

# Consultant Information Package





## Contents

WELCOME .....	3
SETTING THE CAMPUS CONTEXT .....	3
Description .....	3
Building List .....	3
University Street Address.....	3
Facilities Management Mailing Address .....	3
Legal Descriptions .....	3
REGULATORY BODIES (DEVELOPMENT AND BUILDING PERMITS).....	4
CONSULTANT INTERACTION WITH UVIC DEPARTMENTS .....	4
UVIC POLICIES .....	4
SUSTAINABILITY AND GREEN BUILDING STANDARDS .....	4
OWNER’S (UVIC) ROLE AND CONSULTANT TEAM .....	5
DRAWINGS AND SPECIFICATIONS .....	5
Getting Base Drawings and Information .....	5
Preparing Contract Documents to meet FMGT Standards Contract Drawings .....	5
Drawing Information .....	6
Specifications .....	6
Submitting Final Record Documentation .....	7
Print Form Drawings.....	6
Layering Guidelines .....	6
Blocks .....	6
External References .....	6
PDF Drawing Files.....	7
Operation and Maintenance Manuals .....	7
UNIVERSITY CONSTRUCTION STANDARDS.....	7
CONTRACT ADMINISTRATION .....	8
CCDC 2 2020 .....	8
Purchase Order.....	8
Change Order Processing .....	9
Certificate for Payment Processing.....	9

## **WELCOME**

The UVic Gordon Head Campus physical assets include over 360,000 square metres of floor space, in more than 240 buildings, on over 400 acres. The campus civil infrastructure includes utilities systems: heating, electrical, water distribution, storm and sanitary systems as well as roadways and parking lots. The campus also enjoys a large natural forested area and the expansive Finnerty Gardens.

The campus grounds are divided amongst two municipalities Oak Bay and Saanich and care must be taken when developing or renovating buildings to interact with the appropriate regulatory bodies.

This package is provided as an initial orientation guide for consultants working with UVic Capital Development.

## **SETTING THE CAMPUS CONTEXT**

### Description

On January 18, 1963, at the opening of the Clearihue Building, Premier W.A.C. Bennett announced the intention to create a new and autonomous University of Victoria. The University of Victoria at the Gordon Head campus was officially established by act of the BC Legislature on July 1, 1963. By 1964 the campus was home to the Elliott building, McPherson Library, Clearihue building (now the A wing), the Student Union Building, single student residences and several former military buildings (now the “huts”).

The campus is laid out based on a master plan initially developed by R. W. Siddall. Since then there have been several Architects and Planners who have contributed to the Gordon Head campus – Wurster, Bernardi and Emmons, Erikson Massey, and Cannon Design Group. The campus landscape plan has been developed by Lawrence Halprin, John Lantzius and Don Vaughan. There is a variety of building construction and exterior building finishes on campus including cast in place concrete and glass, wood accents, brick, exposed concrete and metal cladding.

### Building List

The complete building list, building names, building numbers and building codes can be found in the Appendices A-2 Building List.

### University Street Address:

3800 Finnerty Road  
Victoria, British Columbia V8W 2Y2

### Facilities Management Mailing Address:

PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2

### Legal Descriptions:

UVic Campus Lands  
Parcel Identifier (PID): 018-583-890  
Lot 1, Sections 31, 44, 45, 71 and 72, Victoria District  
Registered Plan Number: VIP 57957

Gordon Head/Ian Stewart Complex  
3964 Gordon Head Road  
Parcel Identifier (PID): 002-064-987  
Lot 1, Plan 28318, Section 60, Victoria District

## **REGULATORY BODIES (DEVELOPMENT AND BUILDING PERMITS)**

### The University Act and the Government of British Columbia

UVic is constituted under the Universities Act as an independent agency of the crown and operates under the authority of its own Board of Governors. Operating budgets and capital funds are provided by the Province of British Columbia. The Ministries responsible for the University are the Ministry of Advanced Education and the Ministry of Finance.

### The Corporation of the District of Oak Bay and The District of Saanich

The BC Building Code (latest edition) and the Fire Code are applied on projects, including the requirements for Schedules from Registered Professionals as part of the permitting process. Building Permits are required from the respective municipalities and Facilities Management (FMGT) will authorize the Prime Consultant to Act as Agent on the University's behalf. FMGT will pay for and pick up Building Permits once approved.

Evidence of applicable permits and approvals must be posted at the site.

## **CONSULTANT INTERACTION WITH UVIC DEPARTMENTS**

FMGT has the responsibility for identifying and retaining Registered Professionals and other Consultants required for the design and execution of the project.

A number of University Departments are often consulted for detailed requirements and approvals during the Design Development and Construction phases; however, all communication with these departments must be coordinated through the FMGT Project Representative.

## **UVIC POLICIES**

UVic Policies that relate to projects are listed below in Buildings and Grounds Usage BP3105. Please refer to the following website for details and the latest updates:

[https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3105\\_6410\\_.pdf](https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3105_6410_.pdf)

## **SUSTAINABILITY AND GREEN BUILDING STANDARDS**

Details of the UVic Sustainability Action Plan can be found on our web at:

<https://www.uvic.ca/assets/docs/csap2030-actions.pdf>

Excerpts from the plan are:

**Mission:** To construct, renovate, maintain and operate campus buildings to green building standards and practices.

**Background:** The University is committed to progressive green building technologies and design, and accountability in building maintenance and performance that meets the needs of the campus community. As of 2019, the campus has eight LEED Gold-certified buildings and a ninth targeted for a Gold rating in 2020. In response to the Strategic Framework goal of promoting sustainable futures, and responding to climate change and adaptation, it is critical for the university to renew its focus on new building development and renovations that focus on energy efficiency and greenhouse gas emissions reductions.

**Goals:** All new buildings will achieve the standard of LEED V4 Gold certification or equivalent certification. Major additions to existing buildings will also strive to achieve LEED V4 Gold or equivalent certification.

This approach will ensure inter-relationships and interdependencies with all building systems are understood, evaluated, appropriately applied and coordinated throughout the programming, planning and design phases and systems performance will be evaluated through the construction and operations phases to ensure desired design intent has been achieved. To maintain and maximize the utilization of our physical infrastructure, 100% of all new buildings will achieve the standard of LEED V4 Gold certification or equivalent certification.

In addition to the LEED certification requirements UVic upholds these green building principles to be applied when designing projects:

- Design and construct green building projects that meet the highest environmental standards as project budget allows.
- Select environmentally preferable products whenever feasible.
- Design to minimize waste (water, material and energy waste) using integrated design of systems to reduce life cycle costs.
- Optimize and manage water use.

### **OWNER'S (UVIC) ROLE AND CONSULTANT TEAM**

FMGT will engage qualified Professionals for structural, architectural, mechanical, electrical, civil, and life safety systems designs for work on the Gordon Head campus. Additional specialized consultants such as acoustic or hazardous materials may also be engaged as requirements of specific projects dictate. Changes to the Contract must be reviewed by the various consulting professionals before submitting the proposed Change Order to the UVic Project Representative for final acceptance.

Only UVic can approve an equivalent or alternate product, or approve a Change Order. On projects where an Architect is the Prime Consultant, they are required to be the Payment Certifier.

The Consulting Professionals shall prepare drawings and specifications for acceptance and written approval and sign off by the FMGT Project Representative. Consultants shall familiarize themselves with all of the relevant regulations applicable to the design, construction, use of material and operation of the premises including the BC Building Code, the amended National Building Code, the Fire Code and all applicable Occupational Environmental Regulations. The design of the improvements must comply with these and all other relevant regulations including the FMGT FITS document and Signage Standards.

### **DRAWINGS AND SPECIFICATIONS**

#### Getting Base Drawings and Information

Campus maps, site plans, floor plans, as-built/consultant record drawings, site services drawings and other record drawings will be provided where they are available. Please note that all files provided by UVic are provided for information and reference only, based on the best available date available at the time of transfer. Base drawings will be provided in .dwg format and record drawings will be provided in .tif or .pdf format. Consultants are required to field verify the information and document actual conditions as required prior to commencement of any work and include this information in the record submittals.

When a coordinating Prime Consultant leads the design team all drawings must bear the name of the Prime Consultant as well as the sub-consultants.

#### Preparing Contract Documents to meet FMGT Standards Contract Drawings

- Standard sheet size: ARCH D – 610mm x 914mm (larger projects – dwg size as required)
- Standard Title Block information
- Building Name, floor and room numbers as applicable
- UVic Project Name and Number
- Sheet Number
- Revision History – revision number and date
- Drawing Phase
- Consultant Information

### Drawing Information

Drawings shall consist of the following as a minimum:

- Floor plan (1:100 scale minimum).
- Show the premises in relation to the corridors, stairs, fire extinguishers, partitions, doors, etc. as well as all built-in furniture and fixtures.
- Reflected ceiling plan (1:100 scale minimum). Show partition layout, lights, sprinklers etc., including modifications proposed to the base building operating systems.
- Mechanical plans, where required.
- Electrical plans, where required.
- Telephone, data and power outlet plan (1:100 scale minimum) and indicate with dimensions location of all telephone, data and power outlets.
- Should include furniture plans where applicable.
- Drawings should be in metric.

### Specifications

- Use long-form specifications in letter size booklet format whenever possible.
- Specifications on drawings are only acceptable for the smallest projects, and with prior approval from the FMGT Project Manager.
- Detailed specifications are required naming the product type and description including dimensions, construction methods, schedules, etc.

Drawings and specifications are required to be sufficient in scope and detail to fully depict the proposed improvements and their relationship to the Base Building construction.

### Print Form Drawings

- Print form drawings are to be printed full size with each trade discipline bound separately.

The acceptable format for CAD drawing files is as follows:

- CAD files are to be submitted in AutoCAD DWG format.
- Each drawing sheet shall have its own DWG file. It is not acceptable to have multiple sheets residing in one DWG file.
- The CAD file name should be the same as the sheet name.

### Layering Guidelines

- UVic recommends use of the most recent AIA CAD Layer Guidelines.
- Where AIA CAD Layer Guidelines are not used, it is important that the layers are named logically so that they can be easily understood.
- Objects within the drawing must exist on their appropriate layer. This will provide ease of conversion to UVic standards.

### Blocks

- All blocks must be created with all entities on layer 0.
- All blocks must be inserted on the appropriate layer.

### External References

- All drawings shall function as stand-alone drawings - all external references must be inserted. Images, must be bound using Windows 'Paint', so it is permanently part of the drawing, not requiring any external files to accompany the CAD files.

### PDF Drawing Files

- Each drawing sheet shall have its own PDF file. It is not acceptable to have multiple sheets residing in one PDF file.
- The PDF file name should be the same as the sheet name.
- Drawings should reflect the intended line weights and colour of printed hard copies.
- PDF files should not have any restrictions such as printing limitation or password protection.

### Submitting Final Record Documentation

All Final Record Documentation must have the FMGT Records Submittals: Transmittal and Checklist document attached. This form can be found in the Appendices titled A-9 FMGT Records Submittals – Transmittal and Checklist. At its discretion FMGT will hold back funds until the Record Drawings are received in an acceptable form.

Prior to the submission of the final certificate for payment the Contractor should review the red line site mark-up set for completeness and accuracy. The Prime Consultant shall obtain these site mark ups/as built drawings and review them for their completeness. Once approved, the respective sub-consultants will in turn convert these as-built drawings into “record drawings”. The Prime Consultant will submit to FMGT a complete set of Record Drawings in digital form files in both PDF and DWG format, with all deviations neatly indicated. Drawings should be properly annotated as Record Drawings and include the UVic Project Number and Project Name in the title block.

### Operation and Maintenance Manuals

Unless otherwise directed by the FMGT Representative, at completion of the project Operation and Maintenance manuals must be reviewed by the consultant team and submitted in hard covered 3-ring binders as well as in soft copy on a labeled CD. Each manual must include (as a minimum) the following information:

- Table of Contents.
- Description of operation.
- Shop drawings of all equipment.
- Extended warranties.
- Maintenance and operating instructions.
- List of manufacturer and trade names.
- List of supply sources for maintenance.
- Paint formulas.
- Hardware products supplied and installed.
- Balancing report.
- Name of company, contact person, phone number and email address of ALL sub trades that supplied and installed products to the site.
- All permits, licenses and final inspections.
- Copy of Substantial Completion Certificate.

### **UNIVERSITY CONSTRUCTION STANDARDS**

The University Construction Standards are addressed to the Architects, Engineers and other professionals providing consulting services to the University.

The Standards have been produced to provide maximum value to the University through uniformity, compatibility, functionality, durability and quality.

Please visit our web site to view and download our Design and Construction standards and guidelines at:  
<https://www.uvic.ca/facilities/service/projects/guidelines/index.php>

### Use of the University Construction Standards

- The standards shall be incorporated in the design and construction documentation for all new or renovation building projects.
- The standards address only issues and items particular to the University of Victoria and thus rely on the consultants' professional competence for compliance with all applicable codes, regulations and industry standards.
- The standards are not contract specifications and it is the consultant's responsibility to produce complete and coordinated specifications.
- The standards are intended to provide general direction to design professionals but are not intended to replace or inhibit their design, technical creativity or professional judgment.
- The standards may be superseded by particular requirements of a space, user, or authorities having appropriate jurisdiction; therefore, the standards shall be implemented with the assumption that statements such as "unless otherwise noted", or "except for specific project requirements" apply throughout. A justified deviation from the approved standards may be considered as authorized by Facilities Management.

### **CONTRACT ADMINISTRATION**

The University of Victoria primarily utilizes two contract types – the CCDC 2 2020 and the UVic Purchase Order.

#### CCDC 2 2020

When contracts are tendered using the CCDC 2 2020 contract, the UVic Purchasing Services (PURC) department is the tendering authority. The tenders are opened by Purchasing Services using UVic's Bonfire portal website at <https://uvic.bonfirehub.ca/portal/>. After the Tender Closing Time/Date, the consultant team will be assigned the permission right to access and download the electronic bid submissions from the Bonfire portal. UVic provides its own Contract Cover, Supplementary General Conditions, Instructions to Bidders and Stipulated Price Bid Form for consultant's use. The consultant team is required to provide drawings and specifications appropriate to the work required and prepare the contract documents for posting on BC Bid as per the above "Drawings and Specifications Section". A copy of these documents can be found in the Appendices, A-4 through A-7. Please also refer to Appendices A-8 CCDC2 2020 Assembly Instructions.

#### Purchase Order

When contracts are tendered using the Purchase Order contract, the UVic Purchasing Services (PURC) department is the tendering authority. The tenders are opened by Purchasing Services using UVic's Bonfire portal website at <https://uvic.bonfirehub.ca/portal/>. After the Tender Closing Time/Date, the consultant team will be assigned the permission right to access and download the electronic bid submissions from the Bonfire portal. UVic provides its own Request for Quote (RFQ)/Request for Tender (RFT) which includes Instructions and General Conditions. The consultant team is required to provide drawings and specification appropriate to the work required. Purchasing Services will collate the contract documents for posting on BC Bid. A copy of these documents can be found in the Appendices, A-3(a) and A-3(b).

The consultant team is expected to provide the following services:

- Assist with the issue of Tender Documents.
- Prepare and coordinate addenda as applicable.
- Attend Site Tours as required and prepare resultant addenda information.
- Bid analysis and recommendation.
- Carry out and coordinate the general and field review of the construction work.
- Consultation on problems arising during construction.
- Interpret the requirements of the Construction Documents.
- Inform UVic on the progress and quality of the work. Reject work which does not conform to the Construction Documents.
- Prepare Change Orders for UVic's approval and signature.





- Preparation of Deficiency lists by all disciplines, and monitor and site confirm the Contractor's completion of corrections.
- Prepare and coordinate all Letters of Assurance.
- Determine and certify the date of Substantial Performance of the work.
- Receive and review for completeness all written warranties, completed O & M manuals and Contractor's As-Built drawings.
- Act as Payment Certifier for the purposes of the Builders Lien Act.
- Coordinate issues with contractor during the warranty period. Carry out Field Reviews to ensure required performance is demonstrated.
- Coordinate and participate in the 1 year post construction walk through.

#### Change Order Processing

When a contemplated change notice (CCN) is approved the prime consultant shall initiate the Change Order process as follows:

- One (1) electronic pdf copy of the change order with complete back up documentation including the CCN(s), costing provided by the contractor, reason for change and consultant recommendation that solution and pricing are acceptable.
- All change orders are to be signed by the contractor and consultant prior to being forwarded to the FMGT Project Representative.
- Once approved by the UVic signing authority one (1) electronic pdf copy will be returned via email to the prime consultant and to the contractor for their records.

This process is to be followed for both CCDC 2 2020 and Purchase Order contracts. Consultants are required to use the UVic Change Order template. The templates are attached in the Appendices, A-10 and A-11.

#### Certificate for Payment Processing

The prime consultant is responsible for certifying payment for both CCDC 2 2020 and Purchase Order contracts. The following content is required:

##### CCDC 2 2020:

- Application for payment from the contractor clearly identifying the 10% lien holdback value.
- UVic Certificate for Payment filled out and signed by the prime consultant.
- Current CCDC9A – 2001 Statutory Declaration of Progress Payment Distribution by contractor with appropriate seal and sworn before a BC qualified lawyer or notary public.
- Letter of Good Standing with WorkSafeBC.

##### Purchase Order:

- Application for payment from the contractor clearly identifying the 10% lien holdback value.
- UVic Certificate for Payment filled out and signed by the prime consultant.
- Letter of Good Standing with WorkSafeBC.
- If requested, the contractor shall submit a Statutory Declaration.

The Prime Consultant will forward the original signed copy of the Certificate for Payment complete with backup to UVic for processing. In order for contractors to receive payment by the 28<sup>th</sup> day of the month the Certificate for Payment package must be received, complete and error free, by the 21<sup>st</sup> day of the month.

The UVic Certificate for Payment template documents can be found in the Appendices, A-12 and A-13.