PEACE RIVER REGIONAL DISTRICT

Chetwynd Public Library Advisory Committee Meeting
Agenda

February 3, 2021, 10:00 a.m.
Via Teleconference

Pages

PEACE RIVER REGIONAL DISTRICT

CHETWYND PUBLIC LIBRARY ADVISORY COMMITTEE MEETING MINUTES

Tuesday, December 15, 2020

LOCATION	Zoom Conference

ATTENDANCE

Directors	**Staff**
Director Rose, Electoral Area 'E'	Bryna Casey, Parks & Rural Recreation Coordinator
	Trish Morgan, GM of Community Services
Committee Members	Carol Newsom, CAO – District of Chetwynd
Sara Hoehn, Chetwynd Public Library Board	Kyla Traichevich, Recorder
Melissa Millsap, Manager of the Chetwynd Public Library	
Absent Directors	**Others**
	Delegations

1. CALL TO ORDER   The meeting was called to order at 11:02 AM.

2. ELECTION OF CHAIR   The General Manager of Community Services called for nominations for the Office of Committee Chair for 2020-2021.

Director Rose nominated Committee Member Hoehn for the Office of Committee Chair for 2020-2021.
Committee Member Millsap Seconded the nomination.
Committee Member Hoehn Accepted the nomination.

The General Manager of Community Services called a second time for nominations for the Office of Committee Chair for 2020-2021.

The General Manager of Community Services called a third time for nominations for the Office of Committee Chair for 2020-2021.

Hearing none, the General Manager of Community Services declared Committee Member Hoehn, Chair of the Emergency Executive Committee for 2020-2021.

Chair Hoehn turned chairing of the meeting over to staff.

3. DIRECTORS' NOTICE OF NEW BUSINESS

Director Rose   Update of Committee Members

4.   ADOPTION OF AGENDA

MOVED Director Rose, SECONDED Committee Member Hoehn,
That Chetwynd Public Library Advisory Committee adopt the December 15, 2020 Meeting Agenda, as amended to include Director's new business and additional items for the agenda:

1. **Call to Order**
2. **Election of Chair**
3. **Director's Notice of New Business**
    3.1   Update of Committee Members
4. **Adoption of Agenda**
5. **Gallery Comments or Questions**
6. **Adoption of Minutes**
7. **Business Arising from the Minutes**
8. **Delegations**
9. **Correspondence**
    6.1   Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream
10. **Reports**
    7.1   Chetwynd Library Next Step Options, CS-CLIB-001
11. **New Business**
12. **Diary**
    12.1   Diary Items
13. **Item(s) for Information**
    13.1   Terms of Reference
14. **Adjournment**

CARRIED

5.   DELEGATIONS

6.   CORRESPONDENCE

6.1
Investing in Canada
  Infrastructure Program –
  COVID-19 Resilience
  Infrastructure Stream

MOVED Director Rose, SECONDED Committee Member Hoehn,
That the Chetwynd Public Library Advisory Committee receive the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream, for discussion.

CARRIED

7.   REPORTS

7.1
Chetwynd Library Next Step
  Options
CS-CLIB-001

MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Library Advisory Committee receive the report titled "Chetwynd Library Next Step Options – CS-CLIB-001, for discussion.

CARRIED

The Committee gave direction to staff to schedule a meeting with the Tansi Friendship Centre to discuss a possible partnership, and the Committee will meet again in February to discuss those options, if any, and make a recommendation to the Regional Board.

8.   NEW BUSINESS

8.1
Update of Committee   The Committee discussed appointing new Committee Members, and the process of doing
 Members   that. The Chetwynd Library Board will add as a late item at the next meeting to appoint
                       Councilor Wark for the Chetwynd Public Library Advisory Committee. The Peace River
                       Regional District will bring it to the Regional Board meeting in January, appointing two
                       members from the Library Board, as per the Terms of Reference. The next Library Board
                       meeting is January 26.

9.   DIARY

10.   ITEMS FOR INFORMATION

12.1
Terms of Reference

11.   ADJOURNMENT   The meeting was adjourned at 12:02 PM.

_____   _____
Director Rose, Electoral Area 'E' Director   Kyla Traichevich, Recorder

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Chetwynd Public Library Advisory Committee   Report Number: CS-CLIB-001

From: Trish Morgan, General Manager of Community Services   Date: February 3, 2021

Subject: **Chetwynd Library Next Step Options**

RECOMMENDATION:

That the Chetwynd Library Advisory Committee recommend that the Regional Board obtain a proposal and cost estimate from m2 Architecture to work with the Peace River Regional District and Chetwynd Public Library Advisory Committee to alter the concept design from 2018 in order to reduce the cost of the project.

BACKGROUND/RATIONALE:

In 2017, at the request of the District of Chetwynd and the Chetwynd Library Board, the Peace River Regional District (PRRD) started the process to examine options to either upgrade the current library or build a new library in Chetwynd. Funds were budgeted by the PRRD to conduct a high level feasibility study, which included forming an Advisory Committee and hiring a consultant specializing in library services to lead the project. The study was completed, and the final report was presented in a joint meeting to the Electoral Area Director for Area E and District of Chetwynd Mayor and Council.

It was determined through the 2017 feasibility study that a new facility was needed, and in mid-2018, an architect was hired to develop a concept and to provide preliminary Class 'D' estimates for the construction of their proposed concept for the facility. A design was developed, and in 2019 the PRRD applied to the Investing in Canada Infrastructure Program for grant funding of $6.5 million of the estimated overall project budget of $8.3 million. The grant application was unsuccessful.

This report provides an overview of possible next steps, options and timelines.   A detailed timeline of actions taken to date has been included in "Other Considerations" section.

1) **Re-engage m2 Architecture and move forward with the "shed roof" design that was included in unsuccessful $6.5M grant submission to the Investing in Canada Infrastructure Program in 2019.**

Last Cost Estimate (2018) = $8.3 million for 8,000 square feet

Steps:
- Obtain a new cost estimate for the existing design and footprint.
- Conduct public consultation to determine if the community is in favour of the design, estimated costs and long term borrowing. (Note that the community was consulted in the first phase of the process in 2017 to identify the programming needs of the community, but no further consultation has taken place and if borrowing is needed for the project, then the community should be consulted on the design).

Staff Initials: Dept. Head: *TM*   CAO: *Shawn Dahlen*   Page 1 of 8

- Move forward to an elector approval process for loan authorization in 2021 if total project funding is not available.
- If the loan authorization is approved, start work on construction drawings for tendering.
- Tender project.
- Construction.

Design & Construction Timeline (based on m2's original proposal):

Item	Timeline to Complete	Cumulative Timeline
Schematic and design development	3 weeks	3 weeks
Construction documents	16 weeks	19 weeks
Tender (issue, review submissions, contract award)	11 weeks	30 weeks
Construction	56 weeks	86 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus Petition	27 weeks	

Considerations:
- The cost of the construction has likely increased, due to inflation, from late 2019 at $8.3 million.
- m2 may not be interested or available to assist with the project.
- The community may not be in favour of the design or costs associated.

2) Re-engage m2 Architecture and scale back the design of the "shed roof" library.

Cost Estimate = unknown but the design could potentially be adapted to meet a target budget figure

Steps:
- Work with the architect and Advisory Committee to reduce the square footage of the library and potentially scale back or eliminate some features to further reduce costs.
- Obtain a new cost estimate for a new design and footprint. Note that the re-design could be based on a maximum allowable budget.
- Conduct public consultation to determine if the community is in favour of the scaled back design, estimated costs and borrowing.
- Move forward to an elector approval process for loan authorization in 2021 if total project funding is not available.
- If the loan authorization is approved, start work on construction drawings for tendering.
- Tender project.
- Construction.

Design & Construction Timeline (based on m2's original proposal):

Item	Timeline to Complete	Cumulative Timeline
Design changes	5 weeks	5 weeks
Schematic and design development	3 weeks	8 weeks
Construction documents	16 weeks	24 weeks
Tender (issue, review submissions, contract award)	11 weeks	35 weeks
Construction	56 weeks	91 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus petition	27 weeks	

Considerations
- There is a cost for the design work associated with scaling back the project.

3) Issue a new RFP for architectural and project management services

Estimated Cost = unknown but the project could be developed to meet a target budget figure, project criteria would have to be updated

Design & Construction Timeline (would need to be confirmed in proposal):

Item	Timeline to Complete	Cumulative Timeline
RFP preparation	2 weeks	2 weeks
Board approval to issue RFP and provide pre-budget approval	3 weeks	5 weeks
Issue RFP	5 weeks	10 weeks
Proposal review and contract award	4 weeks	14 weeks
Concept design	8 weeks	22 weeks
Schematic and design development	8 weeks	30 weeks
Construction documents	16 weeks	46 weeks
Tender (issue, review submissions, contract award)	11 weeks	57 weeks
Construction	52 weeks	109 weeks
Plus assent voting/referendum	39-40 weeks	
Plus AAP	31-32 weeks	
Plus petition	27 weeks	

Considerations
- The costs associated with any proposal and the project may not vary much from other consultants in the past.

ALTERNATIVE OPTIONS:
1. That the Chetwynd Library Advisory Committee recommend that the Regional Board re-engage m2 Architecture to work with the Peace River Regional District and Chetwynd Library Advisory Committee to move forward with obtaining an updated cost estimate for the concept design for an 8,000 sqft library as developed in 2018.

2. That the Chetwynd Library Advisory Committee recommend that the Regional Board issue a request for proposals to obtain a qualified architectural/engineering firm to develop a new concept design and cost estimate for presentation to the public in preparation for an elector approval process in the fall of 2021.
3. That the Chetwynd Library Advisory Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒   Partnerships

    ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

Grant funding from the Provincial and Federal Government may become available again in 2021. In the first intake of the Investing in Canada Infrastructure Program the average grant awarded was between $2.07 and $2.5 million. In 2019 the PRRD applied for a grant for $6.5 million for the project and was not successful.

Currently the following funds have been committed to the project:

Electoral Area E**	$1,000,000
District of Chetwynd	$300,000
Chetwynd Library Board	$500,000
TOTAL	$1,800,000

The current service area includes the District of Chetwynd and a large portion of Electoral Area E. Bylaw 266, 1980 authorized the question seeking public approval of the function of Library Services, and the PRRD received authority to provide the service via Supplementary Letters patent dated April 30, 1981. The service was converted in 2018 (Bylaw No. 2331, 2018); the conversion established the function under current legislated requirements and amended the original authority to include the ability to enter agreements, and incur debt associated with the provision of library services.

In 2020 $496,218 was requisitioned for the service with an associated tax rate of $0.1470/$1,000 on land and improvements.   The maximum requisition is the greater of $755,298 or $0.6588/$1,000 on land and improvements.

2020 Tax Rate = $0.1470/$1,000

Assessed Value	Taxes Applied
$ 100,000.00	$ 14.70
$ 200,000.00	$ 29.40
$ 300,000.00	$ 44.10
$ 400,000.00	$ 58.80
$ 500,000.00	$ 73.50

Borrowing Amount	Term	Interest Rate	Annual Payment	Tax Rate for Payment Only	Cost Per $100,000 of Assessment
$2,000,000.00	5 year	0.91%	$ 404,442.85	$0.1198	$11.98
$2,000,000.00	10 year	1.47%	$ 214,150.69	$0.0634	$6.34
$2,000,000.00	15 year	1.93%	$ 156,354.77	$0.0463	$4.63
$2,000,000.00	20 year	2.25%	$ 129,382.45	$0.0383	$3.83
$3,000,000.00	5 year	0.91%	$ 606,664.27	$0.1797	$17.97
$3,000,000.00	10 year	1.47%	$ 321,226.03	$0.0952	$9.52
$3,000,000.00	15 year	1.93%	$ 234,532.16	$0.0695	$6.95
$3,000,000.00	20 year	2.25%	$ 194,073.67	$0.0575	$5.75
$4,000,000.00	5 year	0.91%	$ 808,885.70	$0.2396	$23.96
$4,000,000.00	10 year	1.47%	$ 428,301.38	$0.1269	$12.69
$4,000,000.00	15 year	1.93%	$ 312,709.55	$0.0926	$9.26
$4,000,000.00	20 year	2.25%	$ 258,764.90	$0.0767	$7.67
$5,000,000.00	5 year	0.91%	$ 1,011,107.12	$0.2995	$29.95
$5,000,000.00	10 year	1.47%	$ 535,376.72	$0.1586	$15.86
$5,000,000.00	15 year	1.93%	$ 390,886.94	$0.1158	$11.58
$5,000,000.00	20 year	2.25%	$ 323,456.12	$0.0958	$9.58
$6,000,000.00	5 year	0.91%	$ 1,213,328.55	$0.3594	$35.94
$6,000,000.00	10 year	1.47%	$ 642,452.06	$0.1903	$19.03
$6,000,000.00	15 year	1.93%	$ 469,064.32	$0.1390	$13.90
$6,000,000.00	20 year	2.25%	$ 388,147.35	$0.1150	$11.50

COMMUNICATIONS CONSIDERATION(S):

At some point in the future the concept design and costs will need to be presented to the public for feedback. At that time

OTHER CONSIDERATION(S):

The Electoral Area 'E' Director has met with the following organizations to determine if there are any potential partnerships:

- Northern Lights College
- Saulteau First Nation
- West Moberly First Nation
- School District No. 59 Peace River South

Northern Lights College does not have a need for shared library services in Chetwynd. Their main libraries are on campuses in Dawson Creek and Fort St John and they have an established inter-library loan system to transfer hard copy publications to their Chetwynd campus. Further, much of their collection is online and is of a technical or academic nature.

Saulteau and West Moberly First Nations seem interested in the possibility of a new library in Chetwynd. Further discussions are needed to determine if they are interested in becoming a financial partner in the construction and the service. They are both interested in seeing more information about the history and culture of the region and their communities in the library.

School District No. 59 has been advocating to the Ministry of Education to replace Chetwynd Sr. Secondary for a number of years. So far they have been unsuccessful in that proposal but have completed significant renovations to the school. They have suggested that a letter be sent to the Board of Education outlining what has already been completed to see if the Board has any interest in a partnership in the future.

Timeline of Activities to Date:
2016
- District of Chetwynd hosts a meeting with the PRRD and library
- Library Board examines options to renovate the 50 year old library
- October: RFP issued to conduct a [feasibility study](#) on the Chetwynd Library to determine the needs of the community and the programming spaces required.

2017
- November: The feasibility study recommends that a new library is needed to replace the existing 50 year old building with a new facility in the range of 6,000 sqft on the Chetwynd Rec Centre property which is central to other community amenities.

2018
- March: RFP issued to secure firm to design and construct a library in Chetwynd. Only one incomplete proposal was received.
- April: RFP redrafted to secure a firm to design a library in Chetwynd and provide costs estimates for the construction of an 8,000 sqft library. One proposal was received and a contract was secured with the firm m2 Architecture.
- July: m2 worked with the Chetwynd Public Library Advisory Committee to develop a design and refine the space needs identified in the November 2017 feasibility study.
- July: Chetwynd Library Board commits $500,000 towards the cost of the construction and commits to paying for furnishings.
- August: m2 provided two designs for consideration and provided a cost estimate for each option
- October: the Investing in Canadian Infrastructure Program (ICIP) was launched and work started to complete the grant application
- August: District of Chetwynd commits to sell the property to the PRRD for $1, to provide $300,000 to the construction of the project, and to cover a portion of the costs required for demolition of the current building.

2019
- January: Electoral Area E Director commits $753,756 to the project.
- January: grant application submitted to ICIP for $6.5 million to construct the library

2020
- March: PRRD notified that grant application for $6.5 million not approved. The average funding for successful projects was approximately $2-$2.5 million.

- March: staff starting investigating costs and options with respect to a library in Chemainus which included a number of the features identified in the feasibility study and was constructed for $2.5 million (excluding permits, engineering, project management, land, etc.).
- July to October: staff engaged with HDR Architecture (architects for the Chemainus Library) to obtain a quote for the design and project management of a similar facility in Chetwynd. The estimated total cost is approximately $7 million to $7.9 million.
- September: Electoral Area 'E' Director and staff met with Northern Lights College to determine if there was interest in a partnership for a new library. Northern Lights does not have a need for additional library services in Chetwynd.
- September: Electoral Area 'E' Director and staff met with Saulteau First Nation to discuss the project and ask for their support and input.
- October: Electoral Area 'E' Director and staff met with West Moberly First Nation to discuss the project and ask for their support and input.
- November: Electoral Area 'E' Director and staff will meet with School District No. 59 representatives on November 9, 2020 to determine if there is a possibility of a partnership in a new facility.

If borrowing is required to construction a new library the following timelines need to be to be added to the design and construction timeline and will need to be completed prior to construction drawings being developed.

Assent (Referendum) Voting Process Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to go to referendum	4 weeks
6 weeks	Develop borrowing bylaw & have legal review	10 weeks
2 weeks	Board provides first three readings of the bylaw	12 weeks
8 weeks	Bylaw is forwarded to the Ministry of Municipal Affairs for approval	20 weeks
12 weeks	PRRD preps for referendum, secures facility, develops COVID plan, completes statutory advertising, advanced voting and regular voting	32 weeks
3-4 weeks	Bylaw goes back to the Regional Board for adoption	35-36 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	39-40 weeks

Alternative Approval Process (counter petition) Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to utilize an AAP process	4 weeks
6 weeks	Develop the borrowing bylaw and bring back to the Regional Board for three readings	10 weeks
8 weeks	Bylaw is forwarded to the Ministry of Municipal Affairs for approval	18 weeks

7 weeks	Complete required advertising and provide 30 days for elector responses from date of 2nd advertisement	25 weeks
3-4 weeks	Bylaw goes back to the Regional Board for third reading and adoption	28-29 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	31-32 weeks

Petition Process Timeline

Time to Complete	Item	Cumulative Timeline
4 weeks	Obtain permission from Regional Board to utilize a resident petition process	4 weeks
4 weeks	Develop public information required for mail out/distribution to benefitting area	8 weeks
6 weeks	Hold Public information session, allow one month deadline for receipt of petition responses	14 weeks
3-4 weeks	Verification of results and development of report to Board on the results	17-18 weeks
2 weeks	Bylaw goes to the Regional Board for three readings	19-20 weeks
2 weeks	Bylaw goes back to the Regional Board for adoption	21-23 weeks
4 weeks	Wait one month quashing period before bylaw can go to the Ministry for final certificate of approval and expenses can be incurred	27 weeks

Attachments:
1. 2018 Chetwynd Library Concept Design & Cost Estimate
2. 6 Phases of the Design Process

External Links:
1. Chetwynd Public Library Feasibility Study, November 2017

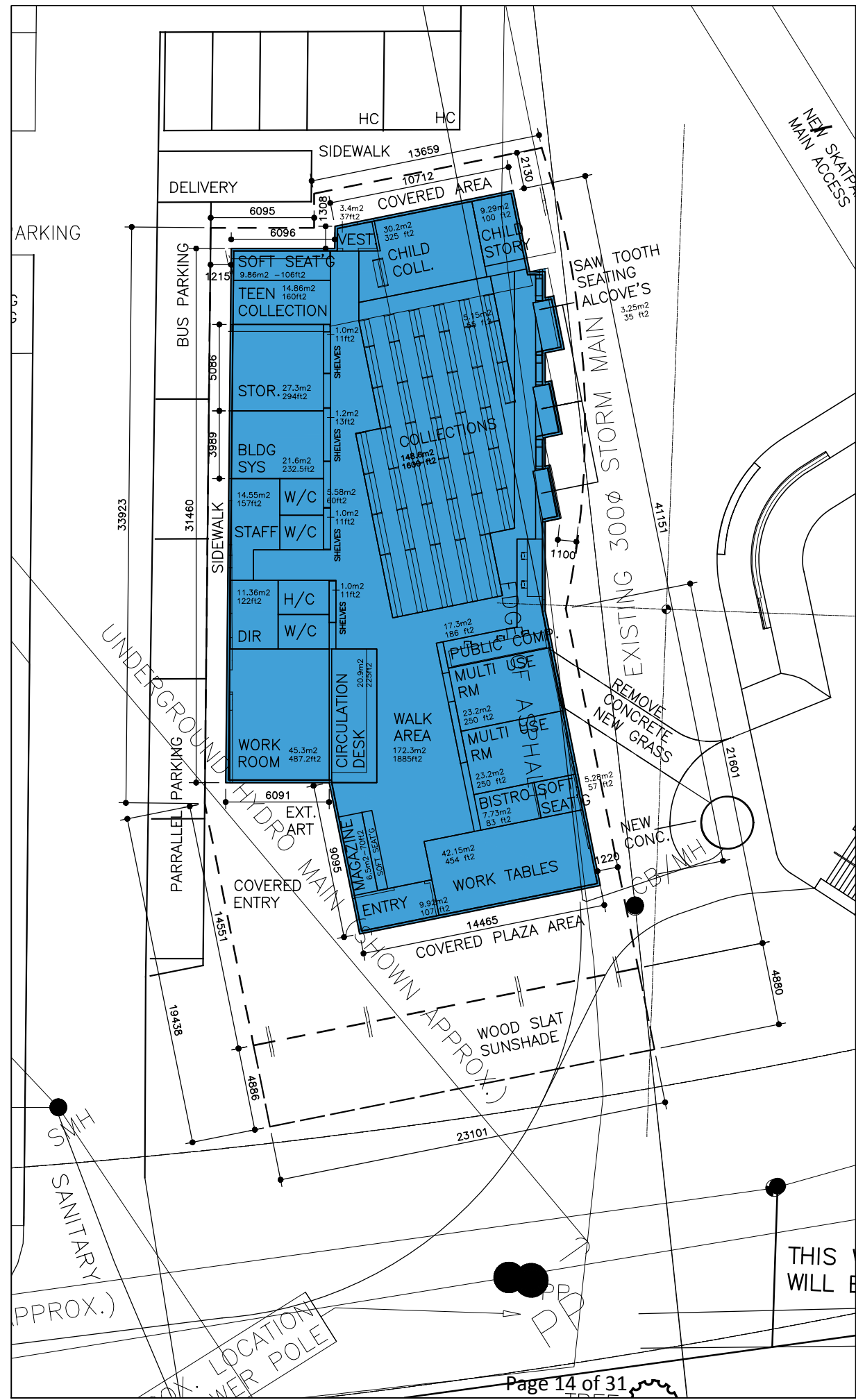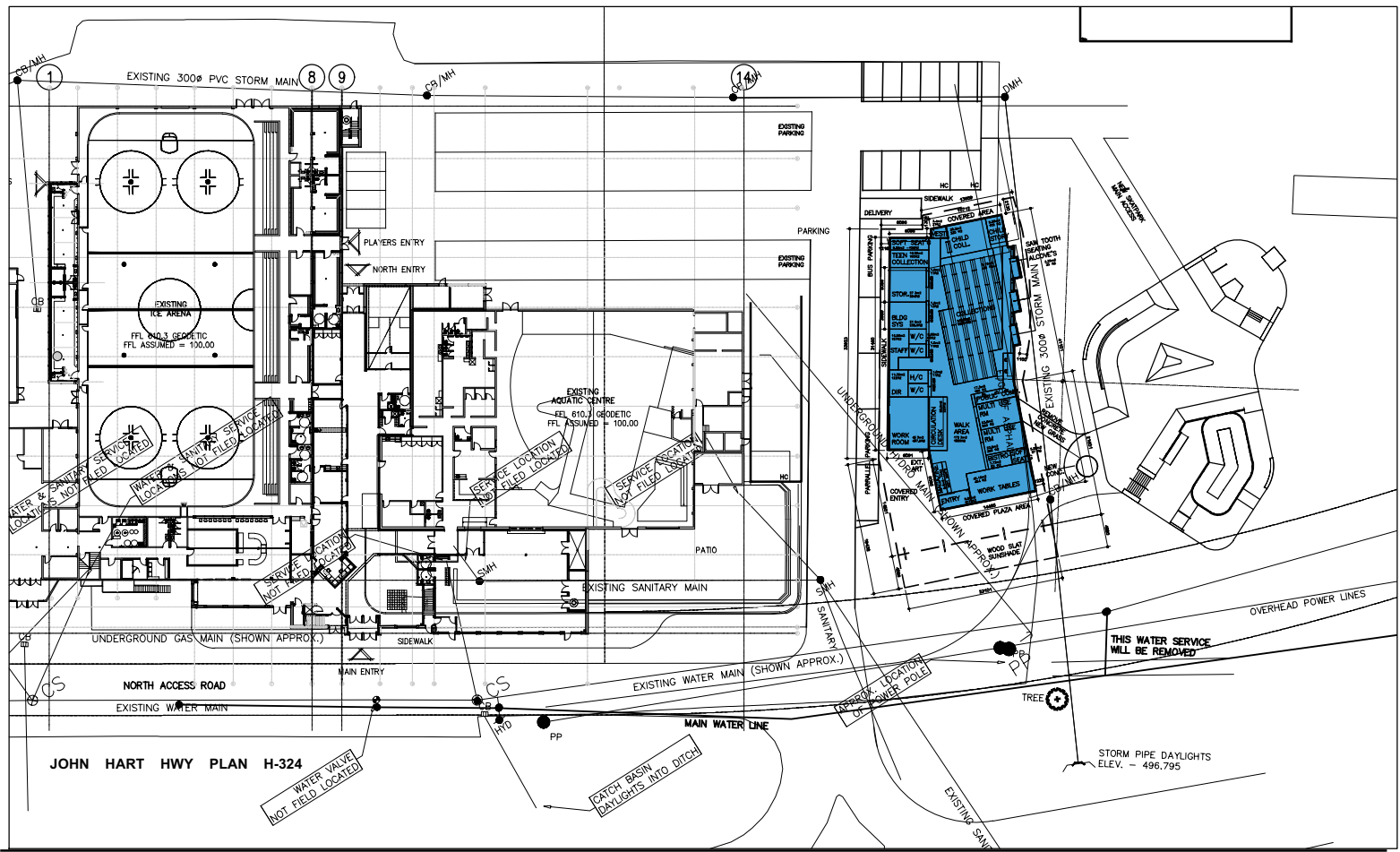| **m²** Architecture inc. 106 – 2893 West 41st Avenue Vancouver BC, V6N 3C5		Project Chetwynd Library Concept Stage	address 5012 - 46th Street Chetwynd, B.C., V0C 1J0	phase Grant Application	sheet title Artist Rendering - South East Entry View	sheet no.
					scale 1:500 | date 19.01.22	a-03

Floor Plan / Site Plan

NEW SKATPARK MAIN ACCESS

SIDEWALK 13659

DELIVERY

COVERED AREA

10712

2130

6095

1308

6096

SAW TOOTH SEATING ALCOVE'S

1215

VEST.

3.4m2 37ft2

30.2m2 325 ft2

9.29m2 100 ft2

CHILD STORY

3.25m2 35 ft2

SOFT SEAT'G
9.86m2 −106ft2

CHILD COLL.

TEEN COLLECTION
14.86m2 160ft2

BUS PARKING

5086

1.0m2 11ft2

SHELVES

6.15m2 66 ft2

STOR. 27.3m2 294ft2

3989

1.2m2 13ft2

SHELVES

COLLECTIONS
148.6m2 1600 ft2

EXISTING 300∅ STORM MAIN

BLDG SYS 21.6m2 232.5ft2

33923

31460

14.55m2 157ft2

W/C

5.58m2 60ft2

1.0m2 11ft2

41151

STAFF

W/C

SHELVES

1100

SIDEWALK

11.36m2 122ft2

H/C

1.0m2 11ft2

DIR

W/C

SHELVES

17.3m2 186 ft2

PUBLIC COMP.

REMOVE CONCRETE NEW GRASS

MULTI USE RM

CIRCULATION DESK
20.9m2 225ft2

WALK AREA
172.3m2 1885ft2

23.2m2 250 ft2

WORK ROOM 45.3m2 487.2ft2

6091

MULTI USE RM

NEW ASPHALT

23.2m2 250 ft2

21601

5.28m2 57 ft2

EXT. ART

SOFT SEAT'G

PARRALLEL PARKING

UNDERGROUND HYDRO MAIN (SHOWN APPROX.)

9606

MAGAZINE

SOFT SEAT'G

6.5m2 −70ft2

BISTRO
7.73m2 83 ft2

SOFT SEAT'G

NEW CONC.

CB/MH

42.15m2 454 ft2

COVERED ENTRY

ENTRY

9.93m2 107 ft2

WORK TABLES

1220

14465

14551

COVERED PLAZA AREA

19438

4886

WOOD SLAT SUNSHADE

4880

23101

MH SANITARY (APPROX.)

APPROX. LOCATION POWER POLE

THIS WILL B

---

m² Architecture inc.
106 – 2893 West 41st Avenue
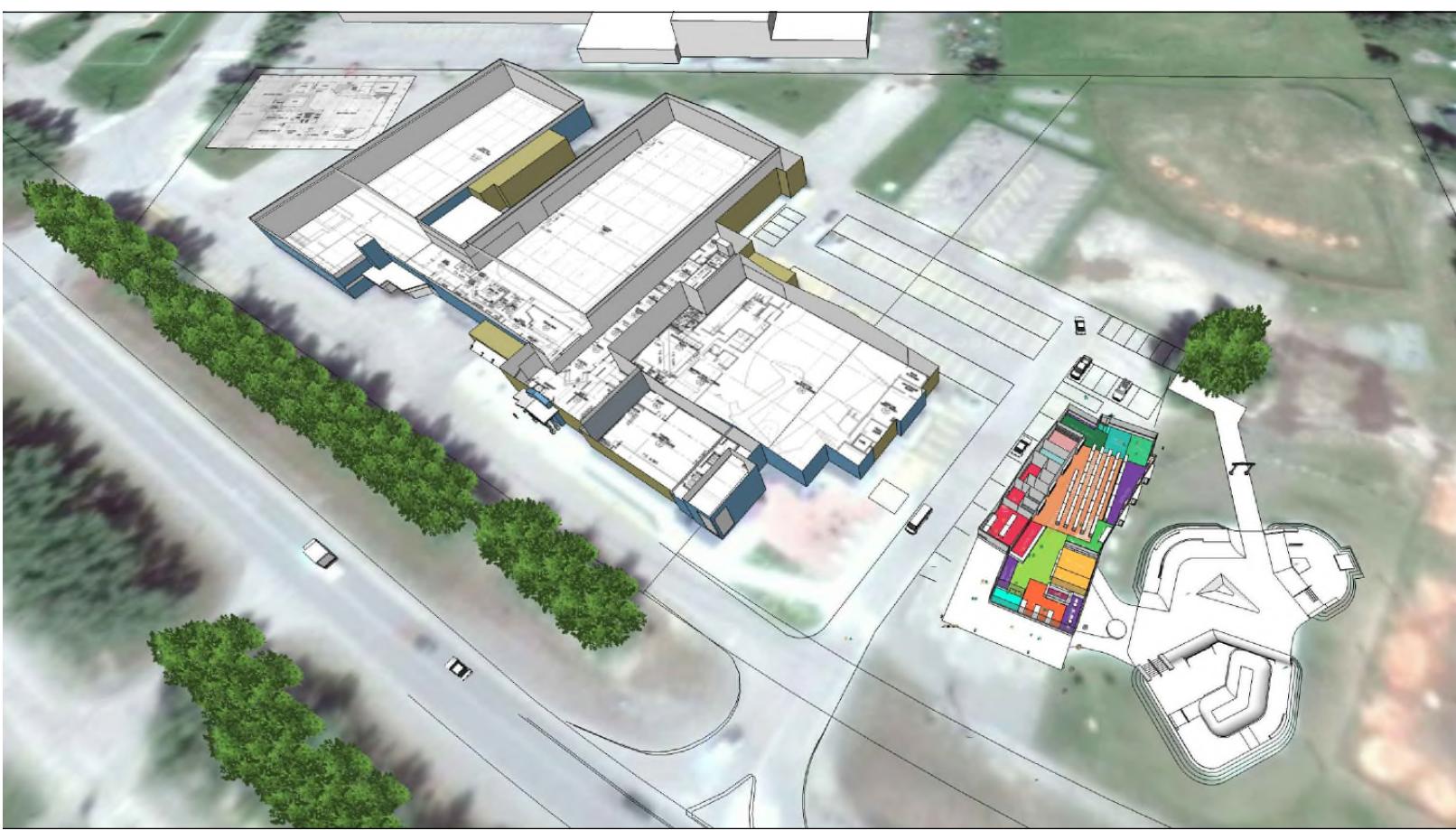Vancouver BC, V6N 3C5

Project
Chetwynd Library
Concept Stage

address
5012 - 46th Street
Chetwynd, B.C.,
V0C 1J0

phase
Grant Application

sheet title
FLOOR PLAN

scale 1:200   date 19.018.22

sheet no.
a-02

EXISTING 300ø PVC STORM MAIN

EXISTING PARKING

PARKING

EXISTING PARKING

EXISTING ICE ARENA
FFL 610.3 GEODETIC
FFL ASSUMED = 100.00

PLAYERS ENTRY

NORTH ENTRY

EXISTING AQUATIC CENTRE
FEL 610.3 GEODETIC
FFL ASSUMED = 100.00

PATIO

EXISTING SANITARY MAIN

UNDERGROUND GAS MAIN (SHOWN APPROX.)

SIDEWALK

MAIN ENTRY

NORTH ACCESS ROAD

EXISTING WATER MAIN

EXISTING WATER MAIN (SHOWN APPROX.)

MAIN WATER LINE

JOHN HART HWY PLAN H-324

WATER VALVE NOT FIELD LOCATED

CATCH BASIN DAYLIGHTS INTO DITCH

THIS WATER SERVICE WILL BE REMOVED

OVERHEAD POWER LINES

TREE

STORM PIPE DAYLIGHTS
ELEV. — 496.795

EXISTING 300ø STORM MAIN

DELIVERY

COVERED AREA

SIDEWALK

COVERED PLAZA AREA

WOOD SLAT SUNSHADE

EXISTING SANITARY

m² Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5

Project	address	phase	sheet title	sheet no.
Chetwynd Library Concept Stage	5012 - 46th Street Chetwynd, B.C., V0C 1J0	Grant Application	SITE PLAN	a-01

scale 1:500 date 19.01.22

| **m²** Architecture inc.
106 – 2893 West 41st Avenue
Vancouver BC, V6N 3C5 | | Project
Chetwynd Library
Concept Stage | address
5012 - 46th Street
Chetwynd, B.C.,
V0C 1J0 | phase
Grant Application | sheet title
3D Aerial Site Plan - View to North West
scale   1:500 \| date   19.01.22 | sheet no.
a-04 |

February 10, 2019

Please find the below 5 year fiscal breakdown corrected to accurately reflect the funding required in fiscal year 2021 to 2022.

Five Year Fiscal Breakdown	Hard Costs %	Amount	Soft Cost %	Amount
April 1, 2019 - March 31, 2020 (2019-2020)			70%	$ 1,314,250.00
April 1, 2020 - March 31, 2021 (2020-2021)	80%	$ 5,145,600.00	20%	$ 375,500.00
April 1, 2021 - March 31, 2022 (2021-2022	20%	$ 1,286,400.00	10%	$ 187,750.00
2022-2023				
2023-2024				
TOTAL		$ 6,432,000.00	100%	$ 1,877,500.00

diverse. vast. abundant.

PLEASE REPLY TO:
X Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
   9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

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ARCHITECTURE
EXPLAINED

SCHOOLEY
CALDWELL

6

phases of the

Design Process

Introduction

If you've hired or worked with an architect (or you're planning to) the technical terms that are often used can quickly become confusing—and I can sympathize, as a non-architect who has worked in an architecture firm for many years! It can be hard to understand the "lingo" associated with their work—but you can (and should) develop a basic understanding in order to optimize communication between you and your design professional.

This whitepaper gives a very basic overview of the phases of the design process. These are important to know, because your design professional typically plans their progress and schedule in accordance with these milestones—though they are sometimes modified to meet a particular project's needs. The design phases will usually be listed in the contract, but beyond that, you may be wondering what they actually mean and what you can expect to see at each phase (note that this whitepaper is written from the perspective of commercial projects—residential projects can be quite different).

The American Institute of Architects' (AIA) standard contract outlines five phases of design that are typically part of the basic services your architect provides:

<div align="center">

schematic design
design development
construction documents
bidding/procurement
construction administration

</div>

I'm including a sixth phase, **programming**, which is usually not included in your architect's fee for basic services, but is often added in as an extra. This phase is an important first step for many clients in order to establish the project parameters. Not all clients hire an architect for this step, but if you need help determining what exactly you need in your new space, your design professional is well-suited to help.

Programming

The main goal during this phase is to figure out how much space you need now, how much you're likely to need in the future, and how that space should be used, organized, and arranged – the "program of requirements."

During this phase (also referred to as Program of Requirements), your design professional will ask you a lot of questions and do a lot of listening – and possibly some onsite observations, interviews, and workshops with your organization. This phase involves a lot of research on the part of your design professional and a lot of participation from you. As you can imagine, it's vitally important to get this phase right – nobody wants to make a big investment in a building only to outgrow it far too soon or end up with a lot of wasted, unused space because it's too big. Your design professional will work closely with you to determine your space needs, as well as how they can be arranged and used most efficiently. Additionally, your architect will start to look at applicable zoning, building code, and other regulatory requirements, and will work with you to develop a project schedule that meets your needs.

What you'll see produced in this phase varies per firm, but it's usually a tabulation of some sort (often an Excel spreadsheet) that lists the types of spaces and square footages of each. You may also see some basic diagrams that illustrate things like department adjacencies and anticipated workflow or circulation.

Schematic Design

Your design professional takes your Program of Requirements and begins the process of translating it into an efficient building design.

Schematic design is fairly conceptual in nature, so it doesn't go into much detail yet. Your design professional will begin to lay out the site, the interior spaces, and develop basic exterior designs, if your project includes exterior work. Usually your design professional will prepare a cost estimate as part of this phase as well.

The deliverables that your design professional will prepare in this phase include preliminary drawings such as floor plans, elevations, and a site plan if applicable. You may also see some sketches or you could ask your architect to do some computer renderings (usually this would be another add-on service) to help you visualize and get a sense of how the spaces will look and feel. For the most part, the design won't yet include things like what types of materials will be used, so if you do get sketches or renderings, keep in mind that what they're showing isn't necessarily final. Oftentimes the design professional (and their consulting engineers) will prepare a narrative as part of schematic design, which describes broadly the project and what kinds of systems (e.g., HVAC, electrical) the building will use. This also helps the team estimate the project costs.
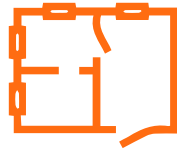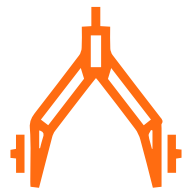
Design Development

The building's exterior will be more fully designed (if applicable), interior layouts will be completed, room sizes are finalized, and most materials are selected.

In this phase, your design professional advances the design significantly. The main goal of this phase is to define and develop the important aspects of the project. The exterior, interior layouts, room sizes, and materials are more fully designed. The engineers will further develop the HVAC, plumbing, and electrical systems.

The deliverable in this phase is a much more detailed set of drawings than the schematic phase (it looks like they're done, but they're not) and (most likely) a specification book, which can be thought of as the written instructions for the drawings. The specification book will specify the materials that have been selected, and provide things like installation instructions, quality control requirements, and other technical information. An updated cost estimate is usually produced as well.

Construction Documents

This phase basically takes the design development drawings and specifications and fills in the details that will enable a contractor to actually build your project.

All necessary technical information is finalized, and the final set of drawings and specifications will include the information that's required in order to obtain a building permit from whichever local authority has jurisdiction (eg the city, county, etc.). Your architect will typically handle the permitting process for you, and if the authority has questions, requires additional information, or requests changes/corrections to the drawings (all of these scenarios are pretty common), your architect will take care of it.

The deliverable in this phase is a complete set of drawings and specifications, referred to as the Construction Documents, which will get submitted for permit and given to contractors to develop bids/quotes for the work. Again, an updated cost estimate is usually produced as well.

Bidding

This is just what it sounds like – obtaining bids from contractors to do the work.

There are a lot of different ways of hiring contractors; if you work for a public entity there are laws that govern how you do this, but if not, then you have some flexibility. You could choose a contractor based on their qualifications, and then negotiate only with them, or you could select a few contractors to get quotes from so that you feel confident you're getting a competitive bid. Your architect can help you explore your options.

During the bidding or procurement phase, your architect will answer contractors' questions, issue formal clarifications to the drawings or specifications if necessary, and help evaluate the bids to make sure the contractors' prices include everything they're supposed to.

Construction Administration

This phase involves your architect monitoring the construction to verify that it is happening in accordance with the Construction Documents they prepared.

The frequency of your architect's visits to the site during construction varies widely; it could be daily, weekly, or monthly, depending on the project and your needs. But it is important to have someone keeping an eye on things, so that you end up with the space you're expecting. Your architect will take photos and write field reports to document the progress, and will also verify that the contractor's billings accurately reflect the amount of work that they've done.

The architect will also work with the contractor to answer their questions, verify that the materials the contractor is using are correct, issue formal modifications and corrections to the Construction Documents, and to solve problems that arise in the field – there are always unforeseen issues to resolve; what's important is that your architect and the contractor work together to quickly handle them so that your project isn't delayed.

SUMMARY OF 6 PHASES

That's a quick overview of the design phases that will hopefully help you know what to expect when you start working with a design professional! Keep in mind that these could be modified or compressed, particularly on smaller projects, but generally this is it how it goes!

Programming

You're figuring out how much space you need, how much you're likely to need in the future, and how that space should be used, organized, and arranged.

Schematic Design

Your design professional takes your Program of Requirements and begins the process of translating it into an efficient building design.

Design Development

The building's exterior (if applicable), interior layouts, and room sizes are finalized, and most materials are selected.

Construction Documents

All the details of the design development drawings are filled in so a contractor can build your project.

Bidding

This is just what it sounds like – obtaining bids from contractors to do the work.

Construction Administration

Your architect is monitoring construction to verify that it is in accordance with the documents they prepared.

About the Author

Laura Schneider

Schooley Caldwell's Marketing Director
& Business Development Manager

Laura is Schooley Caldwell's Marketing Director and Business Development Manager, and has worked in the A/E/C field for over 16 years, giving her a thorough understanding of the industry. Her role includes market and project research, lead identification, assembling teams of consultants, marketing strategy, client development, and firm communications. Laura is also our resident party planner, and when cupcakes or milkshakes randomly appear in the office, she's usually behind it.

Laura is a lifelong Columbus resident and holds a Bachelor's degree in Anthropology from The Ohio State University. She is obsessed with beaches – fortunately she has a lot of family in Costa Rica and visits as often as possible. She and her husband live in German Village with their pets (Lily the dog and Luna the cat, who are mortal enemies), and outside of work she enjoys cooking, traveling, visiting local breweries, and reading.

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District of Chetwynd Public Library Advisory Committee
Terms of Reference

1. **Purpose/Scope**

   1.1 The general mandate of the Chetwynd Public Library Advisory Committee (the "Committee") will include, but not be limited to the following:

   a. To provide advice, input and feedback to the Peace River Regional District from a stakeholder perspective at key milestones during the planning and development process for the design and construction of the multi-purpose Chetwynd Public Library (the "Project").

2. **Principles**

   2.1 The activities of the Committee will reflect the following principles related to the Project:

   a. The Project must meet the objectives and timelines of the Peace River Regional District.

   b. The Project must be completed within budget.

   c. The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major community facility intended to service the residents of the District of Chetwynd and surrounding region for the long-term.

   d. The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

3. **Membership**

   3.2 The Peace River Regional District Board of Directors appoints members of the Committee. The membership will include the following:

   a. Two (2) representatives from the District of Chetwynd Library Board

   b. The Peace River Regional District Electoral Area 'E' Director

   c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council

   d. One (1) Staff Person (Manager) of the current Chetwynd Public Library

   *This list is not exclusive and may be amended or added to at the discretion of the Regional Board.

   A Chair shall be elected by the membership each calendar year.

   The PRRD CAO or designate will be the senior staff liaison for this Committee. Other Regional District staff, District of Chetwynd staff and consultants will attend meetings as required in an advisory support role.

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4. Objective

4.1 The Committee is advisory and all recommendations will be forward to the Peace River Regional District Board for approval.

4.2 The primary objective of the Committee is to support the Regional District's efforts in the investigation of the development of a new public space in Chetwynd.

4.3 Options for this Project should be developed at a $1.5 million, $1.75 million and $2 million budget.

5. Procedures

5.1 The term of the Committee is for the duration of the Project. Upon completion of the Project, the Committee is automatically disbanded.

5.2 Meetings will be scheduled on an ad-hoc basis as requested by Staff or the Committee Chair.

5.3 Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

5.4 Communications will be through the CAO of the Peace River Regional District or designate.

5.5 The Committee will liaise with other stakeholders where appropriate.

6. Meetings

6.1 Meetings will be at the call of the Chair or when requested by the CAO of the Peace River Regional District or designate.

6.2 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee members and Council members in advance of the next meeting.

6.3 The decision process is to be consensus based. Major decisions must go before the Peace River Regional District's Board of Directors. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting minutes.

6.4 Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding upon the Peace River Regional District or Regional District Board.

6.5 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.

6.6 A quorum is established when 50% +1 members are present.

7. Code of Conduct

7.1 Advisory Committee members shall:

a. Declare a conflict of interest if he or she has a direct or indirect pecuniary interest in a matter under consideration;

b. Also declare a conflict if he or she has some other, non-pecuniary type of interest that places the member in a conflict position (e.g. bias). This could include any benefit obtained by relations, close friends or associates of the member.

c. Be respectful towards each other and work cooperatively.

d. If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the Peace River Regional District may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.

e. Committee members serve at the pleasure of the Peace River Regional District's Board of Directors. The Board of Directors may amend these terms at its discretion.

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Date Committee Established		Board Resolution #	
Date TOR Approved by Board	November 24, 2016	Board Resolution #	RD/16/11/38 (24)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	

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