

TOPIC:	Development and Implementation of Capital Projects
EFFECTIVE:	January 2020
CROSS-REFERENCE:	Ministry of Education: From Concept to Classroom -- Leading Practice Manual for School Construction in Ontario 2010; Broader Public Sector (BPS) Procurement Directive; HDSB Long Term Accommodation Plan; HDSB Administrative Procedures: Procurement; Sharing Information for Capital Projects
REVISION DATE:	January 2020
REVIEW DATE:	January 2022
RESPONSIBILITY:	Superintendent of Facility Services and Planning

INTENDED PURPOSE:

Provide information regarding the development process for new school or major addition capital projects. Though occupancy for capital projects is targeted for the start of the school year; there are several approval stages which may impact the project timeline. All capital projects are intended to conform to the Ministry of Education's "From Concept to Classroom" -- Leading Practice Manual for School Construction in Ontario 2010.

PROCEDURES:**Long Term Accommodation Plan (LTAP)**

A Long Term Accommodation Plan (LTAP) is prepared annually. The LTAP provides enrolment projections for ten years for each Elementary Review Area (ERA) and Secondary Review Area (SRA) in the Board as well as for each individual elementary and secondary school. The LTAP identifies potential school boundary reviews to address accommodation pressures, which may be due to new residential development, changing demographics, and/or program needs.

The LTAP also identifies potential capital projects for the next 4 years to address accommodation requirements, as per the Ministry of Education's Capital Priorities Program. The LTAP is reviewed and approved by the Board annually.

Capital Priorities

Board-approved Capital Priorities are submitted to the Ministry of Education, through Capital Priorities Project Funding (CPPF). Submissions to the CPPF are only at the request of the Ministry. The Ministry determines when the call for CPPF is issued as well as the number of eligible projects and the timeline for review and approval of projects.

Once a project has been placed on the priority list and has received Ministry of Education approval, the design process may be initiated. Generally, the duration and sequence of the steps in the construction process from project approval to occupancy, including milestones and approval checkpoints, follows set timelines, for new school construction. However Ministry of Education and municipal approvals timelines are outside the control of the Board.

Architect Selection

The process to select and engage the architect, as the prime consultant for a new school or major addition, occurs after the Ministry of Education approves the Facility Space Plan Template, which is to be submitted by the Board staff upon receiving capital funding approval. Broader Public Sector (BPS) Procurement Directives and the Board Procurement AP will be followed in the selection of the Architect, using weighted criteria for experience, design proposal and cost.

Design Process

The Architect will provide a preliminary design, based on Ministry of Education space templates, Board specified elements and required program needs. The design of the new school should reflect the values and commitments of the Board such as student well-being, inclusive spaces, best pedagogical practices and environmental stewardship.

Preliminary designs will be reviewed by departmental and program leads, as well as other stakeholder representative groups. Specialized consultants may also be retained as necessary. Final design requires Board of Trustee and Ministry of Education approval.

Municipal approval, which includes Site Plan Approval, can take 8 to 16 months depending on the project and the municipality, and will be initiated as soon as the site plan is complete. The Building Permit process will be initiated once final design is approved at all levels.

Tender and Award of Construction contract

Broader Public Sector (BPS) Procurement Directives and the Board Procurement AP will be followed in the selection of the General Contractor. Given the value of most construction contracts, Board of Trustee approval of the General Contractor is required. A Letter of Intent will be issued to the General Contractor, followed by a legal contract meeting Canadian Construction Documents Committee (CCDC2) requirements if project value warrants.

If the project is at an occupied school, then the School Administrator will be involved in meetings with the contractor, both at the start and throughout the project, to review the progress of work, site safety and building access. All construction communication to school and the general community will be the responsibility of the Board Communications Department.

Construction Phase

Timeline for construction of an elementary school is approximately 12 to 18 months and 24 to 30 months for a secondary school. Timeline for major additions is dependent on scope of work.

Capital Construction Update Reports with financials are presented quarterly to the Board of Trustees as appropriate - with an additional project status update report to be provided for the start of the school year in September. Project updates are also provided through the HDSB website, at [School Construction Projects](#) .

Occupancy

Prior to receiving permission to occupy the building/addition(s), all approvals and inspections by appropriate authorities must be completed. The architect and sub-consultants are responsible for the collection and submission of all sign-off documents to the Municipal Building Department having jurisdiction.

Deficiencies

After substantial completion, inspections are completed by the General Contractor, Architect and Board, or other representatives, to identify remaining work. Any outstanding work or work not completed to satisfaction of General Contractor, Architect or Board will be addressed under a Deficiencies List. The new school/major addition(s) remains under warranty from 1 year from date of Occupancy, unless otherwise noted in the Contract Documents.

Evaluation

A review of the facility design intent and program compatibility will be conducted approximately one (1) year after the new school/major addition is opened with School Administrator and/or other stakeholders, through interviews and surveys as appropriate. Recommendations are incorporated into new school designs, as appropriate with an information report to be provided to the Board of Trustees.