

Status Report #1 from the Technical Oversight Panel to the CALWMC

September 4, 2015

Summary statement

Planning: The Core Area liquid Waste management program has been reset so that it is now at the **pre-design options stage**. *The pre-design options stage will include the development of options, the review of those options, and the technical, political and funding approval of preferred options for wastewater and bio-solid processing. These options may be centralized, sub-regional or distributed.* The pre-design option stage will be followed by the **indicative pre-design and costing stage** for the approved options.

Implementation: The **design, contract documents and permit approval stage** will be followed by the **bidding and construction stage**, and finally by the **operations and occupancy phase**.

The Technical Oversight Panel has been engaged to review and advise on the work being undertaken in the planning pre-design stages by Urban Systems and Carollo, who started work this week. The pre-design stage quality assurance protocols (policy and procedures, schedules for meetings, deliverables and milestones, communications plan, org chart, finance info) and ToP contracts are not in place, and there is no dedicated skilled project manager for the planning/pre-design stage process identified at this time.

Recommended action for this period

1. Contracts for consultants and ToP

Brent Reems of CRD has prepared the contract paperwork regarding general policy. Letters specific to this assignment have been prepared. Contracts need to be executed and minor queries addressed. CRD business cards and email addresses also need to be set up.

2. Project specific policy and procedures plan

This plan should identify all of the policy and procedures that will apply to this project. The project charter that is being developed may form part of this plan. In the meantime, CRD corporate officer Sonia Santarossa spoke to ToP September 2, 2015 to ensure that the policies of the CRD are understood and complied with by the new teams.

3. Planning/Pre-design stage project manager and full time scheduler

ToP recommends that these two individuals be hired by the owner, CRD, as full time resources dedicated to the CALWMP with skills in project management, process innovation, project planning, project scheduling using MS Project, all for large construction projects. These individuals could eventually report to the leadership hired for the implementation phase of the project. This week, CRD appointed Dan Telford of CRD as PM and assigned a CRD scheduler to the project.

4. Integrated planning/pre-design stage meeting, deliverables and milestones schedule

This integrated planning/pre-design stage schedule is being initially established by the chair of Top in the absence of a planning/pre-design stage project PM and scheduler, but should be formally underway

mid-September with the whole team. The integrated pre-design schedule should include the establishment and coordination of regular teleconference and face to face *meetings*.

Core Area Liquid Waste Management Committee (CALWMC) – bi-weekly Wednesday 9am

Urban Systems/Carollo face to face with ToP – September, October, November bi-weekly alternating with teleconference (dates tbc)

ToP reporting to CALWMC – September 9, 2015, (October, November dates tbc)

ToP teleconference – September 2, 2105 (October, November bi-weekly alternating with face to face, dates tbc)

ToP/Urban Systems/ Carollo face to face with private sector technology vendors – October date tbc

ToP meeting with Eastside and Westside groups – September date tbc

Urban systems/ Carollo meetings – per workplan, exact dates tbc

ToP chair with Westside co-chairs – face to face date tbc

Other – tbc

This integrated planning/pre-design schedule should also include dates for the *deliverable reports and reviews* that are required to move the process forward including the outline of the various options:

Urban systems/ Carollo – reports delivered as per workplan – dates tbc

ToP – review period and dates for submission of recommendations – dates tbc

CALWMC / eastside/westside– review period and approval – dates tbc

Other - tbc

This integrated planning/pre-design schedule should also include key *milestone* dates for funding and preliminary re-zoning (if required) approvals of the preferred option

Municipal approval and re-zoning if required for preferred option – date tbc

Provincial approval if required – date tbc

Federal funding approval for preferred option – date tbc

Other – tbc

5. Planning/pre-design stage roles and organization chart

This chart will keep all team members on track with reporting, communication and delivery requirements. This chart should indicate roles, reporting and contractual relationships between:

CALWMC members, CRD staff, Eastside and Westside Group member, ToP members, all consultant key individuals, others

6. Planning/pre-design stage media communications plan and public outreach plan

ToP recommends that CALWMC hire an outside media communications expert to prepare a media communications and a public outreach plan. This plan should identify the public face of the project (recommend that this always be the chair of the CALWMC) and the technical resources. This plan should be proactive with a schedule of media releases to clearly communicate to the public the progress being made and be based on the integrated schedule for the pre-design phase of the project. A project statement that reflects the current state of the project should be updated weekly for all team members to reference if needed when speaking to the public or the media.