

ROADMAP for DELIVERY Stage of DESIGN-BID-BUILD projects

(<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/route-road/csc-dbb/index-eng.html>)

(for Asset Projects, Space Projects or Road Construction Projects)

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 lease project delivery strategy.	Award all relevant consultant contracts to the most qualified bidders, as well as refine the proposed design concept into a detailed and final design version of required specifications.	Produce an end product of acceptable quality which meets client requirements.	Improve overall project performance and client satisfaction by documenting and assessing both product and process performance against pre-determined performance criteria.
Inputs	<ul style="list-style-type: none"> ☐ Identification Close Out Document (ICOD) ☐ Preliminary Project Approval (PPA) ☐ Approved Feasibility Report (AFR) ☐ Approved Investment Analysis Report (IAR) ☐ Preliminary Workplace 2.0 Accreditation Evaluation Grid ☐ Functional Program (if required) ☐ Space Requirement ☐ Project Charter ☐ Project Complexity and Risk Assessment (PCRA) (if required) ☐ Environmental Compliance Management Program (ECMP) Checklist (if required) ☐ Preliminary Identification of Environmental Services Required (PIESR) (if required) ☐ Other currently known project parameters 	<ul style="list-style-type: none"> ☐ Approved PMP ☐ Updated Project Charter ☐ Completed Functional/Technical Program ☐ Consultant Scope of Work ☐ Risk Management Plan (RMP) ☐ Commissioning Assessment ☐ PRAC Review Report 	<ul style="list-style-type: none"> ☐ Risk Management Plan and PAAA ☐ Request for Proposal/Project Brief (Terms of Reference) ☐ ADM decision on request for non compliance with Base Building and Fit-up Standards as required ☐ Awarded consultant contract ☐ Cost estimates and schedules updated ☐ Client signoffs on design documents ☐ Revised IAR and TB submission if required ☐ PMP with updated parameters 	<ul style="list-style-type: none"> ☐ Final tender documents (drawings and specifications) ☐ Signed contracts ☐ Test Results (if required) ☐ Deficiency Report ☐ Signed Certificate of Substantial Performance (Interim) ☐ Completed Commissioning Report, O&M Manuals and as-built documentation ☐ Site transferred to Real Property Manager ☐ PMP with updated parameters ☐ Lessons Learned
Tasks / Activities	<p>Step One: Start-up Stage</p> <ul style="list-style-type: none"> ☐ Inform the Technical Experts (Architecture & Engineering), Regional Construction Safety Coordinator, Environmental Specialist and other stakeholders about the project ☐ Refine Project Team ☐ Identify security, environmental and health & safety requirements ☐ Conduct assessment of Commissioning requirements ☐ Review existing Lessons Learned from similar projects ☐ Review Preliminary Workplace 2.0 Accreditation Evaluation Grid ☐ Update Functional Program, as required ☐ Update cost estimates and schedules ☐ Create Project Management Plan ☐ Create/Update Project Charter ☐ Create Specific Service Agreement (SSA) (if required) ☐ Update Project File Structure (financial codes, confirm funds, etc.). Designation of Project as Capital (to be capitalized) or Repair (to be expensed) as determined in Definition Phase. 	<p>Step One: Procure Consultant Services</p> <ul style="list-style-type: none"> ☐ Write Project Brief (Terms of Reference) ☐ Update RMP ☐ Provide input to ensure the Pre-Approved Amount for Anticipated Amendments (PAAA) is established for Consultant Contract ☐ Prepare Request for Proposal (Procurement Methodologies) ☐ Conduct consultant evaluation (Conduct Procurement; Consultant Evaluation Board Membership) ☐ Award consultant contract 	<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). Develop design drawings/specifications to 33-66-99% (33-99% for road construction projects) ☐ Conduct review at 33-66-99% (33-99% for road construction projects) ☐ Submit notification /application for environmental permits (if required) ☐ Sign-off on final drawings/specifications ☐ Review designation of project to confirm it should remain as Capital or Repair and make necessary changes in SIGMA ☐ Compile construction tender documents (Procedures for Construction Services) ☐ Review environmental submission (if required) ☐ Update Risk Management Plan ☐ Provide input to ensure PAAA is established for Construction Contract; ☐ Conduct tender call and evaluation (Conduct Procurement) ☐ Obtain all necessary permits that are not the responsibility of the contractor ☐ Award construction contract 	<p>Step One: Close-outs of Contracts</p> <ul style="list-style-type: none"> ☐ Perform post-occupancy inspection ☐ Issue Certificate of Completion (Final) ☐ Perform warranty activities ☐ Initiate Consultant Performance Evaluation Report (CPEPF) ☐ Initiate Contractor Performance Evaluation Report (CPEPF) ☐ Finalize contract(s) (Contract Close-Out)

Stage 3 – Project Delivery

	3.1 – Planning	3.2 – Design	3.3 – Implementation	3.4 – Close Out
Tasks / Activities	Step Two: Define Project Delivery <ul style="list-style-type: none"> Confirm Functional and Technical Program Define Consultant Scope of Work Consider Components of the Project Brief (Terms of Reference) Create/Update Risk Management Plan Submit Project Management Plan for review by Project Review Advisory Committee (PRAC) as necessary (i.e. peer, regional or national review) 	Step Two: Develop Design <ul style="list-style-type: none"> Complete analysis of project requirements Develop Concept Design and Design Development Documents for approval by Client (Review and Acceptance of Consultant Design and Construction Documents) Prepare furniture layouts for approval by client (if applicable) Prepare furniture and equipment and systems procurement documents (if applicable) Review for non-compliance with Base Building and The Government of Canada Workplace 2.0 Fit-up Standards and obtain approval as required Update the Workplace 2.0 Accreditation Evaluation Grid Incorporate any reviews, reports, and/or recommendations initiated through the PIESR Step Three: Prepare for Approval <ul style="list-style-type: none"> Finalize cost estimates and schedules Reconfirm or update the Project Complexity and Risk Assessment (PCRA) Update Investment Analysis Report (IAR) Update key parameters of the PMP Revise Environmental Compliance Management Program (ECMP) Checklist if project scope has changed significantly Incorporate recommendations from Commissioning Assessment 	Step Two: Construct <ul style="list-style-type: none"> Conduct start-up and subsequent construction meetings Administer construction contract (Administer the Contract) Ensure adherence to construction site safety Ensure adherence to recommendations and/or mitigation measures related to environmental reports and reviews Monitor budget and construction progress and keep Project Leader informed Perform commissioning during construction (Commissioning Manual) Step Three: Accept Work <ul style="list-style-type: none"> Test functional performance (Commissioning Manual) Conduct material quality testing and review test results (if required for road construction projects) Compile commissioning documents Assemble as-built documents Ensure training is provided and Operating and Maintenance (O&M) manuals delivered Review deficiency report(s) and notify the contractor to correct deficiencies if necessary Issue Certificate of Substantial Performance (Interim) Advise Finance of Substantial Completion Return contracts securities (including hold-backs) Transfer site to Real Property Manager Client move-in Update key parameters of the PMP Document Lessons Learned 	Step Two: Close Project <ul style="list-style-type: none"> Execute final space measurement Ensure Occupancy Instrument is in place Gather end-user feedback, and finalize lessons learned Submit the completed Workplace 2.0 Accreditation Evaluation Grid to WP2.MT2@tpsgc-pwgsc.gc.ca Send as-builts to the regional Geomatics group (or the equivalent regional office) to allow update of current drawings Complete administrative close out activities for contracts Complete Close Out Document Complete final recording of documents
	<ul style="list-style-type: none"> Updated Project Charter SSA (if required) Completed Functional/Technical Program Consultant Scope of Work Risk Management Plan Commissioning Assessment PRAC Review Report 	<ul style="list-style-type: none"> Risk Management Plan and PAAA Request for Proposal/Project Brief (Terms of Reference) ADM decision on request for non compliance with Base Building and Fit-up Standards as required Awarded consultant contract Cost estimates and schedules updated Client signoffs on Concept Design and Design Development Documents Revised IAR and TB submission if required PMP with updated parameters 	<ul style="list-style-type: none"> Final tender documents (drawings and specifications) Signed contracts Test results (if required for road construction projects) Deficiency report Signed Certificate of Substantial Performance (Product Turn-Over) Completed Commissioning Report, O&M Manuals and as-built documentation Site transferred to Real Property Manager PMP with updated parameters Lessons Learned 	<ul style="list-style-type: none"> Certificate of Completion (Final) Final Records Documents CPERFs (Consultant/Contractor) Post-Occupancy Inspection Report Completed Workplace 2.0 Accreditation Evaluation Grid Final space measurement Updated/Final PMP Final Lessons Learned
Deliverables	Project Management Plan (PMP)	<ul style="list-style-type: none"> Approval Documents (AD) for Effective Project Approval (EPA) PCRA reconfirmed or updated 	Product Turn-over (PTO) (Certificate of Substantial Performance)	Close Out Document (COD)
Control Point	Project Management Plan Approval (PMPA)	Effective Project Approval (EPA)	Turn-over approval (TOA)	Close Out Document Approval (CODA) PROJECT COMPLETION

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