

OKANAGAN INDIAN BAND (OKIB)
OKIB - CIS Replacement Project

PROJECT ROLES AND RESPONSIBILITIES

1. PROJECT TEAM

The Project Team includes the Project Lead, Project Manager, Prime Consultant, Architect, OKIB representatives, and ISC representatives. The Project Team is responsible for monitoring the development of the project as a whole and for providing advice and guidance to the various project participants so that the goals and objectives of OKIB are met.

The Project Team reports to Council on a regular basis.

2. OKIB PROJECT LEAD(S)

The Project Lead is a local person, employed directly by the First Nation. This person will be part of the Project Team, and will work closely with the Project Manager, Consultants and Contractors to ensure an efficient local participation in the construction works. This person will act as the liaison between the Contractor and the First Nation Council.

3. OKIB SCHOOL DESIGN COORDINATOR

The School Design Coordinator is a local person, employed directly by the First Nation. This person will be part of the Project Team, and will work closely with the Project Lead(s), Architect(s), the OKIB School Design Steering Committee, and the OKIB Community to ensure an efficient local participation in the Design and Construction works. This person will act as information distributor to the OKIB Community.

4. CONSULTANT PROJECT MANAGER

The Project Management consists of the comprehensive management of all aspects of a construction project from conception to completion and commissioning. Services of the Project Manager include:

- chairs project team meetings, prepares agenda and reports.
- prepares project submissions to ISC and negotiates funding for the project
- assists in the reporting requirements mandated by ISC until project completion
- provides financial management in coordination with First Nation administration
- prepares regular reporting for the project team, Council and Community members
- prepares and manages project schedule, budgets and cashflow
- prepares terms of reference for Owner's retained consultants, negotiates and manages their contracts
- assists in the management of consultants and contractors, review of contracts, fees and disbursements, progress claims, change orders and deliverables
- assists in the administration and review of invoices and progress claims, provides recommendations to OKIB for payment
- assists in obtaining pre-qualifications, consultant quotations, contractor tenders, material pre-orders
- carry out duties identified in the Project Management contract

5. ARCHITECT / PRIME CONSULTANT (McFarland Marceau Architects)

Through the designation of Prime Consultant, the Architect provides the main Coordinating Professional Letter of Assurance (Schedule A). The Prime Consultant is responsible for the integration and coordination of all design components by the various professionals.

The Architect is responsible for developing the design of the building in accordance with the financial and quality standards mandated by ISC. Hired by and reporting directly to the Architect are: structural, mechanical, electrical, envelope and landscape consultants. The Architect is responsible for preparing one single package of design and construction documents integrating and coordinating all disciplines.

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6. OKIB SCHOOL DESIGN STEERING COMMITTEE

This committee will make the decisions for the new school project; and the decisions will be implemented by the Project Team.

7. OKIB CHIEF & COUNCIL

Leadership and the Will of the People.

8. ISC PROJECT ENGINEER

9. CONTRACTOR (OR CONSTRUCTION MANAGER)

Through contractual relationship with the First Nation Council, the Contractor (or Construction Manager) will be responsible for organizing and delivering construction activities necessary to complete the construction works described in the construction documents prepared by the Prime Consultant.

OTHER CONSULTANTS

Consultants not directly reporting to the Architect are retained directly by the Owner. They include Civil Engineer, Geotechnical Engineer, Cost Consultant, and perhaps others to be defined as the project progresses. The Project Manager will manage these Consultants, but the Architect, as Prime Consultant, will coordinate and integrate their work into one single documentation package.

SPECIFIC ROLES AND RESPONSIBILITIES

PROJECT TEAM

The Project Team is responsible for monitoring the development of the project as a whole and providing advice and guidance to the various project participants so that the general goals and objectives of OKIB are met.

Specifically, the Project Team will:

- participate in periodic meetings
- act as liaison between community members and the Project Team
- ensure that community goals are implemented in the project
- voice community concerns or desires with regards to the project
- review and approve the project at its various phases of development
- work with the Project Manager and Consultants to ensure that the project remains within scope, schedule and budget
- seek appropriate approvals where required
- organize and participate in Community meetings dealing with the project
- regularly report to Council on the development of the project with assistance from the Project Manager
- provide guidance and directions on issues related to:
 - Community / Council priorities
 - Community / Council policies
 - General issues and concerns with regards to overall project construction
 - Artistic contributions