

## **APPENDIX A –GENERAL INSTRUCTIONS TO CONSULTANTS – PPD – DECEMBER 2017**



Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement

*Municipal Accommodations Division • Division des aménagements municipaux*

December, 2017

## **GENERAL INSTRUCTIONS TO CONSULTANTS**

### **PLANNING, PROPERTY & DEVELOPMENT DEPARTMENT CONSULTANTS**

1. The project must be designed to the requirements defined in the Program of Requirements and is not to exceed the designated construction budget and schedule without the written approval of the Planning, Property and Development Department and the User.
2. The Consultant shall engage any associated professional consultant as may be required to successfully complete the project. A Cost Consultant shall be utilized and coordinated with the design process to ensure that the agreed designated construction budget is not exceeded. The estimates as presented in the three review stages (stated in 3 below) shall be as a result of this coordinated effort. All reports from consultants to be submitted to the Planning, Property and Development Department.
3. The Consultant must provide up to three design and estimate reviews. At each review the Consultant will be required to confirm that the defined program can be carried out within the construction budget, or to advise of the alternatives. Unless otherwise stated, the review stages will be:
  - a. Preliminary Design Stage – Class 3 Cost Estimate
  - b. Design Development Stage – Class 2 Cost Estimate
  - c. Pre-Tender Stage – Class 1 Cost Estimate
4. The Consultant shall inform the Planning, Property and Development Department of any deviation from any of the Program of Requirements. In addition, the Consultant shall provide a spreadsheet showing net room areas (i.e. based on inside room dimensions) in square feet or square metres of the "as programmed" room areas compared to the "as designed" room areas that both that the preliminary and the pre-tender design reviews. Written approval from the Planning, Property and Development Department is required for any change greater than +/-10% of the "as programmed" room areas.
5. Prior to design and tendering, the Consultant is responsible to check all zoning, building, traffic, safety codes, rivers and streams approvals, elevation considerations, any and all by-laws, conditions or statutes in order to assure agreement and conformity with all pertinent requirements. As the City's agent, the Consultant is required to make application at the time of tendering to obtain the required building permit. The cost of the permit is to be reclaimed from the City as a disbursement amount on invoicing by the Contractor. In addition, all utilities and servicing must be determined with respect to the project. The Consultant is required to complete and submit the attached "Project Service Check Sheet", Appendix 1, before bids are called.

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<http://www.city.winnipeg.mb.ca/ppd/>

6. The Consultant shall be held responsible to become familiar with the City of Winnipeg "Bid Opportunity" documents and forms that are to be incorporated in conjunction with the technical specifications. Specifications for the City of Winnipeg, Planning, Property and Development Department projects are to be created in electronic word processing format on (A4) 210 X 297mm sheets. Standard size of drawings shall be metric sheet sizes (A1) 594 X 841mm with standard smaller sizes to be (A2) 420 X 594mm. **All drawings and specifications must be submitted for Bid purposes in hard copy and Adobe PDF format.**
7. The Bid Opportunity Package shall require the Contractor to supply a construction schedule consisting of a detail schedule of carrying out the work in the standard CPM format, a schedule of trade costs and monthly cash flow of estimated Progress Payment Claims. The Consultant shall submit to the Planning, Property and Development Department a copy of the approved construction schedule, together with a list of all sub-trades, prior to the authorization of any progress payments.
8. The design drawings and specifications shall be issued in metric notation, unless directed otherwise.
9. The scope of professional services for the project are described in the request for proposal. The agreement between the City and the Consultant is to include all services requested for the stated fee. The City will pay only for agreed upon disbursements. Authorization by the Planning, Property and Development Department is required for all disbursements.
10. Four (4) sets of the proposed plans and specifications developed for each review stage (consisting of at least but not limited to the authorization of the preliminary designs, detailed designs, and pre-tender package) must be submitted to the Planning, Property and Development Department one week prior to each review meeting. The review meeting will be attended by the Planning, Property and Development Department, the user group and the Consultant.  
  
The appropriate number of approval spaces for City staff shall be provided on the appropriate front sheet of the specification and contract document package.  
  
After approval of the contract drawings and specifications, up to ten (10) sets of contract drawings or the number as may be required by the Project Coordinator, along with the original of the specification shall be submitted to the Planning, Property and Development Department, one week prior to posting.
11. Where the Consultant has specified a particular make or model of equipment in the specification, and where he has analyzed and approved an equal, such information is to be submitted to the Planning, Property and Development Department. If an alternate is recommended, this must be approved by the Planning, Property and Development Department prior to acceptance and the price differential for the alternate shall be submitted in the bid.
12. No cash allowances shall be requested in the contract documents unless directed otherwise.
13. The Planning, Property and Development Department will arrange for bid opportunity by the Purchasing Agent of the City of Winnipeg. The Planning, Property and Development Department will transmit copies of bids received to the Consultant, and require the Consultant to review and analyze the bids received, and recommend a contract award to the Planning, Property and Development Department.

14. The Consultant will administer the contract. The Consultant will supply the Planning, Property and Development Department with progress estimates, inspection reports and testing results. The Consultant is to submit a Project Review Schedule for the project indicating: a) type of review; b) Consultant responsible for the review; c) required attendees for the review. The schedule to be submitted to the Planning, Property and Development Department, prior to the commencement of construction for review and approval.
15. All change orders must be approved by the Planning, Property and Development Department prior to authorization by the Consultant except in such circumstances that would result in a hazard. Both credits due or extra charges resulting from a change order will be reviewed and approved by the Planning, Property and Development Department.
16. The drawings, specifications, design, copyright, etc. of all the professional design disciplines for the design of this facility shall become the property of the City of Winnipeg.
17. The complete working drawings shall be done on computer using AutoCAD R14 or later, in DWG Forma. Drawing layering standards to follow the American Institute of Architects (A.I.A.) long format layering convention. The Consultant shall prepare and deliver to the Planning, Property and Development Department one (1) As-Built working copy in AutoCAD format of all disciplines Architectural, Structural, Mechanical, and Electrical, as well as an electronic copy of same corrected to "As-Built" state, along with the specification upon completion of the project. The Consultant shall ensure that the Contractor provides four sets of instruction manuals each consisting of installation data, parts list, operating instruction and recommended maintenance procedures. The specification shall state that receipt of the instruction manuals takes place prior to the inspection for Substantial Performance. Receipt of the Operation and Maintenance Manuals is mandatory as part of the City's acceptance of the structure.
18. Any project identification sign proposed for the site must be approved by the Planning, Property and Development Department.
19. Space is required on drawings and the front of the specification for signing officers of the City (see Appendix 2).
20. The Consultant shall not provide information to the news media without written permission of the Director of Planning, Property and Development.

Attach.           Appendix 1  
                      Appendix 2

**APPENDIX 1**

CHECK SHEET FOR \_\_\_\_\_ before  
 Calling for bids on a structure, the following shall be check and cleared

ITEM	REMARKS	DATE CLEARED	BY
1. Zoning By-Law			
2. Building By-Law			
3. Fire Paramedic Service			
4. Rivers & Streams Act			
5. Sewer			
6. Water			
7. Heat Source			
8. Hydro Contribution:			
Existing Service			
New Service			
9. Telephone			
10. Traffic By-Law (approaches)			
11. Pavement			
12. Sidewalks			
13. Soil Conditions			
14. Grades			
15. Property Ownership			

Signed by Consultant \_\_\_\_\_ Date

City of Winnipeg Project Manager \_\_\_\_\_ Date

**APPENDIX 2**

Space required on drawings and the front of the specification for signing officers of the City:

- 1) For Other City Departments:
  - a) User Department Manager
  - b) Additional Managers of User Department
  - c) Project Manager – Municipal Accommodations Divisions – Planning, Property and Development Department
  - d) Manager of Municipal Accommodations Division – Planning, Property and Development Department