

DATE: June 18, 2015

FILE: 7200-20/HI

TO: Chair and Members
Hornby Island Fire Hall Renewal Select Committee

FROM: Debra Oakman, CMA
Chief Administrative Officer

RE: Project Coordinator/Liaison services – Draft scope of work

Purpose

The purpose of this report is to introduce a draft scope of work for a position of project coordinator/liaison, and to seek the committee's direction.

Policy analysis

At its May 14, 2015 meeting the select committee recommended the following:

THAT; staff be directed to develop a scope of work for a project liaison/community communications coordinator for the Hornby Island fire hall project.

Executive summary

On the recommendation of the select committee, staff has developed a draft scope of work for a project coordinator/liaison position (attached as appendix "A"). This draft scope of work was developed in consultation with the project architect.

This draft scope of work captures key elements that will assist the regional district and the project architect to effectively and efficiently deliver the project and to provide the community with updated information as the project progresses.

Recommendation from the chief administrative officer:

THAT the Hornby Island fire hall renewal select committee endorse the scope of work as attached to the staff report dated June 18, 2015, for the position of project coordinator / liaison.

Respectfully:

D. Oakman

Debra Oakman, CMA
Chief Administrative Officer

Prepared by:

Concurrence:

J. Bast

T. Ian Smith

James Bast
Manager of Fire Services

T. Ian Smith, MCE
General Manager of Community Services

Attachments: Appendix A – "Draft scope of work, project coordinator/liaison"

DRAFT

Scope of Work

Project Coordinator/Liaison

Hornby Fire Hall

Background

The Comox Valley Regional District (CVRD) is undertaking the construction of a fire hall on Hornby Island. Recognizing the importance of the CVRD having an on-Island coordination and liaison presence during the construction process, the select committee has recommended that a project coordinator/liaison be engaged to provide a variety of services in support of the project.

Purpose

The project coordinator/liaison (PCL) will assist the CVRD by coordination of various aspects of the project. The PLC will be a liaison between the CVRD, the architects, the fire hall users, and the community.

Parameters

The PCL:

- Reports to the manager of fire services (MFS) or designate of the regional district.
- Is familiar with the project including the background materials, CVRD policy requirements, community vision, user group requests, and the dedicated CVRD website.
- Is able to answer public enquiries regarding the project either directly or through the regional district.
- Will provide confirmation of a minimum of \$1,000,000 commercial general liability coverage.
- Signs non-conflict of interest and non-disclosure certifications.

Services:

The PCL services include but are not limited to:

- Works with the CVRD to maintain the fire hall project website current.
- In consultation with the CVRD, develops and delivers responses to project specific public enquiries.
- Liaison between the User Group and Design/Construction Team to attend Site Meetings and respond to User related Requests for Information (RFI)
- Project Coordinator for the CVRD to provide periodic updates to the CVRD Management Team on project progress
- Photo/written documentation of site progress and issuing periodic community updates