

DESIGN DEPARTMENT

The quality of each of the projects under the Design Department's auspices, is predicated on staff direction and administration of all Consultants, to make certain that the school designs are based on the Board's established criteria, and that the Consultants' Contract Documents are complete in every possible respect, providing, in a time sensitive period, buildings of a maximum value at the best prices that can realistically be obtained.

Generally, the Design Department acts as a liaison between Consultants, the Board, and senior administration; prepares all reports and authors guidelines for school designs as required by the organization; reviews Board documents required for the tendering of new school and additions; ensures that the Health and Safety obligations of the Board are met with all capital projects assigned; and provides support to the Board in the process of selecting Consultants.

Specifically, the Department's supervision and co-ordination is required to integrate all parts of the services of the Architectural Firms and their Engineering Consultants consist of four main phases. Although not a comprehensive list, highlighted below are the major responsibilities of the Design Department as they relate to these phases.

Following the appointment of the Architect, the Design Department oversees the **Schematic Design** that ensures compliance with the Board's academic program requirements, overall schedule, instructions, and established budget. Adherence to all applicable statutes, regulation codes, by-laws, health and safety legislation etc. is continually monitored. The Design Department makes certain that the schematic design, consisting of drawings and other documents appropriate to the size and character of the Project is expeditiously developed.

Upon the completion of the schematic design development, the Design Department oversees the preparation of **Sketch Plans** to illustrate floor plans, site plans and elevations, phasing and other pertinent information, for the Board's review and approval. The Design Department ensures that the preparation and submission of the Sketch Plans is comprehensive in every detail; that the Engineering Consultants develop systems based on Plant Department standards and to the best engineering practises; and that the site plan applications are processed as quickly as possible.

After Sketch Plans, the Design Department ensures that the **Contract Documents**, consisting of Drawings and Specifications that set forth the requirements for the construction of the Project are prepared in detail, and that the Contract Documents are fully coordinated, in respect to work of all applicable Consultants. During the preparation of the Contract Documents, the budget and/or changing construction market conditions are monitored and any adjustments to previous estimates indicated by changes in requirements are made. The Design Department supervises the Architects in their review all statutes, regulations, codes and by-laws applicable to the design, and where necessary, makes certain that all required consents, approvals, licenses and permits necessary for the Project are finalized.

Upon completion of the Contract Documents, and prior to the **Tender Process**, the Design Department oversees that accurate evaluation of pre-qualification proposals is made; and then reviews all the appropriate documentation and written summaries of the Architect's findings. Once the Tender Process is completed, the Design Department makes certain that the preparation and submission of the Tender Analysis for Board approval is comprehensive, and that the conveying of the Project to the Construction Department is consistent with the best architectural practises.