional Performance (Commissioning Manual) Compile Commissioning Documents Assemble As-Built Documents Ensure Training is provided and Operational and Maintenance Manuals delivered Solicit Client Acceptance Issue Certificate of Substantial Performance (Interim) Return contracts securities (including hold-backs) Transfer Site to Client Client Move-in Update PMP 	<p>Step One: Close-out of Contracts</p> <ul style="list-style-type: none"> Perform Post-Occupancy Inspection Issue Certificate of Completion (Final) Perform Warranty Activities Finalize Contract(s) (Contract Close-out) <p>Step Two: Close Project</p> <ul style="list-style-type: none"> Gather Client Feedback, and document Lessons Learned Complete Administrative Close Out Activities for contracts (Contract Close-out) Complete Close Out Document (COD) Complete final recording of documents Close Project File, Document Storage and Financial Management structures
Outputs	<ul style="list-style-type: none"> Completed Functional / Technical Program Completed ECMP Checklist Completed Environmental Assessment (if required) Project Charter and SSA Consultant Scope of Work Risk Management Plan Project Management Plan 	<ul style="list-style-type: none"> RMP and PAAA Request for Proposal / Project Brief (Terms of Reference) Awarded Consultant Contract Client signoffs on Schematic / Concept and Design Development documents Cost Estimates Updated PMP and SSA 	<ul style="list-style-type: none"> Signed Contracts Completed Commissioning Report, O&M Manuals and As-Built Documentation Site transferred to Client Updated PMP Signed Client Acceptance Signed Certificate of Substantial (Interim) Performance 	<ul style="list-style-type: none"> Certificate of Completion (Final) Final Records Documents Consultant Performance Evaluation Report (CPERF) Contractor Performance Evaluation Report (CPERF) Post-Occupancy Inspection Report Updated/Final PMP Lessons Learned
Deliverables	<ul style="list-style-type: none"> Project Management Plan (PMP) 	<ul style="list-style-type: none"> Approval Documents (AD) for Effective Project Approval (EPA)/ Client Approval 	<ul style="list-style-type: none"> Product Turn-Over (PTO) (Certificate of Substantial/ Interim Performance) 	<ul style="list-style-type: none"> Close Out Document (COD)
Control Point	<ul style="list-style-type: none"> Project Management Plan Approval (PMPA) 	<ul style="list-style-type: none"> Effective Project Approval (EPA) / Client Approval 	<ul style="list-style-type: none"> Turn-Over Approval (TOA) 	<ul style="list-style-type: none"> Close Out Document Approval (CODA) <p>PROJECT COMPLETION</p>

REMARKS: Other available Roadmaps: [Design-Bid-Build Projects](#), [Design-Build Projects](#), [Asset Projects](#), [Space Projects](#), [Lease Projects](#), [Contaminated Sites](#)