





Manage renovations to existing facilities, unless otherwise approved by the VP Finance and Administration

#### Project Sponsor

The Dean, Director or Senior Administrator accountable for the program needs of the project.

Responsible for ensuring the project meets the functional needs of the users, project timelines are adhered to, and the project budget is met.

Ensuring project deliverables are in alignment with the project scope of work

For projects with an expected cost in excess of \$250,000, developing a project charter which defines responsibilities of the significant roles in the project, who may approve what and what needs to be communicated to whom, when for projects larger than \$250,000. The project charter to be approved by the Project Sponsor and VP Finance and Admin.

Ensuring that appropriate project approvals are obtained at key milestones and for all change orders and that those approvals are retained on file.

Coordinating all necessary communication related to the project including internal stakeholders (users, people required to move, academic scheduling, academic departments impacted by construction or noise, etc..) and external stakeholders (neighbours, tenants, partners, City, Funders, etc..)

Ensuring that all necessary project documentation is retained in a central location accessible by the project team

Setting the project timeline and monitoring project progress along that timeline

Ensuring smooth transition from construction to operation of facilities including the transfer of shop drawings and warranty documents

Creating (and sharing with the Capital accountant) a change order log that reconciles to the progress billings as well as includes expected change orders and their values

Documenting lessons learned as the project is progressing to assist with future projects

Ensuring, through consultation with the University's manager of Insurance when applicable, appropriate insurance is in place for the project

Preparing a performance appraisal on each contractor after each project that will be kept on file for future reference.(see attached form Appendix A)







There is a provision that if final pricing by that trade is deemed unreasonable or inconsistent with the project's anticipated budget, the University reserves the right to re-tender when the balance of the project is tendered. The purpose of this construction method is to engage the expertise of these trades in the design process. This often improves the efficiency and effectiveness of the design since all parties involved understand the needs and constraints of the project from the onset. It also reduces change orders, as these tr



the certificate must state the purchase order number and that **at least thirty (30) days prior written notice to University** will take place if the **insurance is** to be **cancelled**.

### Safety.

The University of Winnipeg manages a full Safety and Health Program including Asbestos Management and Contractor Safety.

All projects are referenced against the University's inventory of buildings in order to determine if there will be any disturbance of Asbestos Containing Materials (ACM) as a responsibility set out in the Asbestos Management Program. If there is any risk of disturbing ACM, the university abates all such material according to provincial regulations under the Workplace Safety and Health Act (W210 10/02) prior to commencement of any renovation work.

Contractors are considered, in part, by their safety program certification, and preference is given to contractors who are COR certified through their respective associations – (Construction Safety Association of Manitoba, Manitoba Heavy Construction Association etc.). Contractors communicate with the University of Winnipeg Physical Plant and Safety Office through regular site meetings and through incident reporting. All serious incidents are reported to Department of Labour (Workplace Safety and Health Division) and are investigated according to regulation.

For requirements dependent on the contract, the safety office website or call Safety and Health Specialist at the University of Winnipeg (204) 786-9894.

For documentation and/or training that must be completed or provided by both parties, please visit the safety office website or call Safety and Health Specialist at the University of Winnipeg (204) 786-9894.

### Change Orders

Most major capital projects have change orders. They may result from design deficiencies, coordination issues between various members of the project team, unanticipated site conditions, design changes requested by the owner, or changes required by plan or building inspection. The University (or its representative) process reduces change orders by engaging users and maintainers in the building process on an ongoing basis and utilizing integrated project delivery. All change orders require signature by the architect (if applicable), project manager, and University (or its representative) before being implemented. In a situation where a change is critical to the timeline, the cost is not significant and can be funded from within the budget of the project, site instructions may be provided by the Project Manager which allow the change to



The committee will meet as often as is required. Minutes will be recorded at all meetings and distributed to all members of the planning committee.

The primary role of the planning committee will be to identify the needs of the department(s) or individual users of the space being developed or redeveloped, and to develop an appropriate design plan to fulfill those needs within the parameters of the project budget.

### Project Site Committees

Once the project work begins, a site committee will be established, with membership consisting of the following individuals:

- Project Manager for the project;
- one or more representatives from each firm involved in the project including subcontractors and, if applicable, the architectural firm and the construction management or project management firm; and
- representatives from other University departments (e.g., the Technology Solutions Center), as appropriate.

The site committee will meet as often as is required. Minutes will be recorded at all meetings and distributed to all members of the site committee.

The primary role of the site committee is to monitor the progress of the project and to respond to any concerns or problems, which might arise during the course of the project. The Project Manager, supported by the Capital Accountant will prepare a project update, on a monthly basis, and be provided to the V.P. Finance and Administration for information. This report will include a report detailing the expense position of the project against the approved budget.

### Changes to the Project

Once the project budget has been established and approved, whether through a quotation, or a response to an Invitation to Bid or a Request for Proposals, any change that is proposed to the project which will affect the overall budget must be brought to the attention of the Project Sponsor and Vice-President Finance and Administration including the specific details of the proposed change as well as its cost implications. The University Project Manager will ensure that all appropriate signatures for the particular project are received before authorizing any changes to the project budget.

### Post construction

As built drawings must be provided to the campus planning department and all operating manuals, warranty information and other relevant documents should be provided to Facilities or other relevant departments.

## Project Evaluation

After all major projects the project team should perform a review to identify lessons learned.

Before the end of the warranty period, a full review of the facility should be performed to identify any issues to be repaired under warranty.

## Related Policies and Procedures

Capital Projects and Renovations Policy

Space Management Policy

Purchasing Policy, Purchasing Procedures, and Sustainable Purchasing Guidelines

Asset Management Policy

Cleaning Guidelines

Energy Management Guidelines

Facility Maintenance and Renovation Guidelines