

## Project Management Fee Summary 40 – 50 Toryork Drive

### Project Management Fee Summary:

Predicated on a Council directive during consideration of the 2000 Operating Budget, the Design, Construction and Asset Preservation (DCAP) Unit of F&RE are required to recover all operational costs. Notwithstanding past budget practices, funding for project management costs of up to 10% must be budgeted by clients within the total project cost with a full recovery from the operating/capital budget. This change was reflected in the 2001, 2002, 2003 and the 2004 Budget Schedule and Guidelines.

The Project Management Fees for 40-50 Toryork Drive are summarized below:

Facility	Division	Total Project Management (PM) Fees	PM Fees Invoiced to Date (2003)	% PM Fee Invoiced to Date (2003)	PM Fees Outstanding
50 Toryork:	TEMS	\$49,913.	\$44,120	88%	\$5793.
40 Toryork:	Transportation	\$40,000	\$32,000	80%	\$8000.
	TFS	\$30,507	0	0%	\$30,507
	TPS	\$18,171	0	0%	\$18,171
<b>Totals</b>		<b>\$138,591.</b>	<b>\$76,120.</b>		<b>\$62,471.</b>

The Project Management Fees are based on the DCAP Service Level Agreements.

### Overview of Design, Construction and Asset Preservation Service Level Agreement:

This service level agreement outlines the typical services to be provided by Corporate Services, Facilities & Real Estate, Design, Construction and Asset Preservation (DCAP) for the Client Departments. These are representative of the services provided on the 40-50 Toryork Drive project.

The following outlines the services and activities performed in a typical Construction project or a Facility Planning and Accommodations project:

#### 1. PROJECT PRE-PLANNING:

- Feasibility Studies
- Community Consultation
- Technical and Environmental Reviews (i.e. soil testing, Site Specific Survey, data cabling)
- Program Requirements

## 2. DESIGN AND BUDGET DEVELOPMENT:

- Concept Development
- Cost Estimate Analysis
- Preliminary Schedule Preparation
- Budget Submission

## 3. TENDERING AND CONTRACT AWARD FOR ARCHITECT:

- Budget Management
- RFP / EOI for consultant
- Conduct Site Meeting
- Prepare and Report to Committee and or Council
- Consultant Selection through the City management process
- Prepare and Process all Contract Documents
- Client Needs Assessment
- Space Planning incorporating Space Standards and Special Needs
- Furniture Selection and Sourcing including review of Ergonomics
- Preliminary Design
- Compliance with Building Codes, Permits
- Change Management
- Preparation of Tender Documents

(Please note that in Facility Planning and Accommodations projects not included in the annual capital budget submission the design, space, and furniture planning will be completed directly by DCAP staff, rather than by Consultants)

## 4. TENDERING AND CONTRACT AWARD FOR CONSTRUCTOR:

- Budget Management
- Prequalification/Quotation/Tender for contractor
- Conduct Site Meeting
- Prepare and Report to Committee and or Council
- Contractor Selection
- Prepare and Process all Contract Documents
- Preliminary Site Preparation (i.e. demolition, environmental remediation, remove equipment etc.)

## 5. IMPLEMENTATION:

- Regular site meetings
- Ensure health and safety compliance
- Ensure quantity and quality control
- Certify and process progress draws
- Resolve all disputes and or conflicts
- Validating substantial completion claims
- Furniture Planning and Installation
- Move Management

6. POST IMPLEMENTATION REVIEW:

- Resolve all deficiencies
- Obtain final project sign-off
- Close of permits
- Commission area / facility to operations
- Forward copies of warranty information
- Request Client Complete a Client Survey Form

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**Date:**

March 5, 2004