

Tuesday, October 29, 2019, 2:00 p.m.

Heritage Room

3rd Floor, City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, October 29, 2019, Committee of Council Meeting Agenda be adopted as circulated.

3. REPORTS

3.1 Zoning Bylaw Minor Updates & Housekeeping Changes

1

Recommendation:

That Committee recommend to Council:

A. That the Zoning Bylaw be amended to:

(1) confirm commercial floor area is excluded from the floor area ratio calculation in the Community Commercial Zone,

(2) permit personal services as a use accessory to indoor commercial recreation uses in industrial zones,

(3) make the following housekeeping amendments:

a. deleting the maximum patron capacity of a liquor primary licensed establishment; and

b. confirming the indoor amenity areas must be common property in strata buildings; and

c. making coach house and detached garage regulations consistent when combined as one building; and

B. That the Building & Plumbing Bylaw be amended to correct the Step Code implementation date.

Recommendation:

None.

4. COUNCILLORS' UPDATE

5. MAYOR'S UPDATE

6. CAO UPDATE

7. RESOLUTION TO CLOSE

Recommendation:

That the Committee of Council Meeting of Tuesday, October 29, 2019, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 4.1

g. litigation or potential litigation affecting the municipality;

Item 4.2

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Item 4.3

g. litigation or potential litigation affecting the municipality;

Item 4.4

c. labour relations or other employee relations;

Item 4.5

c. labour relations or other employee relations;

Item 4.6

i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

8. ADJOURNMENT

8.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, October 29, 2019, Committee of Council Meeting be adjourned.

9. MEETING NOTES

Zoning Bylaw Minor Updates & Housekeeping Changes

RECOMMENDATIONS:

That Committee recommend to Council:

A. That the Zoning Bylaw be amended to:

- (1) confirm commercial floor area is excluded from the floor area ratio calculation in the Community Commercial Zone,
- (2) permit personal services as a use accessory to indoor commercial recreation uses in industrial zones,
- (3) make the following housekeeping amendments:
 - a. deleting the maximum patron capacity of a liquor primary licensed establishment
 - b. confirming the indoor amenity areas must be common property in strata buildings, and
 - c. making coach house and detached garage regulations consistent when combined as one building; and,

B. That the Building & Plumbing Bylaw be amended to correct the Step Code implementation date.

PREVIOUS COUNCIL/COMMITTEE ACTIONS

- (1) For the Community Commercial zone amendment: on October 9, 2018 Council amended the Zoning Bylaw to apply a floor area ratio in the Community Commercial zone as part of implementing the new affordable and family-friendly housing policy.
- (2) For the indoor commercial recreation amendment: on July 16, 2015 Smart Growth Committee determined it would defer amending the Zoning Bylaw to allow accessory personal services in commercial indoor recreation uses, pending further review.
- (3) Council's most recent adoption of a housekeeping bylaw was November 14th, 2017.

REPORT SUMMARY

This report outlines a number of recommended changes to the Zoning Bylaw that, for the most part, are minor or of a housekeeping nature. These amendments are recommended for adoption to address identified inconsistencies, remove redundant regulations, and clarify the intent of regulations. A housekeeping amendment to the Building & Plumbing Bylaw is also recommended.

BACKGROUND & DISCUSSION

(1) Proposed Community Commercial Zone Amendment:

In 2018, Council adopted a new policy to achieve housing affordability objectives and it approved a number of regulatory changes to implement these objectives. One of these changes was to introduce a floor area ratio calculation in the Community Commercial zone to facilitate application of density bonus and housing affordability policies to larger mixed-use

Zoning Bylaw Minor Updates & Housekeeping Changes

projects. The Community Commercial zone allows for a wide range of general commercial and personal service uses in pedestrian-orientated commercial centres and permits residential uses above the ground floor and, prior to the amendment, the amount of achievable floor area could only be determined through a site-specific analysis of the siting, parking and other regulations applicable to these uses. The amendment to the Community Commercial zone to apply a floor area ratio of 1.5 facilitated the calculation of the amount of affordable housing required to meet the new policy with the added benefit of providing greater certainty to property owners and developers as to a site's development potential.

In review of several mixed-use projects proposed since adoption of the amendment, the floor area ratio is being found to restrict the potential development of commercial space, contrary to the intent of the zoning. As the purpose of the amendment relates to residential uses within the zone, it is recommended that the bylaw be amended to restrict application of the maximum floor area ratio to only the residential portion of the building.

(2) Proposed Commercial Indoor Recreation Amendment:

In 2015, the Smart Growth Committee considered a report recommending changes to allow for accessory personal services to be associated with commercial indoor recreation uses located in industrial areas. This recommendation arose from its consideration of a staff report titled, *The Industrial and Commercial Lands Review*, that had identified a need to support existing businesses by allowing for additional services to be offered such as health services (e.g., physiotherapists, chiropractors, occupational therapists) and personal services (e.g., personal trainers, nutritionists). At the time, Committee determined that it would defer making a decision pending receipt of additional information on industrial areas. One of the concerns informally raised included the potential that supporting indoor recreation businesses by allowing for additional uses would reduce the attractiveness of the City's industrial areas for industrial uses.

A number of businesses have since indicated to staff that they continue to wish to be permitted to include health and personal services to complement their recreational activity. Over the past five years, it is evident that the City's industrial areas continue to be highly attractive for industrial uses and policies in support of industrial uses have been strengthened. It is unlikely that allowing for this accessory use would have a significant impact given the strength of industrial uses and it is recommended that Committee support amending the bylaw to respond to the requests from businesses.

(3) Proposed Housekeeping Amendments:

- a. The regulations section of the Zoning Bylaw includes a clause that limits the patron capacity of a liquor primary licensed establishment to 125. As patron capacity is set on a site-specific basis, this clause is not required and can be deleted.
- b. Apartment buildings and mixed use buildings with residential uses must provide an indoor amenity space to accommodate activities such as meetings, socializing, fitness and recreation. The intent of this regulation is that this area will be available for use by all occupants of the building. However, in some instances the registered strata plan has not

Zoning Bylaw Minor Updates & Housekeeping Changes

confirmed this intent and residents have informed the City that they do not have access to the required common area. To confirm the bylaw requirement it is recommended that the wording be amended to specify that in the case of a strata-titled building, the common area must be either common property or a strata lot that is a common asset of the strata corporation.


- c. In implementing the new coach house regulations, it has proved to be challenging for staff to reconcile bylaw requirements for coach houses with requirements for detached garages. Housekeeping amendments are proposed to clarify the floor area ratio calculation and ensure appropriate separation between structures on a property, harmonize siting requirements for projects that combine a detached garage with a coach house, and confirm that the floor area below the habitable floor elevation that is used as a foyer, bathroom or utility closet is included in the floor area of the coach house. These proposed changes are shown in Attachment 1.

- (4) An error was made in the recent amendment to the Building & Plumbing Bylaw with respect to Step Code implementation dates. A housekeeping correction is required to change the date from 2020 to 2021.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning and building bylaws be amended per this report.
	2	Recommend to Council that the bylaws only be amended for selected changes.
	3	Determine that no changes should be made at this time pending receipt of further information.

Attachment 1: Proposed housekeeping changes to coach house regulations in the Zoning Bylaw

Attachment 1: Housekeeping Amendments for Coach House & Accessory Building Regulations

In Section II Zones and Zone Regulations, Notes to Table 2.4:

Note 2: In the calculation of floor area ratio in RS, RD and RRh zones the following may be excluded as floor area:

- a. 46m² of floor area for an attached garage or carport, and, in the case of a property with a coach house, an additional 23m² of floor area for an attached garage or carport;
- b. Floor area below the habitable floor elevation, except for a bathroom, utility or mechanical room, entry foyer or similar space intended to support a coach house use
- c. Any floor area comprising a basement;
- d. Balconies and decks, except any area of a balcony or deck for a coach house in excess of 7.5m²; and
- e. areas within underground structures.

Note 3: In the single, duplex and rowhouse residential zones, setbacks are measured to the principal building only, ~~except that all setbacks other than rear setback are also measured to any coach house, and the rear setback for a coach house is 1.2 m.~~

In Section III Supplementary Regulations, Section 2, Accessory Buildings and Structures:

- 2-3 No part of an accessory building shall be used for human habitation or be connected to a coach house.
- 2-4 The combined floor areas of garages and carports attached to a coach house and accessory buildings and structures in A, RS and RD zones, including detached carports and garages, must not exceed the lesser of 12% of the lot area and 90m².
- 2-7 No part of an accessory building or structure, other than a special event facility including projections, eaves and gutters, in a residential zone shall be sited within:
 - a. 1.2m of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6 m;
 - ~~d. 0.6 m (2 ft.) of an interior side lot line;~~
 - d. An interior or exterior side yard specified for the zone, excluding projections, eaves and gutters which may project an additional 0.6 m
 - ~~e. An exterior side yard specified for the zone; or~~

15. COACH HOUSES

- 15.6 ~~A building containing~~ A coach house shall not include a basement.

15.7 ~~The maximum height of crawl space in a building containing a coach house shall be 1.5 m.~~

15.8 The minimum horizontal distance between any exterior wall of a coach house and the nearest point of any exterior wall

- a. of a principal dwelling located on the same lot is 6 m; and
- b. of an accessory building or structure located on the same lot is 2.4 m.

15.9 If a coach house ~~contains a~~ is attached to a garage or carport,

- a. there shall be no interior doorway between the dwelling unit and the garage;
- b. the connected garage or carport may only be for vehicle storage and shall not contain sanitary facilities or a mechanical room;

~~c. the floor area of the connected garage or carport shall not exceed 46 m²;~~

~~d.~~ c. for clarification, the floor area of an garage or carport connected to a coach house counts towards the maximum floor area of accessory buildings and structures permitted on a lot by Section 2-4 of this Bylaw.

15.10 No part of a ~~building containing~~ a coach house shall be sited within:

- a. 1.2 m (3.9 ft.) of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6 m;
- b. A triangular area measured 5 m (16.4 ft.) each way from the point of intersection of any lane with any street or other lane;
- c. A front setback area specified for the zone;
- d. An interior or exterior side yard specified for the zone, excluding projections, eaves and gutters which may project an additional 0.6.

15.11 The maximum building depth of a building containing a coach house is 11.5 m.

RECOMMENDATION:

None.

REPORT SUMMARY

Reports are provided from the Community Centre Project Team to ensure Committee is updated regularly on the status of the construction project. This report will cover the project status up to the end of August 2019.

BACKGROUND

For this period, the following reports are attached:

- Owner's Representative Progress Report #27 – Tango, June 2019.
- Owner's Representative Progress Report #28 – Tango, July 2019.
- Owner's Representative Progress Report #29 – Tango, August 2019.

DISCUSSION

During summer 2019 numerous meetings, co-ordination, procurement, design and construction activities took place. Weekly meetings with representatives from Ventana, Tango and the City focused primarily on occupancy coordination in preparation for the grand opening scheduled for August 27, 2019. Interim occupancy was issued August 19, 2019 for Phase 1, excluding the fitness, pool, level 2 washrooms and small multipurpose room of Phase 1C. Construction and fit out of these spaces is ongoing. Completion of the fitness areas is projected to be later in the fall and completion of the aquatic areas in early in 2020.

The status of work can be summarized as follows:

- **Phase 1AB, 1C Admin and Multipurpose Areas:** Following interim occupancy, minor deficiencies and final staff training is ongoing. FFE installation commenced in preparation for the August 27, 2019 Grand Opening event.
- **Phase 1C Aquatic and Fitness Areas:** Fitness Centre fit-out is ongoing. Pool waterproofing, testing and fit-out is ongoing.
- **Phase 2:** Abatement work in preparation for the demolition of the existing recreation complex and library buildings in preparation for Phase 2 construction commenced in August.

Summer 2019 Community Centre Update

Key construction activities for September focus on closing out the Phase 1AB construction deficiencies, delivering training for facility staff, commissioning (ensuring all systems function as per design), and completing Phase 1C in preparation for the occupancy process. In the fitness area this involves interior finishing, millwork, and mechanical and electrical finishing. For the aquatic area work is focused on tiling, millwork, pool testing and waterproofing, and ceiling finishes. In preparation for Phase 2, work will focus first on making the site safe, then proceeding with the demolition and abatement of the recreation complex and library. The updated project dashboard is included in Tango's June report (Attachment #1).

Ventana provided an updated schedule dated September 16, 2019. The critical path activities for Phase 2 are abatement, demolition, excavation, piling foundations, structural steel and parkade construction. This schedule forecasts that the fitness centre will be available this fall and the aquatic area in Winter 2020. Discussions with Ventana, Tango and City staff are ongoing regarding the construction schedule and coordination of specific activities required for opening the fitness area prior to the aquatic area. Tango continues to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact substantial performance.

Based on the information contained in the Monthly Progress Reports #27, 28 and 29, and during this reporting period, Tango continues to believe the project can be completed by the substantial performance date of October 31, 2021 for the project budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

FINANCIAL IMPLICATIONS

Financing for the Community Centre includes \$52 million in long term debt. The funds were received from Metro Vancouver on October 9, 2019 as part of Municipal Finance Authority's fall debt issuance. The budget for the PCCC debt was approved in 2015 and included borrowing of \$52 million at an estimated rate of 3.75% which was the prevailing interest rate at the time the budget was set. The actual rate in effect at the time of borrowing (fall of 2019) was 2.24%, resulting in a reduction in the annual debt servicing payments from the initial budget of \$3,043,000 to \$2,257,000, a savings of \$786,000. It is proposed that these savings be temporarily repurposed to fund other capital projects until the next time the debt is refinanced (in 2029), and this will be included in the draft 2020 operating budget.

A summary of the total project costs expensed as of August 2019 is as follows:

Item	Total Expenses to Date	Original Budget	Revised Budget
Ventana Pre-Contract Work	\$983,000	\$983,000	\$983,000
Ventana Design-Build Contract*	\$74,023,644	\$116,717,000	\$122,204,378
Project Management and Legal	\$1,273,962	\$1,500,000	\$2,222,620

Summer 2019 Community Centre Update

Furniture, Fixtures and Equipment	\$970,965	\$3,900,000	\$3,770,140
Off-Site Improvements	\$348,348	\$3,000,000	\$2,714,861
Onsite works (service fees, etc.)	\$62,230	Incl. in other	\$150,000
Communications/Signage	\$34,071	Incl. in other	\$55,000
Total Project	\$77,696,220	\$132,100,000	\$132,100,000

*Prepayment amount of \$5M has been paid as per the contract and is not included in above totals.

PUBLIC CONSULTATION

The following communication activities were undertaken through Summer 2019:

- Weekly update meetings were held involving Recreation Managers, the Library Manager and Ventana Site Supervisors, to share information about weekly construction site and facility activities and to prepare for the Grand Opening Event on August 27, 2019.
- Signage was posted and regular updates were provided to the Library patrons, Wilson Centre members and arena user groups regarding the transition to the new building.
- Staff provided a tour of the new Community Centre for the Wilson Advisory Board on August 1, 2019.
- A site tour of the new Community Centre for the Stakeholder Group was held on August 1, 2019.
- The very well attended Grand Opening Event was held on August 27, 2019.
- Phase 1 opened to the public as of August 28, 2019.
- A stakeholder meeting was held September 25, 2019.

ATTACHMENT

Attachment #1: Owner's Representative Progress Report #27 – Tango, June 2019

Attachment #2: Owner's Representative Progress Report #28 – Tango, July 2019

Attachment #3: Owner's Representative Progress Report #29 – Tango, August 2019



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #27

June 2019

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: July 19th 2019
 - Update

Appendix 2 – Progress Photographs: June 2019

Appendix 3 - Site Inspection Reports: June 2019

Appendix 4 – Certificate of Payment No.30: July 16, 2019

Appendix 5 – Occupancy Coordination Meeting No.2 & No.3 Minutes

Appendix 6 - Project Dash Board: June 30, 2019

Appendix 7 – Architecture 49 Site Report #50: June 24, 2019

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #27 to the Owner. This report represents a summary of key project activities and issues that occurred up to June 30, 2019.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

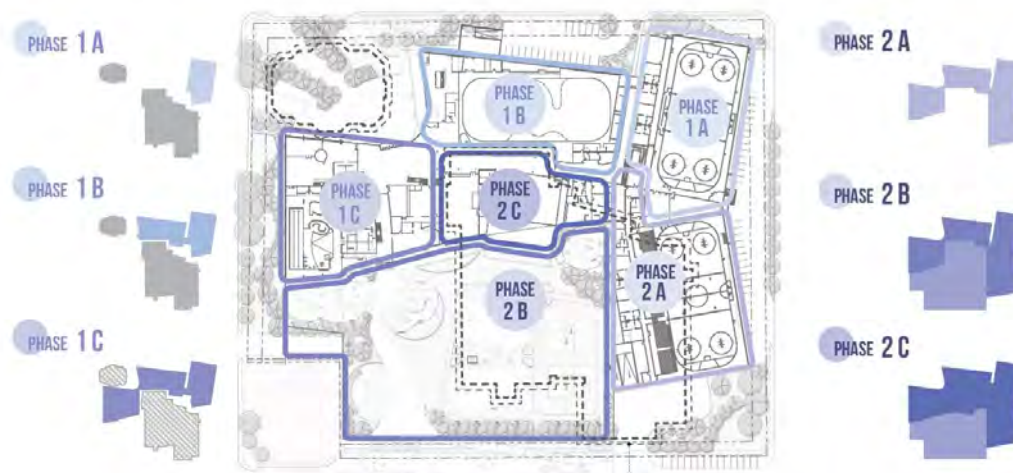
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During June 2019 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The Design-Builder continues with the final completion of Phase 1AB finishes and commissioning. Phase 1C concrete structure and pool mechanical is ongoing. Glazing is ongoing. M&E and fit-out is ongoing. Based on the information contained in this Monthly Progress Report #27 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

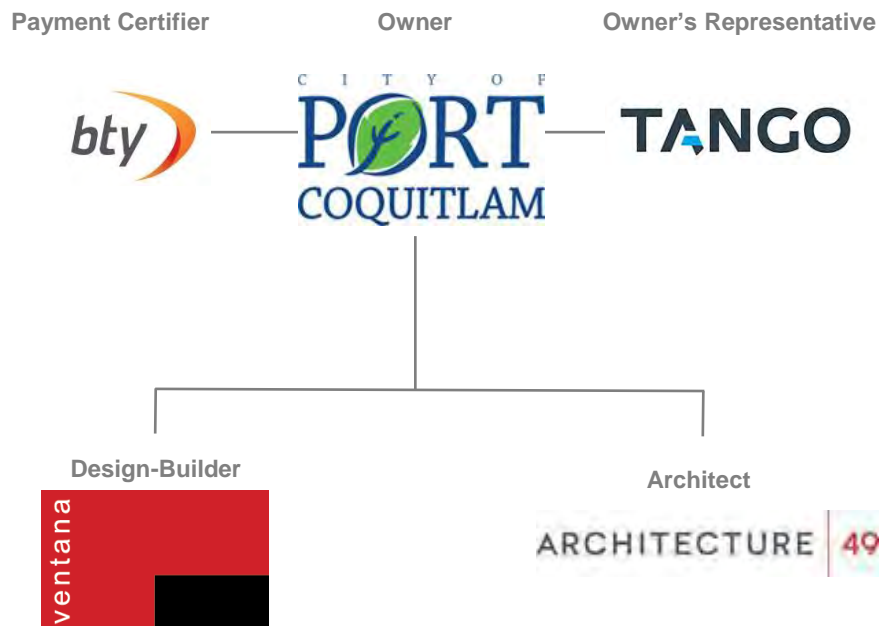


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated July 19, 2019:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18		Ongoing	1-Jul-19
IFT Drawings	18-Mar-18		Ongoing	21-May-19
IFC Drawings	12-Jul-18		Ongoing	9-Sep-19

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

Note – a part demolition permit (BP011822) was issued on March 9, 2017 for the part demolition of the Wilson Centre.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The Owner has identified the following permits required to fully transition into operations:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated July 19, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;

6.0 Procurement & Contract Administration (continued)

Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address;	Washroom Accessories, Partitions, & Lockers.;
Millwork;	Fireplace;
Concrete Polishing;	Pool Specialities;
Countertops;	Sports Flooring & Equipment; and
Asphalt	

The following procurement milestones have been identified in the Design-Builder's schedule:

Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by September 23, 2019.

NOTE – The Design-Builder previously indicated that this will be complete by July 26, 2018.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.

An RFP for Fitness Equipment has been issued on BCBid, closing June 20, 2019, and is currently under review by the Owner.

Project Coordination / Meeting

Owner led Occupancy Coordination Meetings # 2&3 were held on June 4, 2019 and June 18, 2019, respectively. Please refer to Appendix 5 of this Monthly Progress Report for a copy of the Occupancy Coordination Meetings #2&3 minutes. The next Occupancy Coordination Meeting is scheduled for July 2, 2019.

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$8,677,542
4 Current (Revised) Contract Price	\$125,394,542
5 Work Certified as Completed (Base Contract)	\$74,752,513
6 Current Cost to Complete (Base Contract)	\$50,642,029
7 Lien Holdback (Base Contract)	\$6,975,251
8 Lien Holdback Released	-\$669,645
B Non-Contract Costs	
9 Non-Contract Costs	\$14,400,000
C Total Project Budget	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

Additional critical scope for offsite utility works has been added to the Design-Builder's Contract, that is outside the scope of the Project and will be funded from a separate capital budget. This will be reported on in a forthcoming Monthly Progress Report.

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 30 dated July 16, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending June 30, 2019.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$3,255,727
Current GST (5.0%)	\$162,786
Total Current Payable to the Design-Builder	\$3,418,513
Total Current Builders Lien Holdback	\$6,305,606

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 30.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to June 30, 2019 is as follows:

CO#	PCN#	Description	Dollar Value	Contingency Allocation
1		Bonding Requirements	\$1,800,000	Project Contingency
2		Temporary Power to Site	\$34,751	Project Contingency
3	2	Floor Area Changes	\$1,003,236	Project Contingency
5	9	Additional Back-Up Power	\$90,713	Project Contingency
7	12	Card Readers and Key Pads	\$16,698	Project Contingency
8	15	Library User Group Changes	\$86,287	Project Contingency
9	18	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	21	Auto Door Openers	\$55,440	Project Contingency
11	24	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	26	Additional CCTV	\$24,024	Project Contingency
14	30	Added Door Security	\$88,364	Project Contingency
17	16	Terry Fox Display Cases	\$4,950	Project Contingency
20	17	Exterior Building Signage	\$57,618	Project Contingency
21	39	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	29	RCMP Panic Buttons	\$8,375	Project Contingency
		SUB-TOTAL	\$3,316,468	
15		Scoreboard Credit	-\$42,760	FF&E
		SUB-TOTAL	-\$42,760	
4	5	Off Site Design Services	\$269,998	Off Sites
6	6	Additional Off Site Design Services	\$55,875	Capital Utility Budget
13		Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	33	Offsite Isolation Valves	\$37,711	Capital Utility Budget
18		Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	32	Hydro conduit relation at Kingsway	\$110,674	Off Sites
22	28	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	35	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
	41	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
	42	Kelly Sanitary Changes	\$26,985	Off Sites / Capital Utility Budget
	47	Offsite Watermain Kelly & Mary Hill	\$17,954	Off Sites / Capital Utility Budget
		SUB-TOTAL	\$5,403,834	

7.0 *Project Budget (continued)*

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 **PROJECT SCHEDULE**

Construction Progress (June End 2019)

We conducted site inspections on throughout June 2019. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Final finishes and commissioning are ongoing. Refrigeration commissioning and training is ongoing. Construction deficiencies are being closed out.
- **Phase 1B: Leisure Ice and Library:** Final fit-out, finishes and commissioning are ongoing. Refrigeration commissioning and training is ongoing. Construction deficiencies are being closed out.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Foundation formwork, rebar and concrete placement is ongoing. Suspended slabs are ongoing. Mechanical and electrical rough-in is ongoing. Glulam installation is complete. Roof and envelope is ongoing. Tiling is ongoing and pool lab preparation has commenced.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: July 19th 2019 - Update”***.

The critical path activity for Phase 1AB is the Occupancy process. There is no change to the Occupancy Date, despite changes to the completion of some construction activities. The Design-Builder appears to be managing this via the resequencing and duration change of certain construction activities.

This schedule forecasts that Phase 1AB scope will be available for opening at the end of the Summer and opening of 1C in the Winter. The Design-Builder has included specific activities of Occupancy for Phase 1AB in this schedule which is being coordinated with the Owner.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during June 2019.

8.0 Project Schedule (continued)

Monthly Look Ahead

During July 2019, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: July 19th 2019 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Complete Occupancy process;
 - Complete staff training;
 - Build Rinks 2&3 ice sheets;
 - Transition rink facility staff;
 - Kitchen staff training; and
 - Close out construction deficiencies.
- **Phase 1C – Aquatics and Fitness Area**
 - Complete glazing;
 - Commence metal cladding;
 - Commence ceiling finishes; and
 - Complete interior steel stud.
- **Phase 2**
 - Commence existing rink abatement.

Please refer to Appendix 1 of this report for a copy of the revised Design-Builder's Owner's Schedule: July 19th 2019 - Update.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49's Site Report 50, dated June 24, 2019. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Assurance Statement dated July 16, 2019 is included in Appendix 7 of this report.

We did not receive a copy of BMZ's Construction Review during this reporting period from the Design-Builder.

We received a copy of Smith and Anderson's Job Report, dated June 21, 2019. Non-conformances have been noted to be remedied by the Design-Builder.

We received a copy of WSP's Plumbing Field Report, dated June 28, 2019. Non-conformances have been noted to be remedied by the Design-Builder.

We performed multiple site inspections during June 2019 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 SAFETY AND ENVIRONMENTAL

On March 1, 2019 there was an accident on site where a crane truck tipped over. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

On April 8, 2019 there was an accident on site where a dump truck hit overhead lines on Kelly Avenue. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

The Design-Builder has a full-time security guard on site.

No incidents were reported during this reporting period.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

In general, all issues and actions raised within meetings and communications during June 2019 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder issued an updated schedule, ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: July 19th 2019 - Update"*** during this reporting period. This schedule targets a late summer opening for Phase 1AB scope of work.

The updated schedule also notes a revised Occupancy Date for Phase 1C Aquatics and Fitness of December 2, 2019, from November 27, 2019.



APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's
Schedule: July 19th 2019 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
July 19th 2019 - Update

Ventana Construction Corporation
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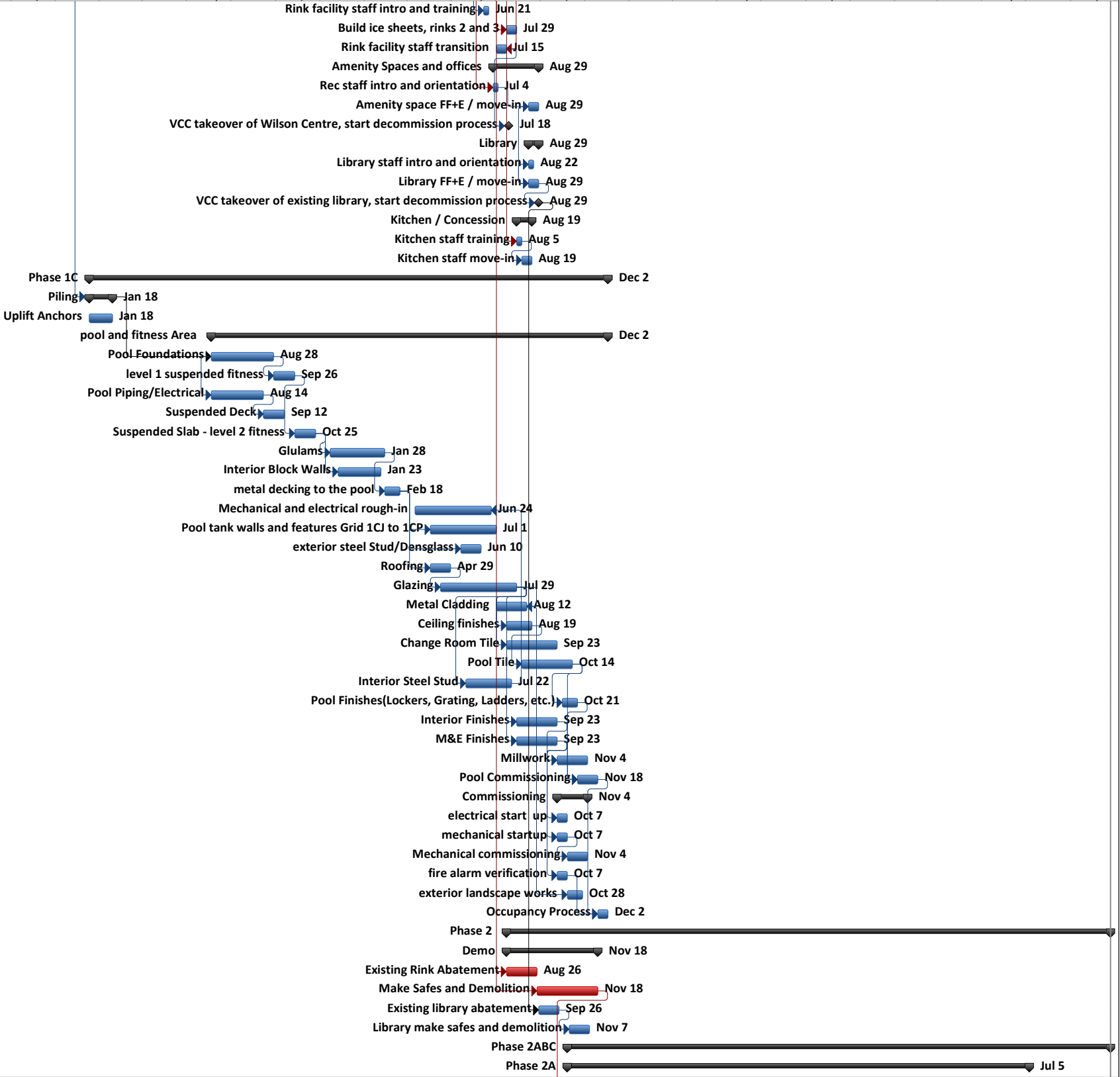
ID	Task Name	Duration	Start	Finish	2018														2020													
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep					
1	1 Port Coquitlam Recreation Centre	1194 days?	Fri 2/24/17	Mon 10/25/21	entre																											
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	hases																											
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	works																											
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	ile tender and award																											
13	1.2 Phase 1ABC - Design - Structure	649 days	Fri 2/24/17	Mon 9/23/19	cture																											
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	rcing																											
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18	Structural Steel & Glulam																											
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	esign - Balance																											
34	1.2.4 Phase 2ABC - Design	249 days	Tue 10/2/18	Mon 9/23/19	Phase 2ABC - Design																											
35	1.2.4.1 IFT Drawings	0 days	Tue 10/2/18	Tue 10/2/18	IFT Drawings																											
36	1.2.4.2 Internal Review and Revisions	6 mons	Wed 10/3/18	Tue 3/26/19	Internal Review and Revisions																											
37	1.2.4.3 Full BP Submission and review	139 days	Fri 12/14/18	Mon 7/1/19	Full BP Submission and review																											
38	1.2.4.4 Tender	40 days	Tue 7/30/19	Mon 9/23/19	Tender																											
39	1.2.4.5 IFC Drawings	10 days	Tue 8/27/19	Mon 9/9/19	IFC Drawings																											
40	1.3 Construction Phases	1062 days?	Tue 9/5/17	Mon 10/25/21	Construction Phases																											
41	1.3.1 Phase 1AB	567 days?	Tue 9/5/17	Mon 12/2/19	Phase 1AB																											
42	1.3.1.1 Bulk Excavation	15 days	Tue 9/5/17	Mon 9/25/17	Bulk Excavation																											
43	1.3.1.2 Piling	60 days	Thu 9/21/17	Fri 12/15/17	Piling																											
44	1.3.1.3 Parkade Foundations(GL 1B-F)	20 days	Mon 6/11/18	Mon 7/9/18	Parkade Foundations(GL 1B-F)																											
45	1.3.1.4 Backfill Parkade Walls	10 days	Tue 7/10/18	Mon 7/23/18	Backfill Parkade Walls																											
46	1.3.1.5 M&E Rough In	250 days	Mon 6/11/18	Wed 6/5/19	M&E Rough In																											
47	1.3.1.6 Footings/Column/Wall	80 days	Mon 12/18/17	Tue 4/17/18	Footings/Column/Wall																											
48	1.3.1.7 SOG(at suspended)	20 days	Mon 3/19/18	Tue 4/17/18	SOG(at suspended)																											
49	1.3.1.8 Suspended Slabs area AB	55 days	Fri 6/8/18	Mon 8/27/18	Suspended Slabs area AB																											
50	1.3.1.9 Structural Steel	98.5 days	Tue 6/19/18	Thu 11/8/18	Structural Steel																											
63	1.3.1.10 Roofing	107.5 days	Wed 9/19/18	Fri 2/22/19	Roofing																											
69	1.3.1.11 Exterior steel stud/densglass	115.5 days	Wed 8/1/18	Fri 1/18/19	Exterior steel stud/densglass																											
76	1.3.1.12 Interior steel stud/drywall/ceilings	185 days	Wed 8/8/18	Wed 5/1/19	Interior steel stud/drywall/ceilings																											
88	1.3.1.13 Metal cladding installation	105 days	Fri 1/4/19	Fri 5/31/19	Metal cladding installation																											
99	1.3.1.14 Refrigeration plant &rinks 2&3				Refrigeration Plant equipment install																											
100	1.3.1.15 Refrigeration Plant equipment install	168.5 days	Mon 11/5/18	Wed 7/3/19	Refrigeration Plant equipment install																											
119	1.3.1.16 Glazing	122.5 days	Thu 11/1/18	Fri 4/26/19	Glazing																											
127	1.3.1.17 Interior and Exterior Block Walls &Masonry	133 days	Tue 8/7/18	Fri 2/15/19	Interior and Exterior Block Walls &Masonry																											
134	1.3.1.18 Elevators	61 days	Fri 3/22/19	Mon 6/17/19	Elevators																											
138	1.3.1.19 Interior Finishes	134 days	Tue 12/18/18	Wed 6/26/19	Interior Finishes																											
149	1.3.1.20 Mechanical and electrical	265 days	Mon 6/4/18	Wed 6/19/19	Mechanical and electrical																											
154	1.3.1.21 Div 9 admin and kitchen grid 1c6 to 1c13	146 days	Mon 6/4/18	Thu 1/3/19	Div 9 admin and kitchen grid 1c6 to 1c13																											
161	1.3.1.22 Div 9 - Metal cladding	35 days	Fri 5/3/19	Fri 6/21/19	Div 9 - Metal cladding																											
163	1.3.1.23 Div-9 Glazing	30 days	Fri 3/1/19	Thu 4/11/19	Div-9 Glazing																											
166	1.3.1.24 interior block walls	20 days	Tue 11/20/18	Mon 12/17/18	interior block walls																											
167	1.3.1.25 interior stud and drywall div 9	20 days	Fri 3/15/19	Thu 4/11/19	interior stud and drywall div 9																											
168	1.3.1.26 Div 9 Commercial Kitchen	69 days	Fri 3/15/19	Wed 6/19/19	Div 9 Commercial Kitchen																											
173	1.3.1.27 Div 9 Interior Finishes	55 days	Fri 4/12/19	Thu 6/27/19	Div 9 Interior Finishes																											
180	1.3.1.28 Div 9 Mechanical and electrical	137 days	Tue 11/20/18	Mon 6/3/19																												
191	1.3.1.29 Commissioning	35 days	Thu 5/2/19	Wed 6/19/19	Commissioning																											
192	1.3.1.29.1 electrical start up	10 days	Thu 5/2/19	Wed 5/15/19	electrical start up																											
193	1.3.1.29.2 mechanical startup	20 days	Thu 5/9/19	Wed 6/5/19	mechanical startup																											
194	1.3.1.29.3 refrigeration plant commissioning and startup	27 days	Mon 5/13/19	Wed 6/19/19	refrigeration plant commissioning and startup																											
195	1.3.1.29.4 comissioning report	10 days	Thu 6/6/19	Wed 6/19/19	comissioning report																											
196	1.3.1.29.5 fire alarm verification	15 days	Thu 5/23/19	Wed 6/12/19	fire alarm verification																											
197	1.3.1.30 exterior landscape works	15 days	Wed 4/10/19	Tue 4/30/19	exterior landscape works																											
198	1.3.1.31 Occupancy Process	20 days	Tue 6/18/19	Mon 7/15/19	Occupancy Process																											
199	1.3.1.32 PoCo FF+E and Facility Staff Training	70.5 days	Thu 5/23/19	Thu 8/29/19	PoCo FF+E and Facility Staff Training																											
200	1.3.1.32.1 Building Operations Staff Training	2 wks	Tue 7/2/19	Mon 7/15/19	Building Operations Staff Training																											
201	1.3.1.32.2 IT staff introduction and setup	6 wks	Thu 5/23/19	Wed 7/3/19	IT staff introduction and setup																											
202	1.3.1.32.3 Ice Rinks	31.5 days	Fri 6/14/19	Mon 7/29/19	Ice Rinks																											



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
July 19th 2019 - Update

Ventana Construction Corporation
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ID	Task Name	Duration	Start	Finish																												
					2018														2020													
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep					
203	1.3.1.32.3.1 Rink facility staff intro and training	1 wk	Fri 6/14/19	Fri 6/21/19																												
204	1.3.1.32.3.2 Build ice sheets, rinks 2 and 3	2 wks	Tue 7/16/19	Mon 7/29/19																												
205	1.3.1.32.3.3 Rink facility staff transition	2 wks	Tue 7/2/19	Mon 7/15/19																												
206	1.3.1.32.4 Amenity Spaces and offices	45 days	Thu 6/27/19	Thu 8/29/19																												
207	1.3.1.32.4.1 Rec staff intro and orientation	1 wk	Thu 6/27/19	Thu 7/4/19																												
208	1.3.1.32.4.2 Amenity space FF+E / move-in	2 wks	Thu 8/15/19	Thu 8/29/19																												
209	1.3.1.32.4.3 VCC takeover of Wilson Centre, start decommission process	0 days	Thu 7/18/19	Thu 7/18/19																												
210	1.3.1.32.5 Library	10 days	Thu 8/15/19	Thu 8/29/19																												
211	1.3.1.32.5.1 Library staff intro and orientation	1 wk	Thu 8/15/19	Thu 8/22/19																												
212	1.3.1.32.5.2 Library FF+E / move-in	2 wks	Thu 8/15/19	Thu 8/29/19																												
213	1.3.1.32.5.3 VCC takeover of existing library, start decommission process	0 days	Thu 8/29/19	Thu 8/29/19																												
214	1.3.1.32.6 Kitchen / Concession	15 days	Tue 7/30/19	Mon 8/19/19																												
215	1.3.1.32.6.1 Kitchen staff training	1 wk	Tue 7/30/19	Mon 8/5/19																												
216	1.3.1.32.6.2 Kitchen staff move-in	2 wks	Tue 8/6/19	Mon 8/19/19																												
217	1.3.1.33 Phase 1C	495 days	Mon 12/18/17	Mon 12/2/19																												
218	1.3.1.33.1 Piling	20 days	Mon 12/18/17	Thu 1/18/18																												
219	1.3.1.33.1.1 Uplift Anchors	20 days	Mon 12/18/17	Thu 1/18/18																												
220	1.3.1.33.2 pool and fitness Area	383 days	Mon 6/4/18	Mon 12/2/19																												
221	1.3.1.33.2.1 Pool Foundations	60 days	Mon 6/4/18	Tue 8/28/18																												
222	1.3.1.33.2.2 level 1 suspended fitness	20 days	Wed 8/29/18	Wed 9/26/18																												
223	1.3.1.33.2.3 Pool Piping/Electrical	50 days	Mon 6/4/18	Tue 8/14/18																												
224	1.3.1.33.2.4 Suspended Deck	20 days	Wed 8/15/18	Wed 9/12/18																												
225	1.3.1.33.2.5 Suspended Slab - level 2 fitness	20 days	Thu 9/27/18	Thu 10/25/18																												
226	1.3.1.33.2.6 Glulams	50 days	Thu 11/15/18	Mon 1/28/19																												
227	1.3.1.33.2.7 Interior Block Walls	40 days	Mon 11/26/18	Wed 1/23/19																												
228	1.3.1.33.2.8 metal decking to the pool	15 days	Tue 1/29/19	Mon 2/18/19																												
229	1.3.1.33.2.9 Mechanical and electrical rough-in	75 days	Tue 3/12/19	Mon 6/24/19																												
230	1.3.1.33.2.10 Pool tank walls and features Grid 1CJ to 1CP	65 days	Tue 4/2/19	Mon 7/1/19																												
231	1.3.1.33.2.11 exterior steel Stud/Densglass	20 days	Tue 5/14/19	Mon 6/10/19																												
232	1.3.1.33.2.12 Roofing	20 days	Tue 4/2/19	Mon 4/29/19																												
233	1.3.1.33.2.13 Glazing	75 days	Tue 4/16/19	Mon 7/29/19																												
234	1.3.1.33.2.14 Metal Cladding	30 days	Tue 7/2/19	Mon 8/12/19																												
235	1.3.1.33.2.15 Ceiling finishes	25 days	Tue 7/16/19	Mon 8/19/19																												
236	1.3.1.33.2.16 Change Room Tile	50 days	Tue 7/16/19	Mon 9/23/19																												
237	1.3.1.33.2.17 Pool Tile	50 days	Tue 8/6/19	Mon 10/14/19																												
238	1.3.1.33.2.18 Interior Steel Stud	45 days	Tue 5/21/19	Mon 7/22/19																												
239	1.3.1.33.2.19 Pool Finishes(Lockers, Grating, Ladders, etc.)	15 days	Tue 10/1/19	Mon 10/21/19																												
240	1.3.1.33.2.20 Interior Finishes	40 days	Tue 7/30/19	Mon 9/23/19																												
241	1.3.1.33.2.21 M&E Finishes	40 days	Tue 7/30/19	Mon 9/23/19																												
242	1.3.1.33.2.22 Millwork	30 days	Tue 9/24/19	Mon 11/4/19																												
243	1.3.1.33.2.23 Pool Commissioning	20 days	Tue 10/22/19	Mon 11/18/19																												
244	1.3.1.33.2.24 Commissioning	30 days	Tue 9/24/19	Mon 11/4/19																												
245	1.3.1.33.2.24.1 electrical start up	10 days	Tue 9/24/19	Mon 10/7/19																												
246	1.3.1.33.2.24.2 mechanical startup	10 days	Tue 9/24/19	Mon 10/7/19																												
247	1.3.1.33.2.24.3 Mechanical commissioning	20 days	Tue 10/8/19	Mon 11/4/19																												
248	1.3.1.33.2.24.4 fire alarm verification	10 days	Tue 9/24/19	Mon 10/7/19																												
249	1.3.1.33.2.25 exterior landscape works	15 days	Tue 10/8/19	Mon 10/28/19																												
250	1.3.1.33.2.26 Occupancy Process	10 days	Tue 11/19/19	Mon 12/2/19																												
251	1.3.2 Phase 2	595 days	Tue 7/16/19	Mon 10/25/21																												
252	1.3.2.1 Demo	90 days	Tue 7/16/19	Mon 11/18/19																												
253	1.3.2.1.1 Existing Rink Abatement	30 days	Tue 7/16/19	Mon 8/26/19																												
254	1.3.2.1.2 Make Safes and Demolition	60 days	Tue 8/27/19	Mon 11/18/19																												
255	1.3.2.1.3 Existing library abatement	4 wks	Thu 8/29/19	Thu 9/26/19																												
256	1.3.2.1.4 Library make safes and demolition	1 mon	Thu 10/10/19	Thu 11/7/19																												
257	1.3.2.2 Phase 2ABC	535 days	Tue 10/8/19	Mon 10/25/21																												
258	1.3.2.2.1 Phase 2A	455 days	Tue 10/8/19	Mon 7/5/21																												





PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
July 19th 2019 - Update

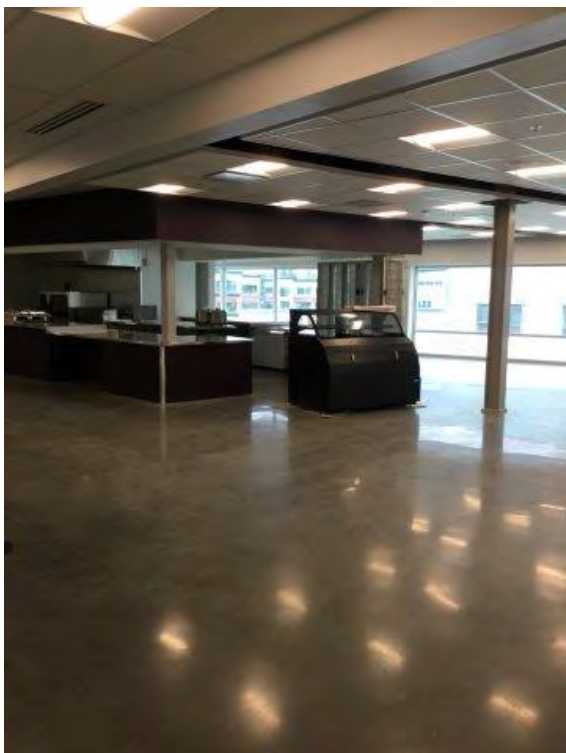
Ventana Construction Corporation
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ID	Task Name	Duration	Start	Finish																								
					2018												2020											
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	
259	1.3.2.2.1.1 Bulk Excavation	20 days	Tue 10/8/19	Mon 11/4/19	Bulk Excavation																							
260	1.3.2.2.1.2 Piling	30 days	Tue 11/5/19	Mon 12/16/19	Piling																							
261	1.3.2.2.1.3 Backfill	15 days	Tue 12/17/19	Mon 1/6/20	Backfill																							
262	1.3.2.2.1.4 M&E Rough In	200 days	Tue 12/17/19	Mon 9/21/20	M&E Rough In																							
263	1.3.2.2.1.5 Footings/Column/Wall	50 days	Tue 1/7/20	Mon 3/16/20	Footings/Column/Wall																							
264	1.3.2.2.1.6 SOG	15 days	Tue 3/17/20	Mon 4/6/20	SOG																							
265	1.3.2.2.1.7 Suspended Slabs/Bleachers	60 days	Tue 4/7/20	Mon 6/29/20	Suspended Slabs/Bleachers																							
266	1.3.2.2.1.8 Structural Steel	40 days	Tue 10/6/20	Mon 11/30/20	Structural Steel																							
267	1.3.2.2.1.9 Metal Decking	20 days	Tue 12/1/20	Mon 12/28/20	Metal Decking																							
268	1.3.2.2.1.10 Roofing	50 days	Tue 12/29/20	Mon 3/8/21	Roofing																							
269	1.3.2.2.1.11 Insulated Metal Panel	50 days	Tue 12/29/20	Mon 3/8/21	Insulated Metal Panel																							
270	1.3.2.2.1.12 Glazing	40 days	Tue 3/9/21	Mon 5/3/21	Glazing																							
271	1.3.2.2.1.13 Interior Block Walls	50 days	Tue 3/9/21	Mon 5/17/21	Interior Block Walls																							
272	1.3.2.2.1.14 Rink Slab	45 days	Tue 3/9/21	Mon 5/10/21	Rink Slab																							
273	1.3.2.2.1.15 Dasher Boards	20 days	Tue 5/11/21	Mon 6/7/21	Dasher Boards																							
274	1.3.2.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/9/21	Mon 4/26/21	Interior Steel Stud/Drywall																							
275	1.3.2.2.1.17 Interior Finishes	30 days	Tue 4/27/21	Mon 6/7/21	Interior Finishes																							
276	1.3.2.2.1.18 M&E Finishes	15 days	Tue 6/1/21	Mon 6/21/21	M&E Finishes																							
277	1.3.2.2.1.19 Millwork	20 days	Tue 5/25/21	Mon 6/21/21	Millwork																							
278	1.3.2.2.1.20 Commissioning	10 days	Tue 6/22/21	Mon 7/5/21	Commissioning																							
279	1.3.2.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/5/19	Mon 7/5/21	Phase 2C(GL 1B-F - 2B-E)																							
280	1.3.2.2.2.1 Bulk Excavation	30 days	Tue 11/5/19	Mon 12/16/19	Bulk Excavation																							
281	1.3.2.2.2.2 Piling(Balance)	50 days	Tue 12/17/19	Mon 2/24/20	Piling(Balance)																							
282	1.3.2.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/14/20	Mon 3/9/20	Parkade Foundations(GL 1B-F - 2B-E)																							
283	1.3.2.2.2.4 M&E Rough In	200 days	Tue 1/14/20	Mon 10/19/20	M&E Rough In																							
284	1.3.2.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/10/20	Mon 4/20/20	SOG(GL 1B-F - 2B-E)																							
285	1.3.2.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 4/21/20	Mon 7/13/20	Suspended Slab(GL 1B-F - 2B-E)																							
286	1.3.2.2.2.7 Structural Steel	60 days	Tue 7/14/20	Mon 10/5/20	Structural Steel																							
287	1.3.2.2.2.8 Metal Decking	25 days	Tue 10/6/20	Mon 11/9/20	Metal Decking																							
288	1.3.2.2.2.9 Roofing	20 days	Tue 11/10/20	Mon 12/7/20	Roofing																							
289	1.3.2.2.2.10 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21	Metal Cladding																							
290	1.3.2.2.2.11 Glazing	80 days	Tue 1/19/21	Mon 5/10/21	Glazing																							
291	1.3.2.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/8/20	Mon 3/1/21	Interior Steel Stud/Drywall																							
292	1.3.2.2.2.13 Interior Finishes	60 days	Tue 3/2/21	Mon 5/24/21	Interior Finishes																							
293	1.3.2.2.2.14 Millwork	30 days	Tue 4/13/21	Mon 5/24/21	Millwork																							
294	1.3.2.2.2.15 M&E Finishes	20 days	Tue 5/11/21	Mon 6/7/21	M&E Finishes																							
295	1.3.2.2.2.16 Commissioning	15 days	Tue 6/15/21	Mon 7/5/21	Commissioning																							
296	1.3.2.2.3 Phase 2B(GL 2B-E - 2B-N)	275 days	Tue 10/6/20	Mon 10/25/21	Phase 2B(GL 2B-E - 2B-N)																							
297	1.3.2.2.3.1 Touch up Sub-Base	10 days	Tue 10/6/20	Mon 10/19/20	Touch up Sub-Base																							
298	1.3.2.2.3.2 Parkade Foundations	60 days	Tue 10/20/20	Mon 1/11/21	Parkade Foundations																							
299	1.3.2.2.3.3 M&E Rough In(underslab)	40 days	Tue 10/20/20	Mon 12/14/20	M&E Rough In(underslab)																							
300	1.3.2.2.3.4 SOG	50 days	Tue 11/17/20	Mon 1/25/21	SOG																							
301	1.3.2.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21	Suspended Slab																							
302	1.3.2.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21	M&E Rough in																							
303	1.3.2.2.3.7 Concrete Planters	40 days	Tue 1/26/21	Mon 3/22/21	Concrete Planters																							
304	1.3.2.2.3.8 Waterproof Membrane	70 days	Tue 1/12/21	Mon 4/19/21	Waterproof Membrane																							
305	1.3.2.2.3.9 Sports Courts	120 days	Tue 4/20/21	Mon 10/4/21	Sports Courts																							
306	1.3.2.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21	Line Painting																							
307	1.3.2.2.3.11 Hard / Soft Landscaping	120 days	Tue 4/20/21	Mon 10/4/21	Hard / Soft Landscaping																							
308	1.3.2.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21	M&E Finishes																							
309	1.3.2.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21	Commissioning and life safety testing																							
310	1.3.2.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21	Occupancy Process																							



APPENDIX 2

Progress Photographs – June 2019



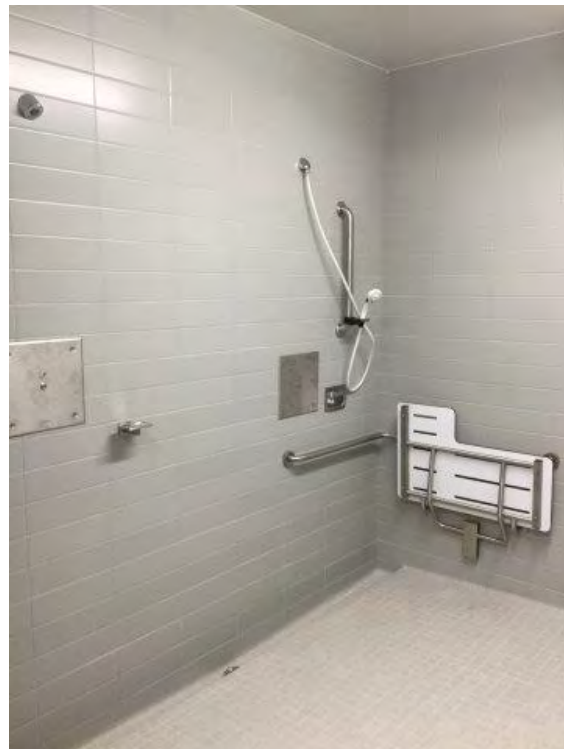
Phase 1A – Concessions



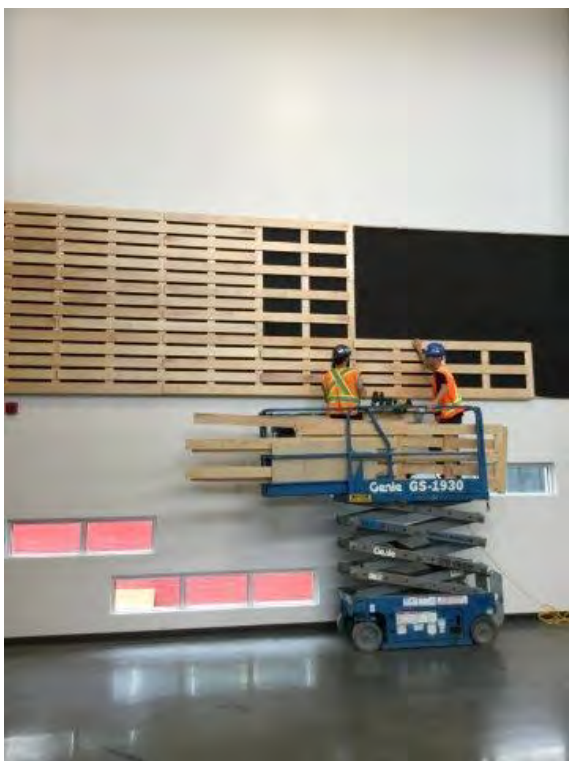
Phase 1A – Rink 2 Players and penalty box



Phase 1A – Stake Lobby service point



Phase 1A - Changeroom showers & accessibility seating



Phase 1B – Wood wall to public corridor



Phase 1B – dasher boards and plexi-glass



Phase 1B – Sprinkler tree ready for labelling



Phase 1B – Rubber skate flooring install



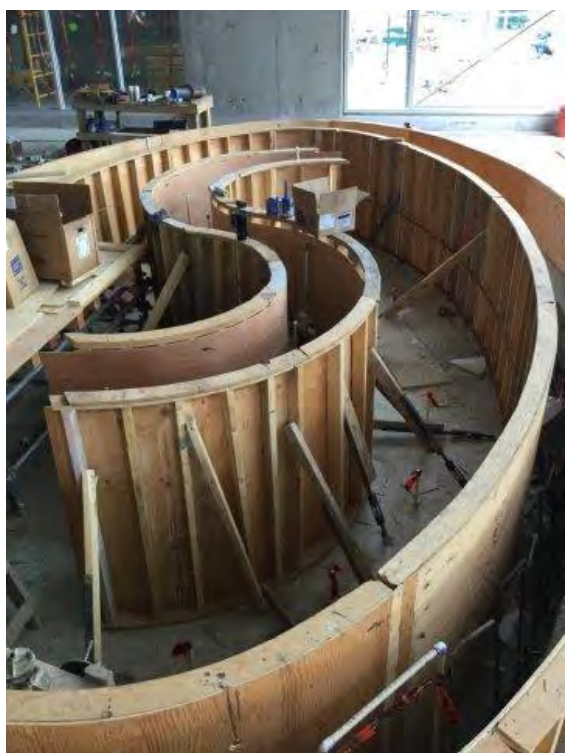
Phase 1C – West elevation glazing



Phase 1C – South elevation glazing



Phase 1C – Hot tub progress



Phase 1C – Lazy river progress



APPENDIX 3

Site Inspection Reports: June 2019

Field Review Report



Project: PCCC
Reporting Date: 2019-06-04
Prepared By: Alun Lewis

Weather: Sunny: x Rain: _____ Wind: _____ Temperature: High of: **20**
Cloudy: _____ Snow: _____ Other: _____ Low of: **9**

Tango's Staff: (# on site)

Trade Contractor's

Superintendents	1	Demolition		Waterproofing		Painting	9
Engineers		Site Work	9	Scaffolding	10	Misc. Specialties	8
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	19
Carpenters		Concrete Formwork	4	Roofing	4	Mechanical	5
Labourers		Rink prep / conc		Doors & Hardware	4	Refrigeration	2
Operators		Reinforcing Steel		Windows/Glazing	16	Sprinklers	
		Structural Steel	4	Exterior Cladding	8	Electrical	21
		Metal Decking		SS/Drywall		Controls	6
		Masonry		Drywall Taper	11	Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	6	Tango's Subtotal	
		Millwork		Elevator	4	Trade's Subtotal	150
SITE TOTAL							

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

item 66 - library roof (Feb 01 - Feb 22) - Cap flashings commenced to N end but require completing to S end

item 115 - dasher boards (Apr 05 - Jun 03) - Phase 1B rink ongoing

item 116 - refrigeration plant commissioning & start-up (May 06 - June 12) - Phase 1B rink cool down delayed, to commence June 07

item 117 - rink puck netting (June 03 - June 24) - Not yet commenced

item 118 - score clocks (June 03 - June 17) - Not yet commenced

item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation

item 142 - rubber skate floors (Apr 04 - May 29) - Skate lobby infront of service desk commenced. Skate lobby and around phase 1A & 1B rink to be commenced

item 143 - polished conc floors (May 02 - June 12) - Continuing with public corridor. Main entrance to be commenced

item 163 - metal cladding to div 9 (May 03 - May 31) - S elevation and soffit to have panels installed

item 165 - exterior glazing (March 01 - March 28) - All beauty caps to be installed

item 176 - interior painting (Apr 12 - May 02) - Ongoing.

item 177 - sheet flooring (May 03 - May 30) - Main floor lounge and games room area to commence

item 190 - div 12 roofing (March 19 - March 25) - all cap flashings to be installed

item 191 - div 12 glazing (March 26 - April 08) - entrance screen and lobby screen to corridor being installed

item 199 - exterior landscape (Apr 10 - Apr 30). Grading for curbs and sidewalks to phase 1A & 1B. Commence concrete sidewalks

item 233 - Roofing (Apr 04 - Apr 29). Cap flashings to be commenced

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)		
		Comments
Onsites	9	Forms, grading and concrete placement to sidewalks to N side of phase 1A & 1B
Formwork	4	Phase 1C - Formwork to lazy river
		Phase 1B - Formwork to wall along access ramp to loading dock
Structural Steel	4	Phase 1C - Install canopy steelwork to rear corridor entrance (div 12)
Scaffolding	10	Phase 1C - Scaffold install to pool for high level access and to SE & SW corners of pool for glazing access
Roofing	4	Phase 1B - Waterproofing and membrane to main entrance slab
		Phase 1C - Waterproofing and membrane to deck to S side of lounge
Glazing	16	Phase 1B - Completion works to glazing to SW corner of rink
		Phase 1C - Glazing frame install to W elevation of weight room. Glass and frame install to SE & SW corners of pool
Cladding	8	Phase 1B - Cladding panel install to main entrance
		Phase 1C - Complete prep works to soffit under multipurpose rooms
Drywall	11	Phase 1C - Mud and sand walls to multipurpose room and mens washroom. Patch walls after painting
Ceramic Tile	6	Phase 1B - Install stone veneer to fire place
		Phase 1C - Prep works for tiling to staff changeroom & restroom. Replace tiles to universal changeroom (off corridor) over new elec install to S wall
Elevator	4	Phase 1B - Work with controls contractor on elevator 1 programming and commissioning
Painting	9	Phase 1B - Painting to public corridor
		Phase 1C - Painting to games room walls. Painting to changeroom ceilings
Dasher boards	3	Phase 1B - Install dasher boards and plexiglass to rink
Floor polishing	5	Phase 1B - Concrete floor grinding / polishing to public corridor
Plumbing	19	Phase 1A - Pipe insulation to 2nd floor mech room
		Phase 1C - Rough in to 2nd floor washroom walls. Pool plumbing. Plumbing connections in parkade
Mechanical	5	Phase 1AB - Commissioning and balancing ducting
Refrigeration	2	Phase 1AB - Refrigeration room works. Draw down completed
Electrical	21	Phase 1A - Wiring to 2nd floor mech & elec rooms. Install lights to changeroom corridors
		Phase 1B - Pulling wires to 2nd floor library floor boxes & ceiling. Pulling wire above main entrance Tbar ceiling tiles. Install to parkade telecoms room
		Phase 1C - Clean out parkade elec room.
Controls	6	Phase 1A - Controls programming to 2nd floor mech room
		Phase 1B - Controls programming with elevator contractor.

Field Review Report



Project: PCCC
Reporting Date: 2019-06-24
Prepared By: Alun Lewis

Weather: Sunny: ☒ Rain: _____ Wind: _____ Temperature: High of: **19**
Cloudy: ☒ Snow: _____ Other: _____ Low of: **12**

Tango's Staff: (# on site)		Trade Contractor's			
Superintendents	1	Demolition		Waterproofing	8
Engineers		Site Work	11	Scaffolding	7
Office Staff		Landscaping		Spray Insul/Fire Proof	Cleaners
CSO / First Aid		Paving		Caulking/Firestopping	Plumbing
Carpenters		Concrete Formwork		Roofing	8
Labourers		Rink prep / conc		Doors & Hardware	Mechanical
Operators		Reinforcing Steel		Windows/Glazing	21
		Structural Steel	4	Exterior Cladding	2
		Metal Decking		Electrical	16
		Masonry		SS/Drywall	Controls
		Rough Carpentry		Drywall Taper	Pool Piping
		Finish Carpentry		Resilient Tile	4
		Millwork		Ceramic Tile	4
				Elevator	
				Tango's Subtotal	
				Trade's Subtotal	99
				SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
 item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cpa flashing to S elevation of concessions to be commenced
 item 115 - dasher boards (Apr 05 - Jun 03) - Phase 1B rink ongoing to players boxes
 item 117 - rink puck netting (June 03 - June 24) - Not yet commenced to rink 3
 item 118 - score clocks (June 03 - June 17) - Not yet commenced
 item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
 item 142 - rubber skate floors (Apr 04 - May 29) - Players boxes to be commenced
 item 163 - metal cladding to div 9 (May 03 - May 31) - S elevation and soffit to have panels completed
 item 165 - exterior glazing (March 01 - March 28) - All beauty caps to be installed
 item 176 - interior painting (Apr 12 - May 02) - Ongoing.
 item 177 - sheet flooring (May 03 - May 30) - Vinyl installed in multipurpose rooms, rather than carpet and pattern incorrect in lounge
 item 199 - exterior landscape (Apr 10 - Apr 30). Library loading dock to be completed. Grading for access to S entrance to be completed
 item 233 - Roofing (Apr 04 - Apr 29). Cap flashings to be commenced

QAQC

As previously noted and discussed with Ventana
 Leak in changeroom 9 from insulated pipe at ceiling

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Exterior	7	Grading to S side of pool to provide access to S elevation
	4	Prep works to library loading dock area
Structural Steel	4	Phase 1B - Metal handrail install to glass guardrails and to concrete ramp from parkade to main floor
Roofing	8	Phase 1B - Patch repairs above rink. Walkway install. Roof integrity testing
Glazing	21	Phase 1C - Glazing frame install to W elevation of weight room. Glass install to W elevation of pool & NW corner of weight room. Glass install to doors and frames at S entrance of corridor
Resilient tile	4	Phase 1B - Remove tape from skate flooring around rink perimeter. Prep works ahead of skate floor install to player and penalty boxes
Ceramic tile	4	Phase 1C - Replace tile to male changeroom off corridor, after locker install. Tiling to pool male changeroom walls
Painting	8	Phase 1B - Final painting to counter steelwork. Library and main entrance touch ups
		Phase 1C - Commence painting to metal deck above weight room. Painting to S entrance canopy
AV	4	Phase 1A - Attempt to pull wire for spekaers and work on AV racks in elec room
		Phase 1B - Hang speakers in rink 3
Dasher boards	3	Phase 1B - Completion of dasher baords to players boxes
Plumbing	11	Phase 1A - Pipe labelling in 2nd floor mech room
		Phase 1C - Rough in to 2nd floor washrooms. Pipe install to parkade elevation boiler room.
		Pool piping install to hot tub. Pipe insulation
Mechanical	3	Phase 1C - HVAC ducting to 2nd floor weight room area
Sprinklers	2	Phase 1C - Sprinkler line install above pool
Electrical	16	Phase 1C - Wiring to 2nd floor electrical room. Relocate in ceiling power for projectors in multi purpose rooms
		Phase 1B - Install lights to conc wall opposite main entrance. Wiring to 2nd floor elec room and server room in library



APPENDIX 4

Certificate of Payment No.30: July 16, 2019

CERTIFICATE OF PAYMENT : No. 30 (Progress Claim 31)



PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	27-Jun-19
		CERTIFICATE DATE:	16-Jul-19

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3	Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5
Attention: Ms. Kristen Dixon	Attention: Mr. Andrew Cameron

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 8,558,802	\$ 125,275,802

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 74,752,513	\$ 71,135,039	\$ 3,617,474	\$ 361,747	\$ 3,255,727
Total Work Completed	\$ 74,752,513	\$ 71,135,039	\$ 3,617,474	\$ 361,747	\$ 3,255,727
Add: Holdback Released	\$ 669,646	(669,646)	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 3,617,474	\$ 361,747	\$ 3,255,727
Plus GST (5.0%) on Net Payable					\$ 162,786
Total Current Payable Amount					\$ 3,418,513
Holdback Retained to Date (incl. this Certificate)					\$ 6,305,606
Total GST Paid to Date (incl. this Certificate)					\$ 3,172,345
PROJECT COST TO COMPLETE					\$ 50,523,289

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,418,513 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending June 30, 2019. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$361,747. The total holdback retained to date is \$6,305,606 and the total GST paid to date is \$3,172,345 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$50,523,289 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Neil Murray, MRICS Associate Director	Rob Wilson, MRICS, PQS Director



APPENDIX 5

Occupancy Coordination Meetings No.2 & No.3 Minutes

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.2
Date: June 4, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lori Bowie, Rana McLean – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC
 Lewis Reilly, Alun Lewis – TMG
Regrets: Yvonne Comfort – PoCo
Distribution: Andrew Cameron – VCC; Kristen Dixon & Robin Wishart - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites - Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action - PoCo to confirm.
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height - check A49's drawings. Stick height for kids required. PoCo to RFI. Action - VCC to advise appropriate height to accommodate all user demographics.
1.4	Temp ref room proposal. Action - VCC to advise.
1.5	Snooker table lighting. Action - VCC/Nightingale to advise on specification.
2.0	Schedule (Refer to attached FFE schedule)
2.1	Rinks 2 & 3 slab cool May 27th to June 7 th . No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17th.
2.2	PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th and Rink 3 July 17th.
2.3	Sapphire Score Clock install to be advised once schedule is received from Sapphire.
2.4	June 17th for Rink 2 and June 24 th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move-in for facility staff.

- 2.5 ~~Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. **Note – dry floor lines to be installed post end of winter season.**~~
- 2.6 Wilson Centre & Library move - July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). **Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th) – Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement.** Meeting required.
- 2.7 Staff tour required. **June 17th AM.**
- 2.8 ~~June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.~~
- 2.9 ~~IT – Internal coordination with Robin. Lewis/Lori to set up.~~
- 2.10 Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. **Available for soft move-in June 17th.**
- 2.11 Elevator inspections June 7th. **Revised to June 10th.**
- 2.12 Tyco - End of May on site. **Install commenced.**
- 2.13 Note - 3 entrances - south, main and rink access/egress.
- 2.14 Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. **Action – VCC to advise.**
- 2.15 **Note - Offsites – Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water.**
- 2.16 **Note - Kitchen: Fridge and Freezer to be fired up w/c June 10th**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette. **Action – VCC to provide update landscape drawings and updated specification to FTP site.**
- 3.2 ~~Building Inspector and Fire Chief invited to inspect site well in advance.~~
- 3.3 Structural Schedules required for Occupancy Application - PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. **Action – PoCo/TMG to advise on timing.**
- 3.4 **PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise.**

4.0 Operating Permits

- 4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.

5.0 Training / O&M

- 5.1 Manuals issued via FTP
- 5.2 Updated Phase 1 Specification Book to be provided. VCC to advise
- 5.3 Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required.
- 5.4 ***Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff.***

6.0 FFE Awards

- 6.1 PJS - AV and Sound
- 6.2 Sapphire – Video Walls
- 6.3 JM&Co – Library Shelving
- 6.4 Staples/Global - Furniture
- 6.5 ~~Install schedule to be developed by PoCo based on access dates from VCC. See above.~~ **See attached**
- 6.6 City supplied washroom accessories. PoCo to provide. VCC to install. **Action – PoCo to deliver to site on June 30th**

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established.

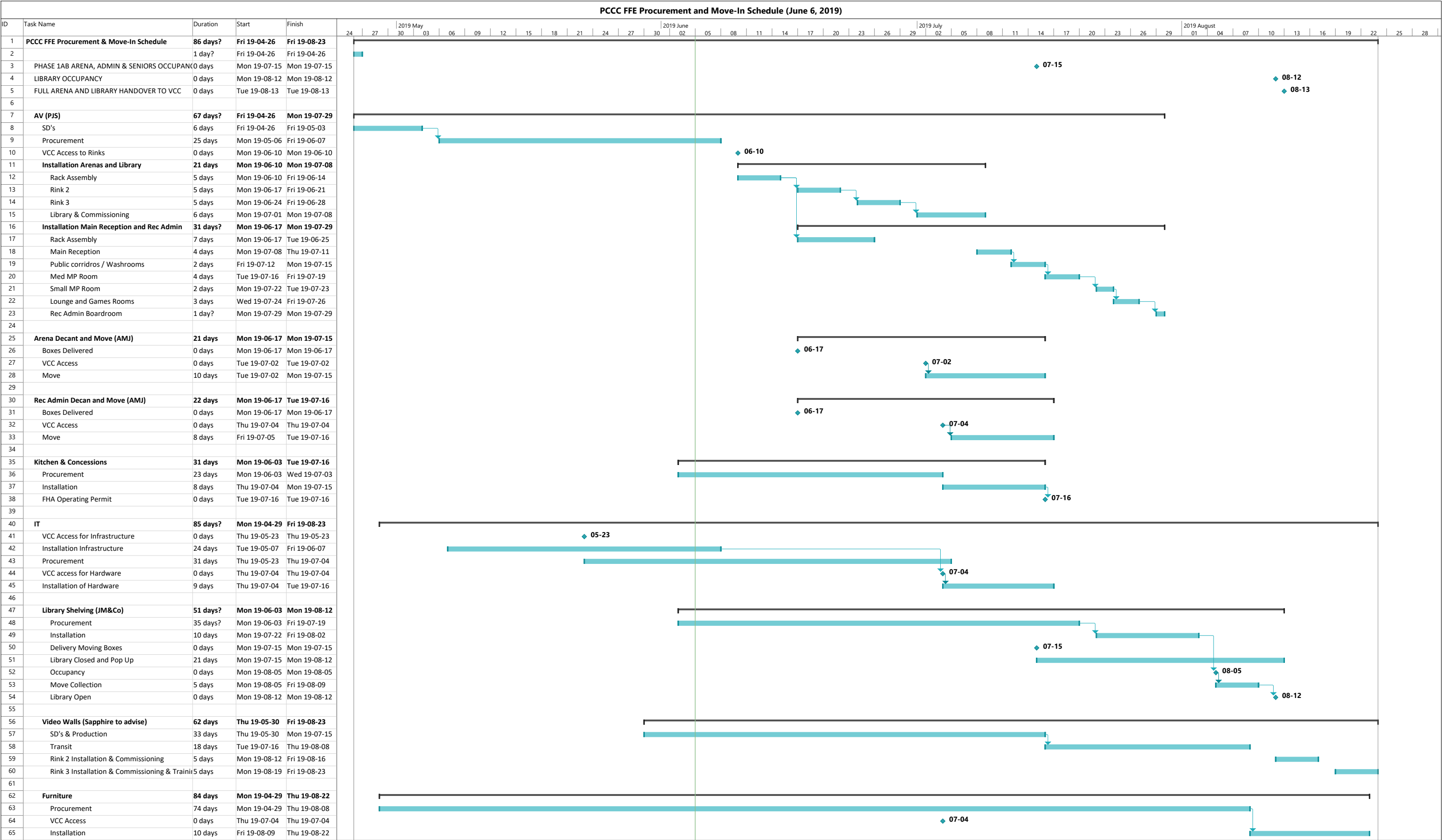
8.0 AOB

- 8.1 ***TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness.***
- 8.2 ***TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics.***
- 8.3 ***VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork.***

NEXT MEETING: June 18, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within five (5) days of distribution

Recorded by: Lewis Reilly – Tango Management



Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.3
Date: June 18, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lori Bowie, – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC
 Lewis Reilly – TMG
Regrets: Yvonne Comfort, Rana McLean – PoCo
 Alun Lewis – TMG
Distribution: Andrew Cameron – VCC; Kristen Dixon & Robin Wishart - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites - Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action - PoCo to confirm.
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height - check A49's drawings. Stick height for kids required. PoCo to RFI. Action - VCC to advise appropriate height to accommodate all user demographics. VCC to action with A49.
1.4	Temp ref room proposal. Action - VCC to advise.
1.5	Snooker table lighting. Action - VCC/Nightingale to advise on specification.
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap.
2.0	Schedule (Refer to attached schedule)
2.1	Rinks 2 & 3 slab cool May 27th to June 7 th . No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17 th . Rink 3 now July 24th.
2.2	PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th (complete) and Rink 3 July 24th.
2.3	Sapphire Video Walls install scheduled for August 12th install in Rink 2 and August 19th install in Rink 3. BMZ to provide engineering if required to carry video wall.

- 2.4 June 17th for Rink 2 and June 24th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move-in for facility staff. **To be managed and coordinated as we go.**
- 2.5 ~~Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. **Note – dry floor lines to be installed post end of winter season.**~~
- 2.6 Wilson Centre & Library move - July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th) – Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement. Meeting required.
- **Blue Arena Handover – July 16th**
 - **Green Arena Hanover – July 28th**
 - **Rec Admin and Seniors – August 15th**
 - **Library Handover – August 15th**
- 2.7 ~~Staff tour required. June 17th AM.~~
- 2.8 ~~June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.~~
- 2.9 ~~IT – Internal coordination with Robin. Lewis/Lori to set up.~~
- 2.10 Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. **Available for soft move-in June 17th. Formal handover required.**
- 2.11 Elevator inspections June 7th. **Revised to June 10th. Conditional approval. Deficiencies to be closed out before formal handover. Library elevator inspection set for June 19th.**
- 2.12 ~~Tyco – End of May on site. Install commenced.~~
- 2.13 Note - 3 entrances - south, main and rink access/egress.
- 2.14 Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. **Action – VCC to advise to areas to be handed over. Tentatively w/c June 24th. Storage areas to be handed over in advance to allow the Owner to move out of that area.**
- 2.15 Note - Offsites – Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water. **Scheduled to be complete by June 21st**
- 2.16 Note - Kitchen: Fridge and Freezer to be fired up w/c June 10th. **Both are operational.**
- 2.17 **Handover procedures to be developed by VCC. Storage Rooms 1A101, 1A104, 1A105, 1B107, 1B109, 1B110 & 1A216 have been inspected. A49 and consultants to inspect and handover. Key handover by VCC. PoCo to provide insurance. Tango to provide comments from walk through.**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. **Action – VCC to provide update landscape drawings and updated specification to FTP site.**
- 3.2 ~~Building Inspector and Fire Chief invited to inspect site well in advance.~~
- 3.3 Structural Schedules required for Occupancy Application - PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. Action – PoCo/TMG to advise on timing. Additional BMZ schedules for additional structural steel work for video walls prior to Occupancy? VCC to check with Building Inspector.
- 3.4 **PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department.**

4.0 Operating Permits

- 4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.
- 4.2 **FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August.**
- 4.3 **Electrical Permit – NEL and PoCo to meet to understand deliverables**
- 4.4 **Elevator Permits – PoCo starting communications with TSBC**
- 4.5 **Refrigeration Permit - PoCo starting communications with TSBC**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. **Manuals issued when ready.**
- 5.2 Updated Phase 1 AB Specification Book to be provided. **VCC to advise**
- 5.3 Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required. **Complete**
- 5.4 Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff. **Two sessions are complete. Further training to be provided during the production of test ice.**
- 5.5 **As per spec. Materials list to provided in advance of Occupancy to plan for storage.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound
- 6.2 Sapphire – Video Walls
- 6.3 JM&Co – Library Shelving
- 6.4 Staples/Global - Furniture

- 6.5 ~~Install schedule to be developed by PoCo based on access dates from VCC. See above. See attached~~
- 6.6 City supplied washroom accessories. PoCo to provide. VCC to install. Action – PoCo to deliver to site on June 30th ***Rana to expedite. FHA requirement in kitchen and concessions.***

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. ***Inspection and sign-off process to be established.***

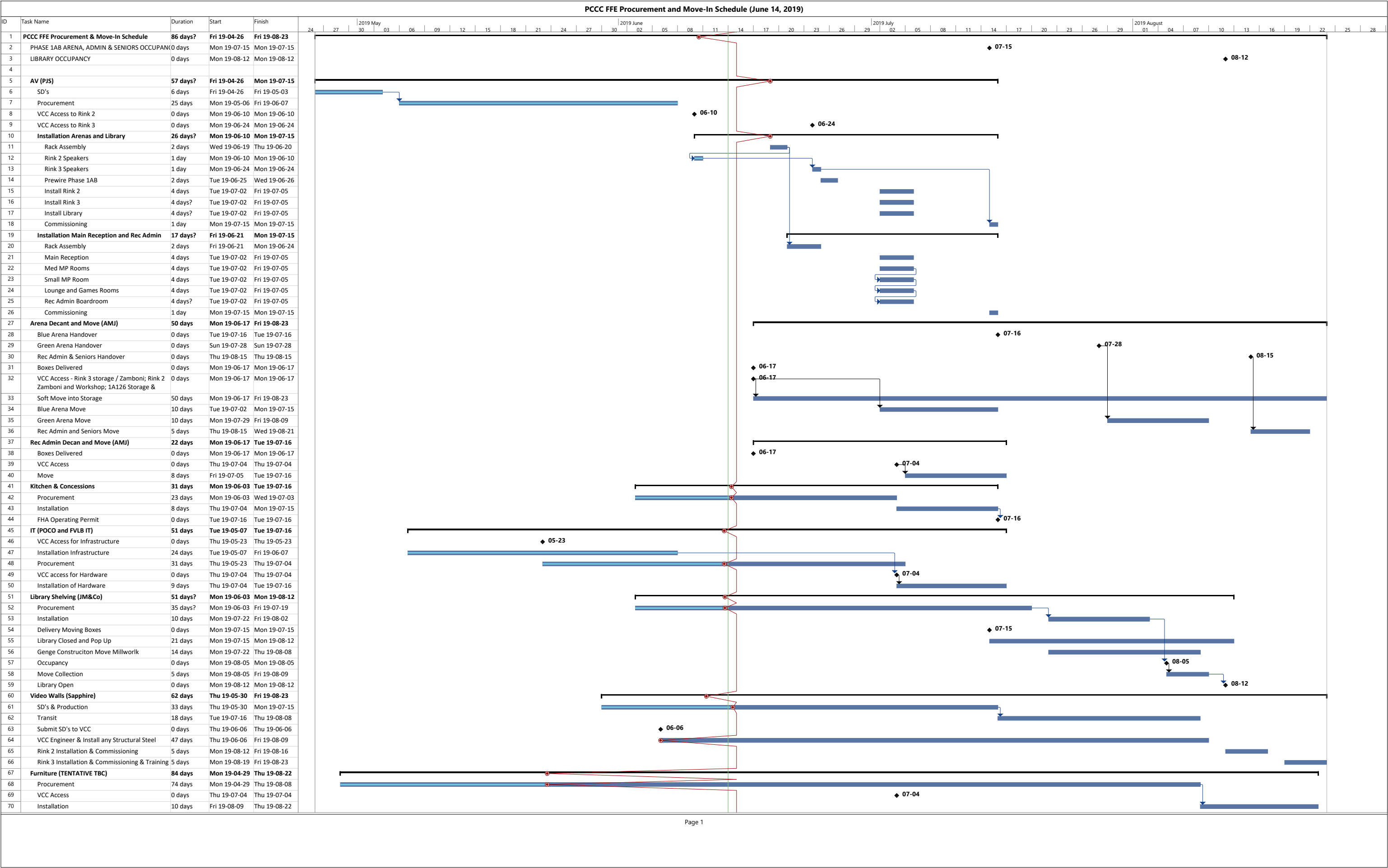
8.0 AOB

- 8.1 TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. ***Complete***
- 8.2 TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics. ***Complete***
- 8.3 VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork. ***Artwork to be removed pre-demo by August 18th.***
- 8.4 ***A49/VCC to provide more information of window protections for migratory birds.***
- 8.5 ***Note - Lewis Reilly to be the main point of contact for all coordination leading up to Occupancy. Relevant staff can be cc'd in.***
- 8.6 ***TMG to send VCC copy of Fortis rebate form for mechanical equipment specs.***
- 8.7 ***VCC to provide shelving vendor spec to PoCo/TMG for storage shelving.***

NEXT MEETING: July 2, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within five (5) days of distribution

Recorded by: Lewis Reilly – Tango Management





APPENDIX 6

Project Dash Board: June 30, 2019

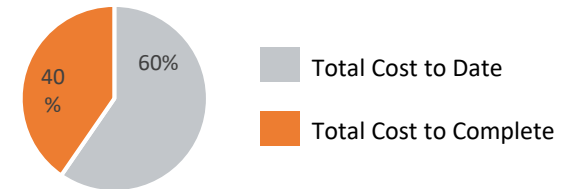
PROJECT DASH BOARD

Updated: 2019-6-30

PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19					
Permits	Feb-17	Jul-19					
Procurement	Feb-17	May-19					
Phase 1A - Participant Ice	Mar-17	Jul-19					
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19					
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Dec-19					
Phase 2A - Spectator Ice	Oct-19	Jul-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Jul-21					

CONSTRUCTION BUDGET



PHASING PLAN



PHASE 1A - Overview



PHASE 1B - Overview



PHASE 1C - Overview





APPENDIX 7

Architecture 49 Site Report #50: June 24, 2019

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

July 16, 2019

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

**Reference: Port Coquitlam Community Recreation Complex, Port
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on June 21, 2019 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

Date: June 24, 2019

FR No.: 050

Contractor: Ventana Construction (Poco) Corp.
Attn: Joseph Lenz
Email: jlenz@ventanaconstruction.com

From: Adam Chambers
Architecture49 Inc.
270 – 1075 West Georgia
Vancouver, BC, V6J 4Y3
Tel: (604) 736-5329
Fax: (604) 736-1519

Owner: City of Port Coquitlam
c/o: Tango Management Group
Email: lrilly@tangomanagement.ca

Attachments **No. of Pages:** 36

Project/File: 159-00406-02 Field Reports

Project: Port Coquitlam Community
Recreation Complex

Location: Port Coquitlam, B.C.

Copies to:

<input checked="" type="checkbox"/> To: Ventana Construction	Attn: Andrew Cameron Tallon O'Neill Jerry Brouwer Matt Fraser	email acameron@ventanaconstruction.com toneill@ventanaconstruction.com jbrouwer@ventanaconstruction.com mfraser@ventanaconstruction.com
<input checked="" type="checkbox"/> To: Tango Management Group	Attn: Lewis Reilly	email lrilly@tangomanagement.ca
<input checked="" type="checkbox"/> To: Architecture49 Inc	Attn: Stella Nicolet Simon Mellor Antonio Rigor	email Stella.Nicolet@architecture49.com Simon.mellor@architecture49.com Antonio.rigor@architecture49.com

Date of Visit: June 19, 2019	Weather: Sun	Temperature: +21° C
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Observations (General Work):

- Site works appears in general compliance with the construction documents unless noted otherwise.
- Health and site safety measures observed to be in place.

Work in Progress:

- Service Point 1A125 millwork.
- Phase 1AB Change Room fixtures, typical
- Glazing mullions along GL 1C-L- between 1C-7 & 8+.
- Circulation 1C200 guardrails
- Reception 1C201 millwork and glazing
- Main Entrance Vestibule north elevation Wall Type W4
- Pool/Fitness south elevation and north elevation glazing
- P1C Masonry wall along GL 1C-M, Wall Type W1
- Pool area Sprinklers.

-
- Pool Changeroom waterproofing.
 - North Plaza preparations for sidewalk placement.
 - Library Stair bulkhead finishing.
 - Rink 3 skate flooring.
 - South Entry exterior soffit AVB and insulation

Attachments:

- Site Observation Report

Issued by the Consultant:

Adam Chambers
Building Technologist



June 24, 2019

Name and title of person signing

Signature

Date

Site Observation Report

Report Generated	Jun 24, 2019 <i>at</i> 3:34 PM
by	<i>Adam Chambers</i>
Message	<i>Issue Detail</i>
Total items in this report	27
Sorted By	Type (ascending), SubType (ascending)
Filtered on	Status (Open) Created (from 2019-06-19 to 2019-06-25)

Contents

#44 Storage Room Review	3
#33 Zamboni ramp	4
#52 Small Multipurpose Floor Step	5
#55 Water Entry Room Door	6
#30 Standard showerhead missing	7
#46 Electrical Pull Box Exposed	8
#29 Weatherstripping at garage door	9
#41 Refrigeration Vestibule - Review	10
#40 Workshop - Review	11
#42 Ice Resurface Room - Review	12
#43 Storage Room - Review	14
#38 Library Progress	15
#48 Pool Progress	17
#47 Main Entry / Reception Progress	19
#50 Skate Lobby Flooring Progress	20
#49 AVB and Insulation Progress outside South Entry	21
#51 Skate Lobby Service Point Progress	22
#53 Multipurpose Room Progress	23
#54 Hockey Changeroom Progress	24
#56 Temporary Garbage Enclosure Progress	25
#57 P1AB Fire Department Connection	26
#34 Public Corridor Progress	27
#35 Fireplace Progress	28
#45 Review of Rooms for handover to City	29
#36 Library Wiremold Paint Colour	33
#37 Stair 4 Fire Rated Bulkhead	34
#39 Ice Resurface Room - Review	35

#44 Storage Room Review

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1B > Level 1 > 1B110 - STORAGE</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Review of room before handover to City. Electrical to be completed and reviewed. Wire and nail to be removed and cleaned up.</div></div>		

PHOTOS



IMG_20190619_153521.jpg - Jun 21, 2019 - Adam Chambers

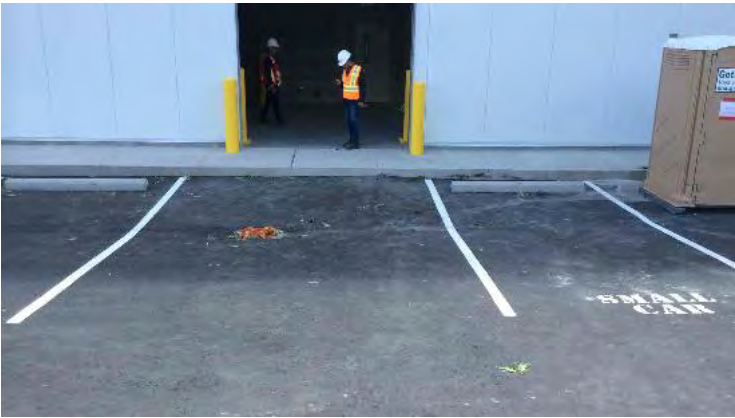


IMG_20190619_153403.jpg - Jun 21, 2019 - Adam Chambers

#33 Zamboni ramp

OPEN	CREATED	DUE DATE
	Jun 19, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1B > Exterior > Wall > Rink 3 (Outside 1B106 overhead door.)</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Ramp to be provided from sidewalk to parking surface as per A-P1AB-101.</div></div>		

PHOTOS



IMG_156097892875995.jpeg - Jun 19, 2019 - Adam Chambers

#52 Small Multipurpose Floor Step

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1C > Level 2 > 1C220 - SMALL MULTIPURPOSE (Floor)</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Step in concrete floor in the small multipurpose room to be corrected.</div></div>		

PHOTOS

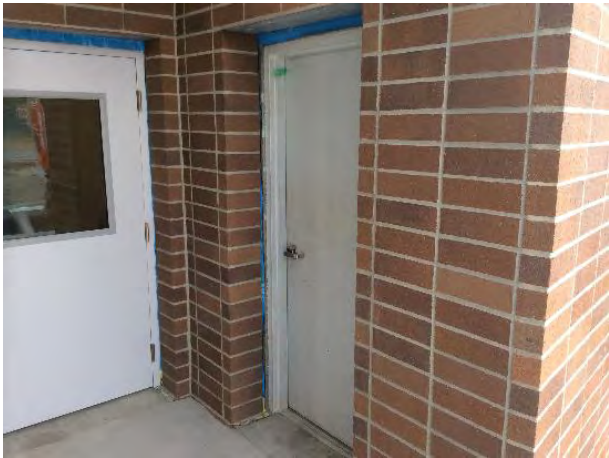


IMG_20190619_144634.jpg - Jun 24, 2019 - Adam Chambers

#55 Water Entry Room Door

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1B > Level 1 > 1B113 - WATER ENTRY (Exterior door to room.)</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Flashing to be installed to cover AVB and masonry cavity.</div></div>		

PHOTOS

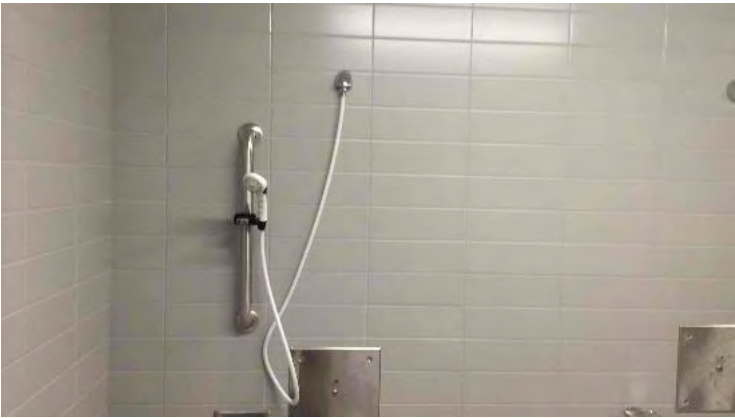


IMG_0403.JPG - Jun 24, 2019 - Adam Chambers

#30 Standard showerhead missing.

OPEN	CREATED	DUE DATE
	Jun 19, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1AB Hockey Changerooms</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div></div>		

PHOTOS



IMG_156097840958815.jpeg - Jun 19, 2019 - Adam Chambers

#46 Electrical Pull Box Exposed

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1A > Level 2 > 1A212 - CONCESSION STORAGE</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Cover or paint electrical pull box in rooms 1A212 and 1A214.</div></div>		

#29 Weatherstripping at garage door

OPEN	CREATED Jun 19, 2019	DUE DATE
------	-------------------------	----------

Type / Subtype

Action Required / Action Required

Location

P1A > Exterior > Wall > Rink 2 (East Side)

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

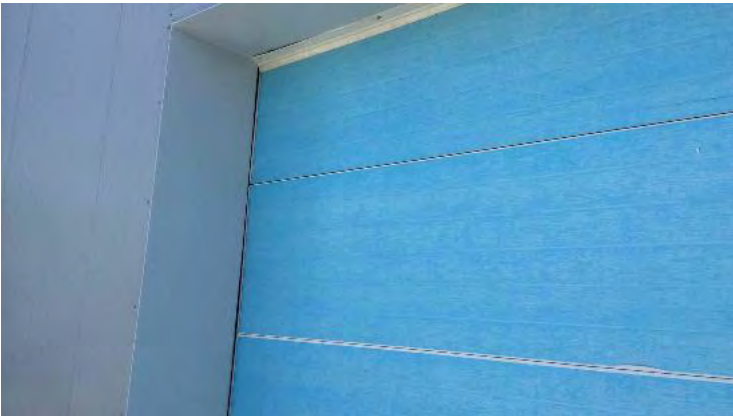
Issue Owner

Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG_156097825326610.jpeg - Jun 19, 2019 - Adam Chambers

#41 Refrigeration Vestibule - Review

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1A > Level 1 > 1A103 - VESTIBULE</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Review of room before handover to City.</div></div>		

#40 Workshop - Review

OPEN	CREATED Jun 21, 2019	DUE DATE
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Type / Subtype Observation / Observation

Location P1A > Level 1 > 1A104 - WORKSHOP

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

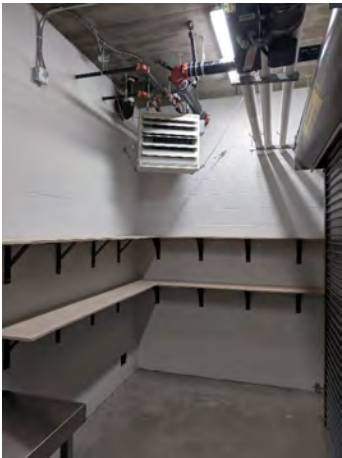
Assignee

Description Review of room before handover to City.

PHOTOS



IMG_20190619_152843.jpg - Jun 21, 2019 - Adam Chambers



IMG_20190619_152834.jpg - Jun 21, 2019 - Adam Chambers

#42 Ice Resurface Room - Review

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1B > Level 1 > 1B106 - ICE RESURFACE ROOM</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Review of room before handover to City.</div></div>		

PHOTOS

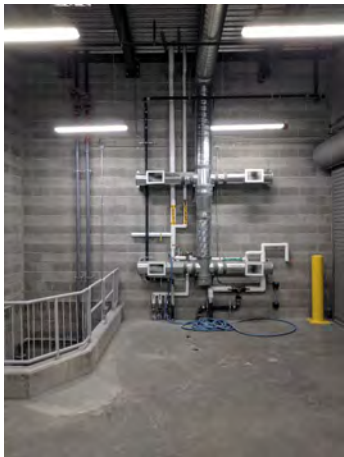


IMG_20190619_153238.jpg - Jun 21, 2019 - Adam Chambers



IMG_20190619_153231.jpg - Jun 21, 2019 - Adam Chambers

PHOTOS



IMG_20190619_153239.jpg - Jun 21, 2019 - Adam Chambers

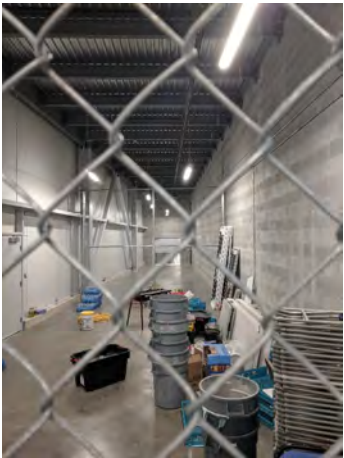


IMG_20190619_153245.jpg - Jun 21, 2019 - Adam Chambers

#43 Storage Room - Review

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1B > Level 1 (1B107, and 1B109)</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Review of rooms before handover to City</div></div>		

PHOTOS

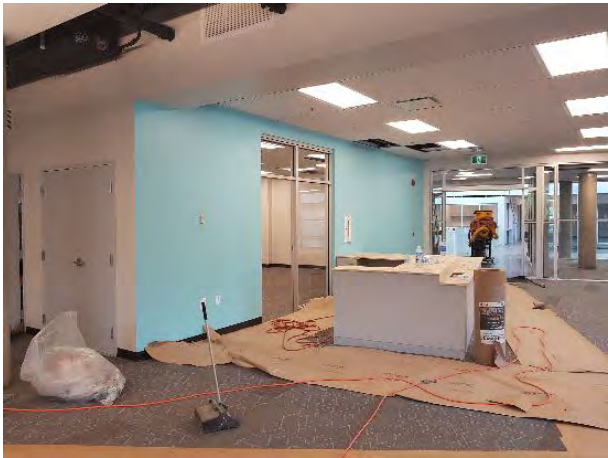


IMG_20190619_153116.jpg - Jun 21, 2019 - Adam Chambers

#38 Library Progress

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div>Type / SubtypeObservation / Observation</div> <div>Location</div> <div>Root Cause</div> <div>Checklist Source</div> <div>Reference Drawing</div> <div>CreatorAdam Chambers Architecture49</div> <div>Issue OwnerAdam Chambers Architecture49</div> <div>Assignee</div> <div>Description</div>		

PHOTOS

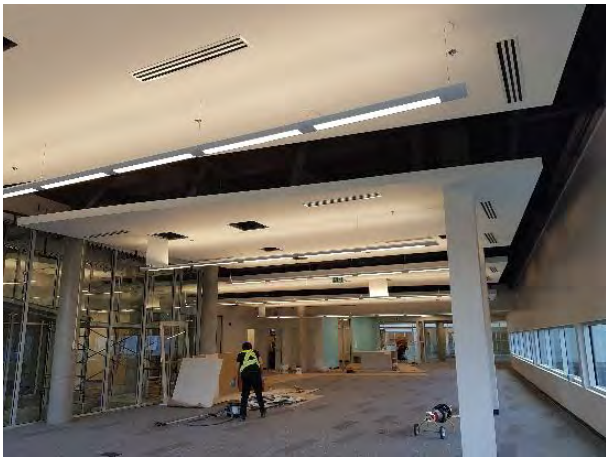


20190619_142435.jpg - Jun 24, 2019 - Adam Chambers



20190619_123645.jpg - Jun 24, 2019 - Adam Chambers

PHOTOS



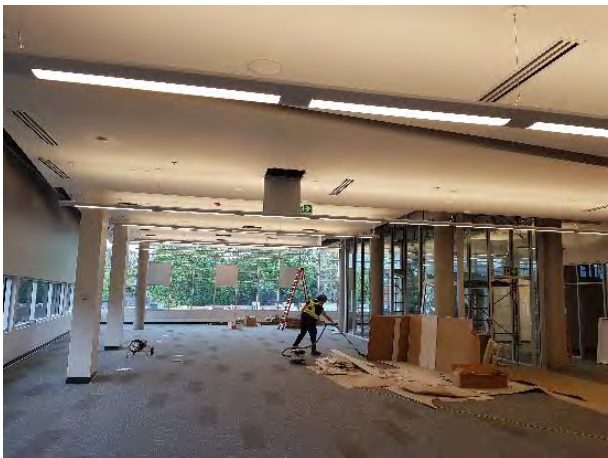
20190619_142321.jpg - Jun 24, 2019 - Adam Chambers



20190619_142210.jpg - Jun 24, 2019 - Adam Chambers



20190619_142432.jpg - Jun 24, 2019 - Adam Chambers



20190619_142002.jpg - Jun 24, 2019 - Adam Chambers

#48 Pool Progress

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div></div> <div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL</div></div> <div><div>Root Cause</div><div></div></div> <div><div>Checklist Source</div><div></div></div> <div><div>Reference Drawing</div><div></div></div> <div><div>Creator</div><div>Adam Chambers Architecture49</div></div> <div><div>Issue Owner</div><div>Adam Chambers Architecture49</div></div> <div><div>Assignee</div><div></div></div> <div><div>Description</div><div>Progress of the pool and natatorium construction.</div></div>		

PHOTOS



20190619_143919.jpg - Jun 24, 2019 - Adam Chambers



20190619_145248.jpg - Jun 24, 2019 - Adam Chambers

PHOTOS



IMG_1684.JPEG - Jun 24, 2019 - Adam Chambers



IMG_1682.JPEG - Jun 24, 2019 - Adam Chambers



20190619_143922.jpg - Jun 24, 2019 - Adam Chambers



IMG_1683.JPEG - Jun 24, 2019 - Adam Chambers

#47 Main Entry / Reception Progress

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<p>Type / Subtype Observation / Observation</p> <p>Location P1C > Level 1 > 1C117 - RECEPTION</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description Progress of of the main entry and reception area.</p>		

PHOTOS



20190619_123658.jpg - Jun 24, 2019 - Adam Chambers



IMG_1679.JPEG - Jun 24, 2019 - Adam Chambers

#50 Skate Lobby Flooring Progress

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1B > Level 1 > 1B121 - SKATE LOBBY</div><div>Root Cause</div><div></div><div>Checklist Source</div><div></div><div>Reference Drawing</div><div></div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div></div><div>Description</div><div>Progress of the Skate lobby flooring.</div></div>		

PHOTOS



IMG_1673.JPEG - Jun 24, 2019 - Adam Chambers

#49 AVB and Insulation Progress outside South Entry

OPEN	CREATED Jun 24, 2019	DUE DATE
<p>Type / Subtype Observation / Observation</p> <p>Location P1C > Exterior > Wall > Party Room/Entry (Soffit outside 1C144)</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description Progress of the AVB and Insulation.</p>		

PHOTOS



IMG_1685.JPEG - Jun 24, 2019 - Adam Chambers

#51 Skate Lobby Service Point Progress

OPEN	CREATED Jun 24, 2019	DUE DATE
<i>Type / Subtype</i> Observation / Observation		
<i>Location</i> P1A > Level 1 > 1A125 - SERVICE POINT		
<i>Root Cause</i>		
<i>Checklist Source</i>		
<i>Reference Drawing</i>		
<i>Creator</i> Adam Chambers Architecture49		
<i>Issue Owner</i> Adam Chambers Architecture49		
<i>Assignee</i>		
<i>Description</i>		

PHOTOS



20190619_135124.jpg - Jun 24, 2019 - Adam Chambers



20190619_135105.jpg - Jun 24, 2019 - Adam Chambers

#53 Multipurpose Room Progress

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div></div> <div><div>Location</div><div>P1C > Level 2 > 1C217 - MEDIUM MULTIPURPOSE 2</div></div> <div><div>Root Cause</div><div></div></div> <div><div>Checklist Source</div><div></div></div> <div><div>Reference Drawing</div><div></div></div> <div><div>Creator</div><div>Adam Chambers Architecture49</div></div> <div><div>Issue Owner</div><div>Adam Chambers Architecture49</div></div> <div><div>Assignee</div><div></div></div> <div><div>Description</div><div>Progress of the Multipurpose rooms.</div></div>		

PHOTOS



20190619_143233.jpg - Jun 24, 2019 - Adam Chambers



20190619_143148.jpg - Jun 24, 2019 - Adam Chambers

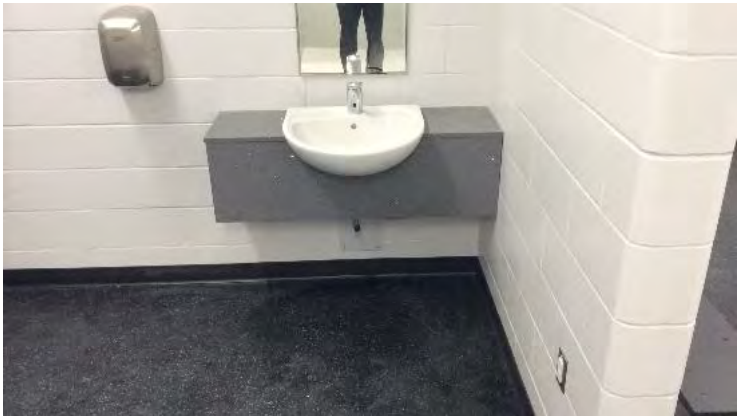
#54 Hockey Changeroom Progress

OPEN	CREATED Jun 24, 2019	DUE DATE
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Progress of the hockey changeroom fixture installation.</div></div>		

PHOTOS



20190619_140834.jpg - Jun 24, 2019 - Adam Chambers



IMG_0389.JPG - Jun 24, 2019 - Adam Chambers

#56 Temporary Garbage Enclosure Progress

OPEN	CREATED	DUE DATE
	Jun 24, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Garbage enclosure slab and fence progress.</div></div>		

PHOTOS



IMG_0401.JPG - Jun 24, 2019 - Adam Chambers

#57 P1AB Fire Department Connection

OPEN	CREATED Jun 24, 2019	DUE DATE
------	-------------------------	----------

Type / Subtype Observation / Observation

Location

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description Progress of the P1AB fire department connection.

PHOTOS

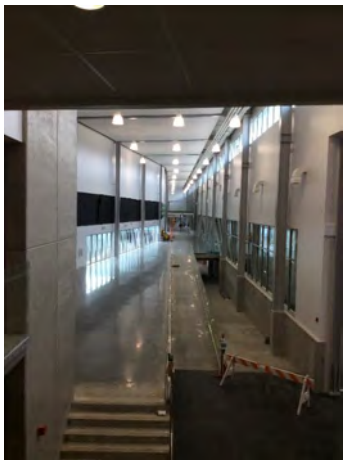


IMG_0402.JPG - Jun 24, 2019 - Adam Chambers

#34 Public Corridor Progress

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1B > Level 1 > 1B118 - PUBLIC CORRIDOR</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div></div>		

PHOTOS



IMG_0404.JPG - Jun 24, 2019 - Adam Chambers



IMG_20190619_142910.jpg - Jun 24, 2019 - Adam Chambers

#35 Fireplace Progress

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1B > Level 1 > 1B118 - PUBLIC CORRIDOR</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div></div>		

PHOTOS



20190619_123418.jpg - Jun 24, 2019 - Adam Chambers

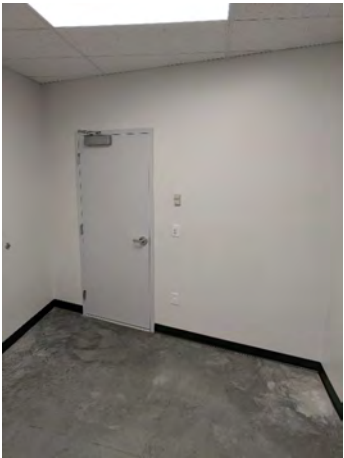


20190619_123223.jpg - Jun 24, 2019 - Adam Chambers

#45 Review of Rooms for handover to City.

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div></div> <div><div>Location</div><div>P1A > Level 2 (1A212, 1A213, 1A214, 1A215, 1A216, and 1A217)</div></div> <div><div>Root Cause</div><div></div></div> <div><div>Checklist Source</div><div></div></div> <div><div>Reference Drawing</div><div></div></div> <div><div>Creator</div><div>Adam Chambers Architecture49</div></div> <div><div>Issue Owner</div><div>Adam Chambers Architecture49</div></div> <div><div>Assignee</div><div></div></div> <div><div>Description</div><div>Review of rooms prior to handover to City.</div></div>		

PHOTOS



IMG_20190619_153958.jpg - Jun 24, 2019 - Adam Chambers



IMG_20190619_153905.jpg - Jun 21, 2019 - Adam Chambers

PHOTOS



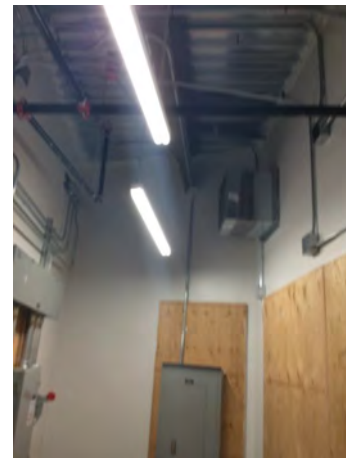
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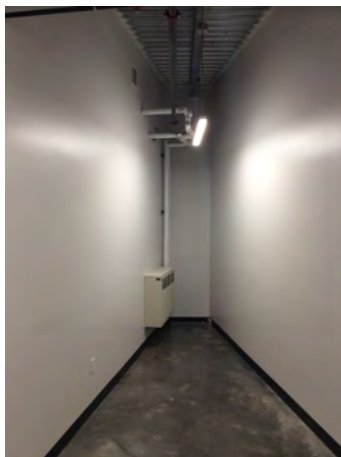
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IMG_0394.JPG - Jun 21, 2019 - Adam Chambers



IMG_0395.JPG - Jun 21, 2019 - Adam Chambers

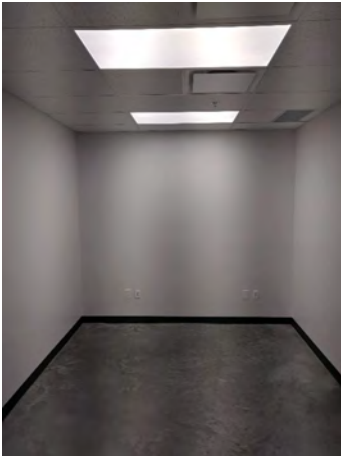


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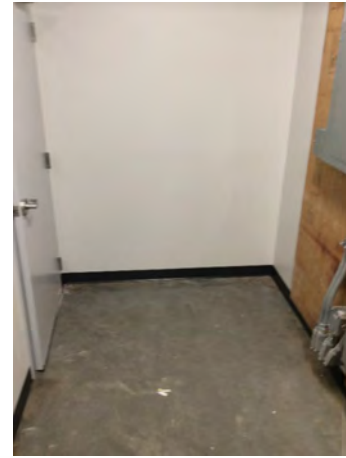


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PHOTOS



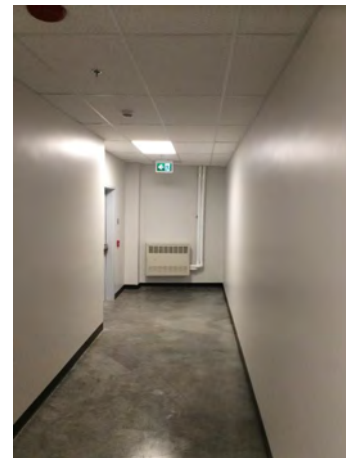
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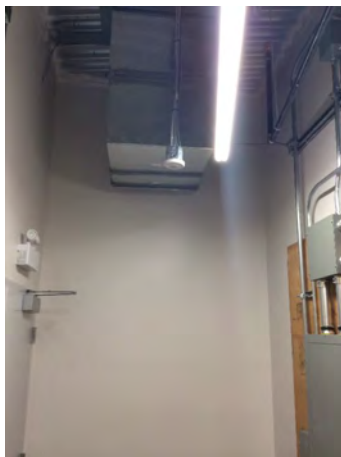
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IMG_0399.JPG - Jun 21, 2019 - Adam Chambers



IMG_0400.JPG - Jun 21, 2019 - Adam Chambers



IMG_0397.JPG - Jun 21, 2019 - Adam Chambers

#36 Library Wiremold Paint Colour

OPEN	CREATED Jun 21, 2019	DUE DATE
------	-------------------------	----------

Type / Subtype Observation / Observation

Location P1B > Level 2 > 1B273 - PUBLIC INTERNET AREA

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description Paint exposed wiremold in library colour, Rand Moon.

PHOTOS



20190619_141958.jpg - Jun 24, 2019 - Adam Chambers

#37 Stair 4 Fire Rated Bulkhead

OPEN	CREATED	DUE DATE
	Jun 21, 2019	
<p>Type / Subtype Observation / Observation</p> <p>Location P1B > Level 2 > ST04 - STAIR 4 (Bulkhead above Glazing)</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description Fire Rated bulkhead assembly appears complete around staircase.</p>		

PHOTOS



IMG_20190619_141817.jpg - Jun 21, 2019 - Adam Chambers



IMG_20190619_141814.jpg - Jun 21, 2019 - Adam Chambers

#39 Ice Resurface Room - Review

OPEN	CREATED Jun 21, 2019	DUE DATE
------	-------------------------	----------

Type / Subtype Observation / Observation

Location P1A > Level 1 > 1A105 - ICE RESURFACE ROOM

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

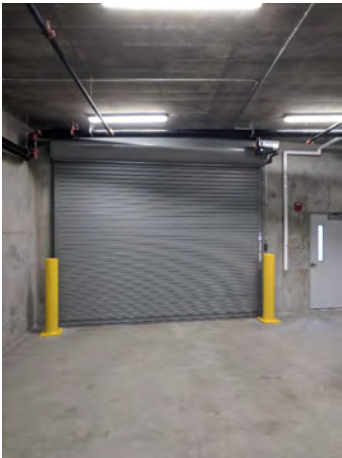
Assignee

Description Review of room before handover to City.

PHOTOS

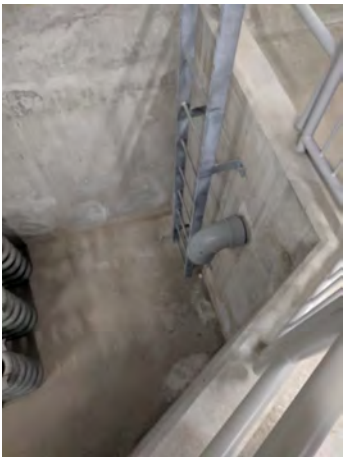


IMG_20190619_152733.jpg - Jun 21, 2019 - Adam Chambers

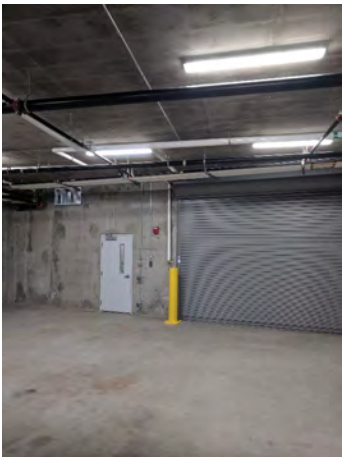


IMG_20190619_152651.jpg - Jun 21, 2019 - Adam Chambers

PHOTOS



IMG_20190619_152754.jpg - Jun 21, 2019 - Adam Chambers



IMG_20190619_152646.jpg - Jun 21, 2019 - Adam Chambers



MECHANICAL AND PLUMBING FIELD REPORT

DATE:	June 28, 2019	FR NO.:	MP.19
Contractor	Ventana Construction	FROM:	Lowell Suelto/Seann Caldwell WSP Canada Inc. 840 Howe Street Vancouver BC V6Z 2A9
ATTN:	Andrew Cameron		
	acameron@ventanaconstruction.com		
Mechanical:	Omega Mechanical Ltd.		
ATTN:	Mitch Kelly/Nick Sciankowy	PROJECT NO.:	159-00406-02
EMAIL:	mitch@omegamechanical.com		
PROJECT:	Port Coquitlam Recreation Complex	LOCATION:	2150 Wilson Ave, Port Coquitlam
ATTACHMENTS:			

Distributed to:

<input checked="" type="checkbox"/>	Omega Mechanical LTD.	Attn:	Gary Martin/Kyle Parhar	Email:	gmartin@omegamechanical.ca

Date of Inspection: June 19, 2019

Weather: Cloudy

Temperature: 16°C

General Note: Strike-thru items are completed or fully addressed and will be deleted in the next report.

General (Work Reviewed):

- 1A Water Entry Room and Mechanical Rooms to date.
- Plumbing piping and rough-ins installed in 1ABC to date.
- Mechanical piping and HVAC in 1ABC to date.
- Occupancy inspection for Zamboni rooms 1B106 and 1A105, workshop 1A106, Storage Rooms 1A216 , 1B107 and 1B110

Work in Progress:

- Rough-in of Phase 1C plumbing piping (Water, Sanitary and Venting)
- ~~Phase 1ABC Storm piping from roof drains down to tie-in points above grade.~~
- ~~Phase 1ABC Gas piping mains inside building.~~
- ~~Phase 1AB hydronic piping.~~
- Phase 1C Sheet metal ductwork inside building
- Commissioning
- ~~Phase 1ABC sprinkler piping inside building.~~
- Phase 1A Concession fixtures installation in progress (photo #20)

1000-840 Howe Street
Vancouver, BC, Canada V6Z 2M1

T: F +1 604 683-8655
www.wsp.com

9. Air balancing

FIELD REPORT

Observations:

1. Phase 1C, Pool Area: Slab is completely poured below the pool. WSP discussed with Omega that domestic hot and cold for the foot shower could be fed from the Phase 1C mechanical room, thru the pool equipment room and follow the same routing as the pool piping serving the water park. WSP to issue SI after confirming details with A49. Pipe coring thru foundation wall has been made to accommodate piping serving shower. Pool wood framing is being built-up. Deck Drainage openings are installed. Update: Pool Equipment piping install is progressing,
2. Phase 1C: 150mm storm piping at phase 1C at the north side between gridlines 1C6 and 1C13 will have a potential conflict with 3300mm height dropped ceiling. A-49 has confirmed ceiling will be dropped to accommodate storm piping. The RWL drop shown at the corner of Facility Manager office 1C120 will also need to be relocated due to a wall layout change during construction.
3. Mechanical and plumbing components to-date installed as per contract documents.
4. Ammonia detector lights and switches are installed on building exterior [photo #2]
5. ~~Rink #2 – Radiant heaters are installed complete with gas lines vents, deflectors and seismic restraint (photo #1)~~
6. ~~Refrigeration Room Vestibule – Emergency shower/eye wash complete with floor drain is installed (photo #2)~~
7. ~~Refrigeration Door fan/ammonia detector indicating lights and switches are installed (photo #3)~~
8. ~~Refrigeration Room – Fresh air intake ductwork is installed. Louver is missing (photo #4)~~
9. ~~Refrigeration Room – Heat pump piping complete with bypass piping is connected to thermal equalizer tank (photo #5)~~
10. ~~Zamboni Room – Ice melt pit coil piping is complete.~~
11. ~~Refrigeration Room – Ammonia exhaust duct to exhaust fan EF-16 is complete (photo #7)~~
12. ~~Rink #2 – Supply air ducting is complete (photo #8)~~
13. ~~Kitchen – Cooking exhaust hood is complete (photo #9)~~
14. Kitchen – Kitchen equipment plumbing is in progress (photo #10)
15. ~~Phase 1C – Water entry and sprinkler valve station is installed in Mechanical Room. (photo #11)~~
16. ~~Phase 1C – Boilers, pumps and piping are installed in Mechanical Room. (photo #12)~~
17. ~~Phase 1B Library – Ceiling is installed less grilles and diffusers (photo #13)~~
18. ~~Phase 1C – No HVAC is installed in Level 2 west of grid line IC-7 (photo #14)~~
19. Dehumidifier DH-1, Condenser CON-1, and HRV-2 are installed (photo #3, 4, 5)
20. Rooftop unit RTU-1 is in place. However, damages during delivery have occurred (photo #6)
21. Fireplace exhaust and EF-43 are installed (photo #7)
22. Supply fan SF-5 is installed (photo #8)
23. HRV-4, HRV-6, RTU-2, EF-28 are installed (photo #9, 10, 11)
24. Pool dehumidification DH-4 is installed with no ductwork (photo #12)
25. Main ducts and heat pumps are installed in Level 1C (photo #14)
26. Heat Recovery Unit HRV-2A is installed (photo #15)
27. Condensing Units SCU-1, 2, 3, 4 & FC-1, 2, 3, 4 are installed (photo #16)
28. Boilers B-3 & B-4 and vents are installed (photo #18)

FIELD REPORT

29. Water heaters WH-7, 8 and HX-3 are installed (photo #19)

Photos:



Photo #1: Arena Radiant Heater Timer



Photo #2: Ammonia Detector Lights



Photo #3: Dehumidifier DH-1



Photo #4: Condenser CON-1



Photo #5: HRV-2



Photo #6: Rooftop RTU-1



Photo #7: Fireplace exhaust, EF-43



Photo #8: Supply Fan SF-5

FIELD REPORT



Photo #9: HRV-6



Photo #10: HRV-4



Photo #11: RTU-2, EF-28



Photo #12: Dehumidifier DH-4



Photo #13 - Access Panel



Photo #14 - Level 1C - ductwork



Photo #15 - HRV-2A



Photo #16 - Condensing Units SCU-1, 2, 3, 4

FIELD REPORT

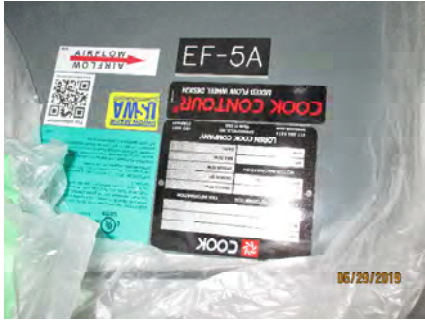


Photo #17 - EF-5A labels



Photo #18 - Boilers B-3, B-4



Photo #19 - HX-3, DWH heater WH-7, 8

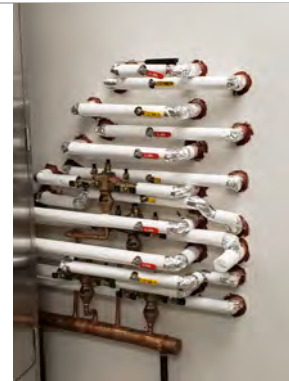


Photo #20 - Level 2: Concession Storage



Photo #21 - Concession Area Sink

Information or Action Required:

1. Submit pipe pressure test reports for Consultant Records.
2. ~~Ensure temporary heaters provide a minimum of 10 deg. Space temperature or as required by the structural engineer when pouring and curing the concrete rink slabs. Heating is on in Rink #3.~~
3. Maintain record as-built redline drawings on site.
4. ~~Provide piping between HRV-5 and Condenser WCU-1 in mechanical room 1A-202. Consider installing piping in ceiling for future HRV-1 and future condenser WCU-2.~~

FIELD REPORT

- ~~5. DH-2 ductwork will have to be revised for modified unit orientation by connecting RA to an existing wall opening, sealing one existing wall opening and ducting to a new wall opening using long radius duct elbows.~~
6. Fastening of large pipes in mechanical room 1A202 to underside of ceiling deck is not acceptable by structural engineer. ~~Omega Mechanical to provide locations of connections to joists on fabrication drawings.~~ Loads were provided for structural review.
7. Phase 2C, Level 2; Ensure that all drainage piping with offsets greater than 45° to have cleanouts as required code
8. Phase 1C – Level 1; Kitchen drain location interferes with wall finish. Relocate drain to ensure enough space is allowed for the floor drain grate.
9. Elevator machine room exhaust fan is 50mm too low for code requirements. Source another lower fan.
- ~~10. Louver is missing on fresh air intake to refrigeration room.~~
- ~~11. Insulate plumbing and heat pump lines in rink #3.~~
12. Provide label for arena radiant heaters timer “HEATER TIMER”, see photo #1.
13. Provide guards for gas sensors and thermostats in arenas.
14. Provide ceiling air grilles in dressing rooms.
15. Provide a report on damages and proposed rectification to rooftop unit RTU-1.
16. Provide access panels for walls and ceiling (photo #13).
17. Rectify upside down labels on EF-5A (photo #17).
18. Provide rain caps for chimneys.
19. Provide Schedule C-B for fire suppression.
20. Provide Schedule C-B for mechanical seismic restraint.
21. Provide commissioning reports for all mechanical equipment.
22. Provide air and water balancing reports.
23. Provide digital version of preliminary O&M Manuals for approval.
24. Provide as-built drawings.
25. Provide training to City Staff.
26. Provide labeling for backflow preventers to each equipment served. (Phase 1B Level 2 – Concession Storage)
27. Provide PVC covers on heating lines to hot water cabinet heaters
28. Provide written confirmation that stairwell supply fans and ammonia exhaust fan are operational
29. Complete wiring to smoke dampers

Issued by the Consultant:

Lowell Suelto, ASCT
Seann Caldwell, P.Eng.



June 27, 2019

Name and Title

Signature

Date



Smith + Andersen

338 – 6450 Roberts Street Burnaby British Columbia V5G 4E1

604 294 8414 f 604 294 6405 smithandandersen.com

PROJECT NAME: Port Coquitlam Recreation Center

COMPANY: A49

ATTENTION: Antonio Rigor, David Mate

PROJECT NO.: 16590.000

DATE: 2019-06-21

JOB REPORT NO.: E-16

ISSUED BY: Ryan Blaney

General review is being performed in accordance with the requirements of the BRITISH COLUMBIA BUILDING CODE and Standard Guidelines of the Professional Engineers of BRITISH COLUMBIA to ensure that the work is generally being performed in accordance with the Contract Documents.

This list is submitted to assist the Contractor and must not be construed as being a complete list of non-conforming items for the purpose of determining whether the requirements of the Contract Documents have been met.

It is the responsibility of the Contractor to carry out their own inspection to determine that the Contract is being performed in accordance with the requirements of the Contract Documents.

The site was visited on 2019-06-19 to review the Electrical installations. The following observations have been made:

1.1 GENERAL OBSERVATIONS

- 1.1.1 Electrical Installation for initial occupancy phase 99% done.
- 1.1.2 Rink 2 lighting is installed however, there appears to be some inconsistency with respect to lighting levels. Contractor to investigate and repair.
- 1.1.3 Light harvesting photo sensors have been tested and are functioning properly.
- 1.1.4 Main corridor lighting complete.
- 1.1.5 Main corridor smoke detectors installed.
- 1.1.6 Rink 3 lighting installed and operational.
- 1.1.7 Slight revision to mezzanine lighting. Lighting levels are achieved under new configuration.
- 1.1.8 Door operators installed.
- 1.1.9 Exterior lighting installed
- 1.1.10 Fire alarm was tested while on site and appeared to be functioning properly.
- 1.1.11 Hood suppression test in Kitchen was witnessed and is operational.

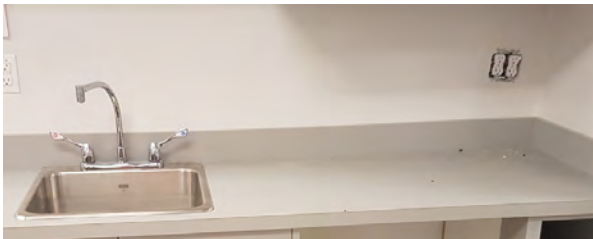
- 1.1.12 Main entrance chandelier is roughed in.
- 1.1.13 Electrical Room #5 nearing completion.
- 1.1.14 2nd level library lighting is installed and operational.
- 1.1.15 Library electrical room nearing completion.
- 1.1.16 Pool bonding is in process.
- 1.1.17 Secondary fire alarm annunciator panel at main entry is installed and operational.
- 1.2 ITEMS REQUIRING ATTENTION-ITEMS WILL BE REMOVED UPON COMPLETION
 - 1.2.1 Checkerplates installed in Main Electrical room. These plates' shop drawings were specifically rejected by the engineer and present a safety hazard while being worked on. They should be cut and reconfigured into manageable pieces prior to allowing personnel to work on them as was suggested by the superintendent.
 - 1.2.2 300A circuit breaker feeding 225 kVA TX-BA to specifically be 275A rated circuit breaker. Downstream electrical system currently unprotected and under-rated. **This item has been resolved.**
 - 1.2.3 300A circuit breaker feeding 225 kVA TX-2A to specifically be 275A rated circuit breaker. Downstream electrical system currently unprotected and under-rated. This equipment is currently operating; this situation should be dealt with immediately. **This item has been resolved.**
 - 1.2.4 225kVA Transformer TX-2A in electrical Room #2 is currently too close to combustible wall finishes. Either fiber-cement board to be lined on walls within 300mm of transformer and 150mm wall clearance to be maintained or transformer to be shifted such that 300mm clearance is achieved. This equipment is currently operating; this situation should be dealt with immediately.
 - 1.2.5 Additional smoke detectors are required in certain corridors as per ESI#23. This is related to a recent code report and must be rectified prior to occupancy.
 - 1.2.6 2" conduit intended for installation within Library Washroom wall has been installed within the Washroom itself. This conduit needs to be strapped and fastened to the wall in a more secure manner.
 - 1.2.7 Receptacles in Library Kitchen area are not GFI but are within required clearance from a sink. These must be replaced.
 - 1.2.8 BX cable at corridor exit from Electrical Room #5 requires fastening to wall.
 - 1.2.9 Combination Emergency light/Exit lights installed with Rink Areas. These were not called for in the design but are acceptable and an improvement to emergency lighting levels. These lights require testing to ensure 30 minute operation upon power failure.
- 1.3 DISCUSSIONS WITH CONTRACTOR
 - 1.3.1 Discussed lead times for required smoke detectors and the potential affect on occupancy. This appears to be a non-issue given schedule but must be monitored.



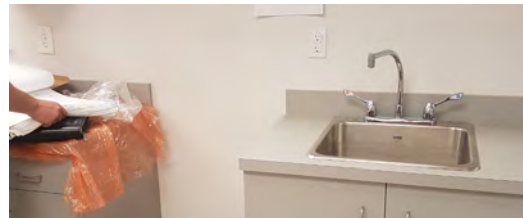
Item 1.1.4



Item 1.2.6



Item 1.2.7



Item 1.2.7



Item 1.2.8



Item 1.2.9

END OF ELECTRICAL JOB REPORT #E-17

16590.000.E - Job Report #E-17.docx



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #28

July 2019

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: August 16th 2019 - Update

Appendix 2 – Progress Photographs: July 2019

Appendix 3 - Site Inspection Reports: July 2019

Appendix 4 – Certificate of Payment No.31: August 19, 2019

Appendix 5 – Occupancy Coordination Meeting No.4, 5, 6, 7 & 8 Minutes

Appendix 6 – Architecture 49 Letter of Construction Conformance – August 16, 2019

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #28 to the Owner. This report represents a summary of key project activities and issues that occurred up to July 31, 2019.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

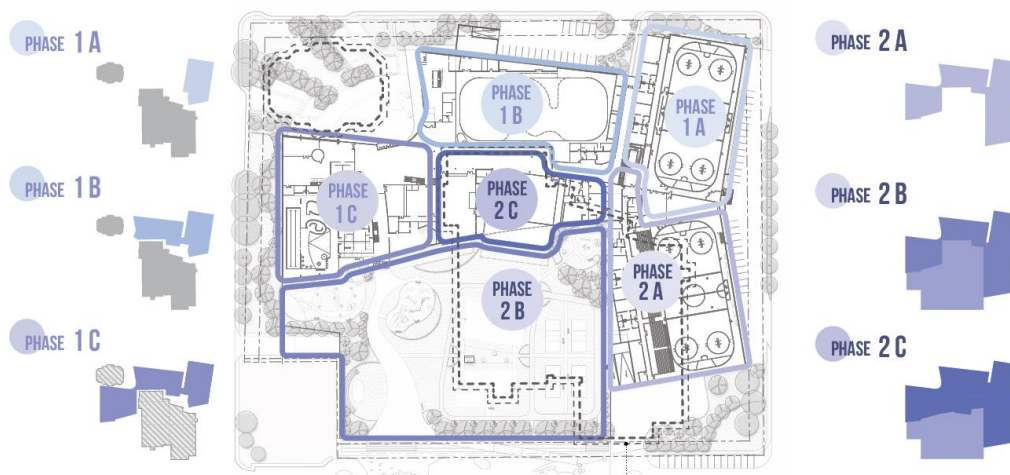
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During July 2019 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The Design-Builder continues with the final completion of Phase 1AB finishes, commissioning and deficiency close out. Phase 1C concrete structure and pool mechanical is ongoing. Glazing is near completion. M&E and fit-out is ongoing. Based on the information contained in this Monthly Progress Report #28 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

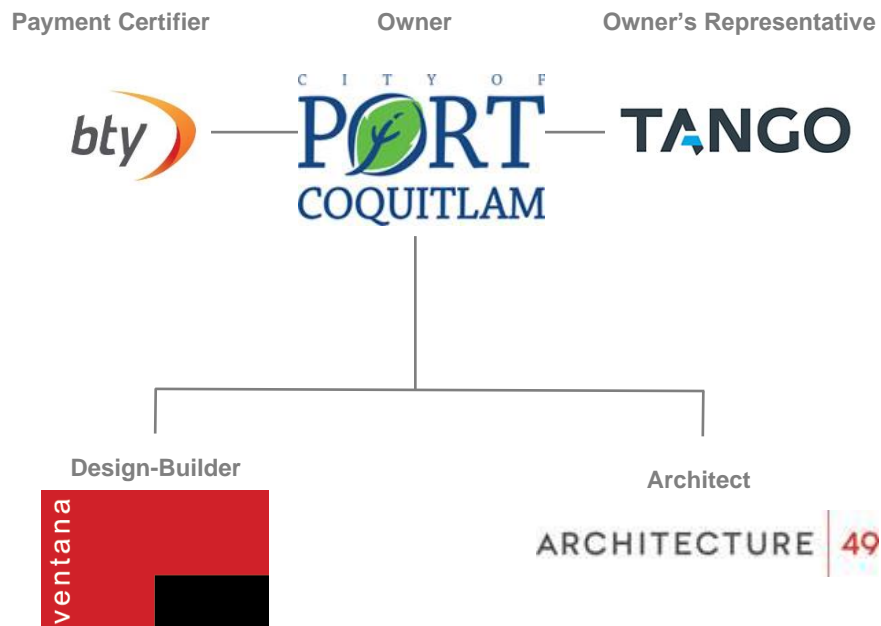


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated August 16, 2019:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18		Ongoing	1-Jul-19
IFT Drawings	18-Mar-18		Ongoing	23-Sep-19
IFC Drawings	12-Jul-18		Ongoing	9-Sep-19

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

Note – a part demolition permit (BP011822) was issued on March 9, 2017 for the part demolition of the Wilson Centre.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The Owner has identified the following permits required to fully transition into operations:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

The Design-Builder has applied for an abatement and demolition permit for Phase 2.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated August 19, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;

6.0 Procurement & Contract Administration (continued)

Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address;	Washroom Accessories, Partitions, & Lockers.;
Millwork;	Fireplace;
Concrete Polishing;	Pool Specialities;
Countertops;	Sports Flooring & Equipment; and
Asphalt	

The following procurement milestones have been identified in the Design-Builder's schedule:

Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by September 23, 2019.

NOTE – The Design-Builder previously indicated that this will be complete by July 26, 2018.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.

FFE installation has commenced and is ongoing in line with the Project Schedule.

An RFP for Fitness Equipment closed on June 20, 2019 and is currently under review by the Owner.

Project Coordination / Meeting

Owner led Occupancy Coordination Meetings # 4, 5, 6, 7, & 8 were held on July 2, 9, 16, 23 & 30, 2019, respectively. Please refer to Appendix 5 of this Monthly Progress Report for a copy of the Occupancy Coordination Meetings minutes. The next Occupancy Coordination Meeting is scheduled for August 6, 2019.

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$8,816,339
4 Current (Revised) Contract Price	\$125,533,339
5 Work Certified as Completed (Base Contract)	\$76,669,808
6 Current Cost to Complete (Base Contract)	\$48,863,531
7 Lien Holdback (Base Contract)	\$7,166,981
8 Lien Holdback Released	-\$715,496
B Non-Contract Costs	
9 Non-Contract Costs	\$14,400,000
C Total Project Budget	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

Additional critical scope for offsite utility works has been added to the Design-Builder's Contract, that is outside the scope of the Project and will be funded from a separate capital budget. This will be reported on in a forthcoming Monthly Progress Report.

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 31 dated August 19, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending July 31, 2019.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$1,725,565
Current GST (5.0%)	\$86,278
Total Current Payable to the Design-Builder	\$1,811,844
Total Current Builders Lien Holdback	\$6,451,485

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 31.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to July 31, 2019 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
5	Additional Back-Up Power	\$90,713	Project Contingency
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
SUB-TOTAL		\$3,330,109	
15	Scoreboard Credit	-\$42,760	FF&E
SUB-TOTAL		-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites
6	Additional Off Site Design Services	\$55,875	Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
SUB-TOTAL		\$5,528,990	

7.0 *Project Budget (continued)*

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 **PROJECT SCHEDULE**

Construction Progress (July End 2019)

We conducted multiple site inspections on throughout July 2019. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Final finishes, FFE installation and commissioning are ongoing. Refrigeration commissioning and training is ongoing. Construction deficiencies are being closed out.
- **Phase 1B: Leisure Ice and Library:** Final finishes, FFE installation and commissioning are ongoing. Refrigeration commissioning and training is ongoing. Construction deficiencies are being closed out.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Foundation formwork, rebar and concrete placement is near completion. Mechanical and electrical installation is ongoing. Roof and envelope is near completion. Tiling is ongoing and pool lab preparation has commenced.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: August 16th 2019 - Update”***.

The critical path activity for Phase 1AB is the Occupancy process. There is no change to the Occupancy and Grand Opening Dates.

This schedule forecasts that Phase 1C Fitness will be available this Fall and Aquatics this Winter.

The Design-Builder applied for Occupancy in July 15, 2019, which is currently being review by the City's Building Department.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during July 2019.

8.0 Project Schedule (continued)

Monthly Look Ahead

During August 2019, the following key construction activities are scheduled (based on **“Port Coquitlam Community Recreation Complex – Owner’s Schedule: August 16th 2019 - Update”**).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Complete Occupancy process;
 - Close out Construction Deficiencies; and
 - Complete staff training;
- **Phase 1C – Aquatics and Fitness Area**
 - Complete Meal Cladding;
 - Complete Ceiling Finishes;
 - Commence Pool Tile; and
 - Continue with interior M&E finishes.
- **Phase 2**
 - Complete existing rink abatement; and
 - Commence make-safe and demolition.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49’s Letter of Construction Conformance, dated August 16, 2019. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report.

We did not receive a copy of BMZ’s Construction Review during this reporting period from the Design-Builder.

We did not receive a copy of Smith and Anderson’s Job Report during this reporting period from the Design-Builder.

We did not receive a copy of WSP’s Plumbing Field Report, during this reporting period from the Design-Builder.

We performed multiple site inspections during July 2019 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 SAFETY AND ENVIRONMENTAL

On March 1, 2019 there was an accident on site where a crane truck tipped over. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

On April 8, 2019 there was an accident on site where a dump truck hit overhead lines on Kelly Avenue. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

The Design-Builder has a full-time security guard on site.

No incidents were reported during this reporting period.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

In general, all issues and actions raised within meetings and communications during June 2019 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder issued an updated schedule, ***"Port Coquitlam Community Recreation Complex – Owner's Schedule: August 16th 2019 - Update"*** during this reporting period.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: August 16th 2019 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

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ID	Task Name	Duration	Start	Finish	% Compl	Predecessors	2018						
							Jan	Mar	May	Jul	Sep	Nov	Jan
1	1 Port Coquitlam Recreation Centre	1194 days?	Fri 2/24/17	Mon 10/25/21	0%		Centre						
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	0%		Phases						
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	0%		Groundworks						
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	0%		Pile tender and award						
13	1.2 Phase 1ABC - Design - Structure	649 days	Fri 2/24/17	Mon 9/23/19	0%		Structure						
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	0%		Formwork/Reinforcing						
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18	0%		Structural Steel & Glulam						
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	0%		C - Design - Balance						
34	1.2.4 Phase 2ABC - Design	249 days	Tue 10/2/18	Mon 9/23/19	0%								
35	1.2.4.1 IFT Drawings	0 days	Tue 10/2/18	Tue 10/2/18	0%	32FS+7 mons							
36	1.2.4.2 Internal Review and Revisions	6 mons	Wed 10/3/18	Tue 3/26/19	0%	35							
37	1.2.4.3 Full BP Submission and review	139 days	Fri 12/14/18	Mon 7/1/19	0%	35FS+2.5 mons							
38	1.2.4.4 Tender	40 days	Tue 7/30/19	Mon 9/23/19	0%	37FS+4 wks							
39	1.2.4.5 IFC Drawings	10 days	Tue 8/27/19	Mon 9/9/19	0%	38FF-2 wks							
40	1.3 Construction Phases	567 days?	Tue 9/5/17	Mon 12/2/19	0%		Construction Phases						
41	1.3.1 Phase 1AB	567 days?	Tue 9/5/17	Mon 12/2/19	0%		Phase 1AB						
42	1.3.1.1 Bulk Excavation	15 days	Tue 9/5/17	Mon 9/25/17	0%		Bulk Excavation						
43	1.3.1.2 Piling	60 days	Thu 9/21/17	Fri 12/15/17	0%	12	Piling						
44	1.3.1.3 Parkade Foundations(GL 1B-F)	20 days	Mon 6/11/18	Mon 7/9/18	0%	47	Parkade Found						
45	1.3.1.4 Backfill Parkade Walls	10 days	Tue 7/10/18	Mon 7/23/18	0%	44							
46	1.3.1.5 M&E Rough In	250 days	Mon 6/11/18	Wed 6/5/19	0%	44SS							
47	1.3.1.6 Footings/Column/Wall	80 days	Mon 12/18/17	Tue 4/17/18	0%	43	Footings/Column/Wall						
48	1.3.1.7 SOG(at suspended)	20 days	Mon 3/19/18	Tue 4/17/18	0%	47FS-20 days	SOG(at suspended)						
49	1.3.1.8 Suspended Slabs area AB	55 days	Fri 6/8/18	Mon 8/27/18	0%	48	Suspended						
50	1.3.1.9 Structural Steel	98.5 days	Tue 6/19/18	Thu 11/8/18	0%								
63	1.3.1.10 Roofing	107.5 days	Wed 9/19/18	Fri 2/22/19	0%	57SS+30 days							
69	1.3.1.11 Exterior steel stud/densglass	115.5 days	Wed 8/1/18	Fri 1/18/19	0%		Exterior						
76	1.3.1.12 Interior steel stud/drywall/ceilings	185 days	Wed 8/8/18	Wed 5/1/19	0%	127SS	Interior steel						
88	1.3.1.13 Metal cladding installation	105 days	Fri 1/4/19	Fri 5/31/19	0%								
99	1.3.1.14 Refrigeration plant & rinks 2&3				0%								
100	1.3.1.15 Refrigeration Plant equipment install	168.5 days	Mon 11/5/18	Wed 7/3/19	0%	49FS-10 days							
119	1.3.1.16 Glazing	122.5 days	Thu 11/1/18	Fri 4/26/19	0%								
127	1.3.1.17 Interior and Exterior Block Walls & Masonry	133 days	Tue 8/7/18	Fri 2/15/19	0%		Interior and Exterior						
134	1.3.1.18 Elevators	61 days	Fri 3/22/19	Mon 6/17/19	0%	63FS+20 days							
138	1.3.1.19 Interior Finishes	134 days	Tue 12/18/18	Wed 6/26/19	0%								
149	1.3.1.20 Mechanical and electrical	265 days	Mon 6/4/18	Wed 6/19/19	0%		Mechanical &						
154	1.3.1.21 Div 9 admin and kitchen grid 1c6 to 1c13	146 days	Mon 6/4/18	Thu 1/3/19	0%		Div 9 admin and kitchen gr						
161	1.3.1.22 Div 9 - Metal cladding	35 days	Fri 5/3/19	Fri 6/21/19	0%								
163	1.3.1.23 Div-9 Glazing	30 days	Fri 3/1/19	Thu 4/11/19	0%								
166	1.3.1.24 interior block walls	20 days	Tue 11/20/18	Mon 12/17/18	0%	159							



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

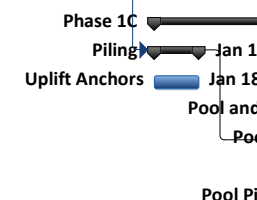
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ID	Task Name	Duration	Start	Finish	% Compl	Predecessors							
													2018
							Jan	Mar	May	Jul	Sep	Nov	Jan
167	1.3.1.25 interior stud and drywall div 9	20 days	Fri 3/15/19	Thu 4/11/19	0%	164FS-2 wks							
168	1.3.1.26 Div 9 Commercial Kitchen	69 days	Fri 3/15/19	Wed 6/19/19	0%								
173	1.3.1.27 Div 9 Interior Finishes	55 days	Fri 4/12/19	Thu 6/27/19	0%								
180	1.3.1.28 Div 9 Mechanical and electrical	137 days	Tue 11/20/18	Mon 6/3/19	0%								
191	1.3.1.29 Commissioning	35 days	Thu 5/2/19	Wed 6/19/19	0%								
192	1.3.1.29.1 electrical start up	10 days	Thu 5/2/19	Wed 5/15/19	0%	85							
193	1.3.1.29.2 mechanical startup	20 days	Thu 5/9/19	Wed 6/5/19	0%	192SS+5 days							
194	1.3.1.29.3 refrigeration plant commissioning and startup	27 days	Mon 5/13/19	Wed 6/19/19	0%	112FS+2.5 mon							
195	1.3.1.29.4 comissioning report	10 days	Thu 6/6/19	Wed 6/19/19	0%	193							
196	1.3.1.29.5 fire alarm verification	15 days	Thu 5/23/19	Wed 6/12/19	0%	153FS-1 wk							
197	1.3.1.30 exterior landscape works	15 days	Wed 4/10/19	Tue 4/30/19	0%	90							
198	1.3.1.31 Occupancy Process	20 days	Tue 6/18/19	Mon 7/15/19	0%	196FS+3 days,1							
199	1.3.1.32 PoCo FF+E and Facility Staff Training	70.5 days	Thu 5/23/19	Thu 8/29/19	0%								
200	1.3.1.32.1 Building Operations Staff Training	2 wks	Tue 7/2/19	Mon 7/15/19	0%	198FF							
201	1.3.1.32.2 IT staff introduction and setup	6 wks	Thu 5/23/19	Wed 7/3/19	0%	196SS							
202	1.3.1.32.3 Ice Rinks	31.5 days	Fri 6/14/19	Mon 7/29/19	0%								
203	1.3.1.32.3.1 Rink facility staff intro and training	1 wk	Fri 6/14/19	Fri 6/21/19	0%	194FS-3 days							
204	1.3.1.32.3.2 Build ice sheets, rinks 2 and 3	2 wks	Tue 7/16/19	Mon 7/29/19	0%	198							
205	1.3.1.32.3.3 Rink facility staff transition	2 wks	Tue 7/2/19	Mon 7/15/19	0%	198FF							
206	1.3.1.32.4 Amenity Spaces and offices	45 days	Thu 6/27/19	Thu 8/29/19	0%								
207	1.3.1.32.4.1 Rec staff intro and orientation	1 wk	Thu 6/27/19	Thu 7/4/19	0%	198SS+1.5 wks							
208	1.3.1.32.4.2 Amenity space FF+E / move-in	2 wks	Thu 8/15/19	Thu 8/29/19	0%	207FS+1.5 mon							
209	1.3.1.32.4.3 VCC takeover of Wilson Centre, start decommissioning	0 days	Thu 7/18/19	Thu 7/18/19	0%	205FS+3 days							
210	1.3.1.32.5 Library	10 days	Thu 8/15/19	Thu 8/29/19	0%								
211	1.3.1.32.5.1 Library staff intro and orientation	1 wk	Thu 8/15/19	Thu 8/22/19	0%	212SS							
212	1.3.1.32.5.2 Library FF+E / move-in	2 wks	Thu 8/15/19	Thu 8/29/19	0%	208SS							
213	1.3.1.32.5.3 VCC takeover of existing library, start decommissioning	0 days	Thu 8/29/19	Thu 8/29/19	0%	212							
214	1.3.1.32.6 Kitchen / Concession	15 days	Tue 7/30/19	Mon 8/19/19	0%								
215	1.3.1.32.6.1 Kitchen staff training	1 wk	Tue 7/30/19	Mon 8/5/19	0%	198FS+2 wks							
216	1.3.1.32.6.2 Kitchen staff move-in	2 wks	Tue 8/6/19	Mon 8/19/19	0%	215							
217	1.3.1.33 Phase 1C	495 days	Mon 12/18/18	Mon 12/2/19	0%								
218	1.3.1.33.1 Piling	20 days	Mon 12/18/18	Thu 1/18/18	0%	43							
219	1.3.1.33.1.1 Uplift Anchors	20 days	Mon 12/18/18	Thu 1/18/18	0%								
220	1.3.1.33.2 Pool and Fitness Area	303 days	Mon 6/4/18	Mon 8/12/19	0%								
221	1.3.1.33.2.1 Pool Foundations	60 days	Mon 6/4/18	Tue 8/28/18	0%	218							
222	1.3.1.33.2.2 level 1 suspended fitness	20 days	Wed 8/29/18	Wed 9/26/18	0%	221							
223	1.3.1.33.2.3 Pool Piping/Electrical	50 days	Mon 6/4/18	Tue 8/14/18	0%	221SS							
224	1.3.1.33.2.4 Suspended Deck	20 days	Wed 8/15/18	Wed 9/12/18	0%	223							
225	1.3.1.33.2.5 Suspended Slab - level 2 fitness	20 days	Thu 9/27/18	Thu 10/25/18	0%	222							
226	1.3.1.33.2.6 Glulams	50 days	Thu 11/15/18	Mon 1/28/19	0%	158,225							





PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

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ID	Task Name	Duration	Start	Finish	% Compl	Predecessors							
													2018
							Jan	Mar	May	Jul	Sep	Nov	Jan
227	1.3.1.33.2.7 Interior Block Walls	40 days	Mon 11/26/18	Wed 1/23/19	0%	225FS+20 days							
228	1.3.1.33.2.8 metal decking to the pool	15 days	Tue 1/29/19	Mon 2/18/19	0%	226							
229	1.3.1.33.2.9 Mechanical and electrical rough-in	75 days	Tue 4/9/19	Mon 7/22/19	0%	236FF-20 days,2							
230	1.3.1.33.2.10 Pool tank walls and features Grid 1CJ to 1CP	65 days	Tue 4/2/19	Mon 7/1/19	0%	228FS+1.5 mon							
231	1.3.1.33.2.11 exterior steel Stud/Densglass	20 days	Tue 5/14/19	Mon 6/10/19	0%	228FS+12 wks							
232	1.3.1.33.2.12 Roofing	20 days	Tue 4/2/19	Mon 4/29/19	0%	228FS+1.5 mon							
233	1.3.1.33.2.13 Glazing	75 days	Tue 4/16/19	Mon 7/29/19	0%	232FS-2 wks							
234	1.3.1.33.2.14 Metal Cladding	30 days	Tue 7/2/19	Mon 8/12/19	0%	233FF+2 wks							
235	1.3.1.33.3 Pool Interior Finishes	135 days	Tue 5/21/19	Mon 11/25/19	0%								
236	1.3.1.33.3.1 Interior Steel Stud	45 days	Tue 5/21/19	Mon 7/22/19	0%	233FS-2.5 mons							
237	1.3.1.33.3.2 Ceiling finishes	25 days	Tue 7/16/19	Mon 8/19/19	0%	233FS-2 wks							
238	1.3.1.33.3.3 Change Room Tile	50 days	Tue 7/16/19	Mon 9/23/19	0%	233FS-0.5 mons							
239	1.3.1.33.3.4 Pool Tile	50 days	Tue 8/20/19	Mon 10/28/19	0%	237							
240	1.3.1.33.3.5 Pool Finishes(Lockers, Grating, Ladders, etc.)	15 days	Tue 10/15/19	Mon 11/4/19	0%	239FS-10 days							
241	1.3.1.33.3.6 Interior Finishes	40 days	Tue 7/30/19	Mon 9/23/19	0%	233							
242	1.3.1.33.3.7 M&E Finishes	40 days	Tue 7/30/19	Mon 9/23/19	0%	241SS							
243	1.3.1.33.3.8 Millwork	30 days	Tue 9/24/19	Mon 11/4/19	0%	241							
244	1.3.1.33.3.9 Pool Commissioning	15 days	Tue 11/5/19	Mon 11/25/19	0%	239,240							
245	1.3.1.33.4 Fitness Interior Finishes (Fitness L1 and L2, L2 Washrooms, L2 Multipurpose	96.5 days	Tue 6/4/19	Wed 10/16/19	0%								
246	1.3.1.33.4.1 Ceiling finishes	25 days	Tue 7/16/19	Mon 8/19/19	0%	233FS-2 wks							
247	1.3.1.33.4.2 Interior Steel Stud and drywall	55 days	Tue 6/4/19	Mon 8/19/19	0%	233FS-2 mons							
248	1.3.1.33.4.3 Interior Finishes	44 days	Tue 7/30/19	Fri 9/27/19	0%	233							
249	1.3.1.33.4.4 Millwork	15 days	Mon 9/2/19	Fri 9/20/19	0%	248FS-4 wks							
250	1.3.1.33.4.5 M&E Finishes	20 days	Mon 9/2/19	Fri 9/27/19	0%	248FF							
251	1.3.1.33.4.6 PoCo Soft move-in potential start date	0 days	Fri 9/27/19	Fri 9/27/19	0%	248,250							
252	1.3.1.33.4.7 Occupancy process and handover of fitness areas	2.5 wks	Mon 9/30/19	Wed 10/16/19	0%	250							
253	1.3.1.33.5 Commissioning	45 days	Mon 9/9/19	Fri 11/8/19	0%								
254	1.3.1.33.5.1 electrical start up	10 days	Mon 9/30/19	Fri 10/11/19	0%	242,250							
255	1.3.1.33.5.2 mechanical startup	10 days	Mon 9/30/19	Fri 10/11/19	0%	242,250							
256	1.3.1.33.5.3 Mechanical commissioning	20 days	Mon 10/14/19	Fri 11/8/19	0%	255							
257	1.3.1.33.5.4 fire alarm verification	10 days	Mon 9/9/19	Fri 9/20/19	0%	250FS-3 wks							
258	1.3.1.33.6 exterior landscape works	15 days	Tue 10/8/19	Mon 10/28/19	0%	234FS+2 mons							
259	1.3.1.33.7 Occupancy Process	5 days	Tue 11/26/19	Mon 12/2/19	0%	257,244							
260	1.4 Phase 2	595 days	Tue 7/16/19	Mon 10/25/21	0%								
261	1.4.1 Demo	90 days	Tue 7/16/19	Mon 11/18/19	0%								
262	1.4.1.1 Existing Rink Abatement	30 days	Tue 7/16/19	Mon 8/26/19	0%	198							
263	1.4.1.2 Make Safes and Demolition	60 days	Tue 8/27/19	Mon 11/18/19	0%	262SS+30 days							
264	1.4.1.3 Existing library abatement	4 wks	Thu 8/29/19	Thu 9/26/19	0%	213							
265	1.4.1.4 Library make safes and demolition	1 mon	Thu 10/10/19	Thu 11/7/19	0%	264FS+2 wks							



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

3875 Henning Dr. || Burnaby, BC || V5C 6N5

Office 604.291.9000

Fax 604.291.9992

Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish	% Comp	Predecessors							
													2018
							Jan	Mar	May	Jul	Sep	Nov	Jan
266	1.4.2 Phase 2ABC	535 days	Tue 10/8/19	Mon 10/25/21	0%								
267	1.4.2.1 Phase 2A	455 days	Tue 10/8/19	Mon 7/5/21	0%								
268	1.4.2.1.1 Bulk Excavation	20 days	Tue 10/8/19	Mon 11/4/19	0%	263FS-30 days							
269	1.4.2.1.2 Piling	30 days	Tue 11/5/19	Mon 12/16/19	0%	268							
270	1.4.2.1.3 Backfill	15 days	Tue 12/17/19	Mon 1/6/20	0%	269							
271	1.4.2.1.4 M&E Rough In	200 days	Tue 12/17/19	Mon 9/21/20	0%	270SS,269							
272	1.4.2.1.5 Footings/Column/Wall	50 days	Tue 1/7/20	Mon 3/16/20	0%	270,269							
273	1.4.2.1.6 SOG	15 days	Tue 3/17/20	Mon 4/6/20	0%	272							
274	1.4.2.1.7 Suspended Slabs/Bleachers	60 days	Tue 4/7/20	Mon 6/29/20	0%	273							
275	1.4.2.1.8 Structural Steel	40 days	Tue 10/6/20	Mon 11/30/20	0%	274,295							
276	1.4.2.1.9 Metal Decking	20 days	Tue 12/1/20	Mon 12/28/20	0%	275,296							
277	1.4.2.1.10 Roofing	50 days	Tue 12/29/20	Mon 3/8/21	0%	276,297							
278	1.4.2.1.11 Insulated Metal Panel	50 days	Tue 12/29/20	Mon 3/8/21	0%	276,277SS							
279	1.4.2.1.12 Glazing	40 days	Tue 3/9/21	Mon 5/3/21	0%	278							
280	1.4.2.1.13 Interior Block Walls	50 days	Tue 3/9/21	Mon 5/17/21	0%	277							
281	1.4.2.1.14 Rink Slab	45 days	Tue 3/9/21	Mon 5/10/21	0%	277							
282	1.4.2.1.15 Dasher Boards	20 days	Tue 5/11/21	Mon 6/7/21	0%	281							
283	1.4.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/9/21	Mon 4/26/21	0%	277							
284	1.4.2.1.17 Interior Finishes	30 days	Tue 4/27/21	Mon 6/7/21	0%	277,283							
285	1.4.2.1.18 M&E Finishes	15 days	Tue 6/1/21	Mon 6/21/21	0%	284FF+10 days							
286	1.4.2.1.19 Millwork	20 days	Tue 5/25/21	Mon 6/21/21	0%	285FF							
287	1.4.2.1.20 Commissioning	10 days	Tue 6/22/21	Mon 7/5/21	0%	281,282,285							
288	1.4.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/5/19	Mon 7/5/21	0%								
289	1.4.2.2.1 Bulk Excavation	30 days	Tue 11/5/19	Mon 12/16/19	0%	268							
290	1.4.2.2.2 Piling(Balance)	50 days	Tue 12/17/19	Mon 2/24/20	0%	269							
291	1.4.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/14/20	Mon 3/9/20	0%	290SS+20 days							
292	1.4.2.2.4 M&E Rough In	200 days	Tue 1/14/20	Mon 10/19/20	0%	291SS							
293	1.4.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/10/20	Mon 4/20/20	0%	291							
294	1.4.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 4/21/20	Mon 7/13/20	0%	293							
295	1.4.2.2.7 Structural Steel	60 days	Tue 7/14/20	Mon 10/5/20	0%	294							
296	1.4.2.2.8 Metal Decking	25 days	Tue 10/6/20	Mon 11/9/20	0%	295							
297	1.4.2.2.9 Roofing	20 days	Tue 11/10/20	Mon 12/7/20	0%	296							
298	1.4.2.2.10 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21	0%	297SS							
299	1.4.2.2.11 Glazing	80 days	Tue 1/19/21	Mon 5/10/21	0%	298							
300	1.4.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/8/20	Mon 3/1/21	0%	297							
301	1.4.2.2.13 Interior Finishes	60 days	Tue 3/2/21	Mon 5/24/21	0%	300							
302	1.4.2.2.14 Millwork	30 days	Tue 4/13/21	Mon 5/24/21	0%	301FF							
303	1.4.2.2.15 M&E Finishes	20 days	Tue 5/11/21	Mon 6/7/21	0%	301FS-10 days							
304	1.4.2.2.16 Commissioning	15 days	Tue 6/15/21	Mon 7/5/21	0%	287FF,303FF							
305	1.4.2.3 Phase 2B(GL 2B-E - 2B-N)	275 days	Tue 10/6/20	Mon 10/25/21	0%								



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

3875 Henning Dr. || Burnaby, BC || V5C 6N5

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ID	Task Name	Duration	Start	Finish	% Compl	Predecessors							
													2018
							Jan	Mar	May	Jul	Sep	Nov	Jan
306	1.4.2.3.1 Touch up Sub-Base	10 days	Tue 10/6/20	Mon 10/19/20	0%	295							
307	1.4.2.3.2 Parkade Foundations	60 days	Tue 10/20/20	Mon 1/11/21	0%	306,290							
308	1.4.2.3.3 M&E Rough In(underslab)	40 days	Tue 10/20/20	Mon 12/14/20	0%	307SS							
309	1.4.2.3.4 SOG	50 days	Tue 11/17/20	Mon 1/25/21	0%	308SS+20 days							
310	1.4.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21	0%	309SS+10 days							
311	1.4.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21	0%	310SS+10 days							
312	1.4.2.3.7 Concrete Planters	40 days	Tue 1/26/21	Mon 3/22/21	0%	310SS+40 days							
313	1.4.2.3.8 Waterproof Membrane	70 days	Tue 1/12/21	Mon 4/19/21	0%	310SS+30 days							
314	1.4.2.3.9 Sports Courts	120 days	Tue 4/20/21	Mon 10/4/21	0%	313							
315	1.4.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21	0%	311							
316	1.4.2.3.11 Hard / Soft Landscaping	120 days	Tue 4/20/21	Mon 10/4/21	0%	313,314SS							
317	1.4.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21	0%	311							
318	1.4.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21	0%	317							
319	1.4.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21	0%	318							



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

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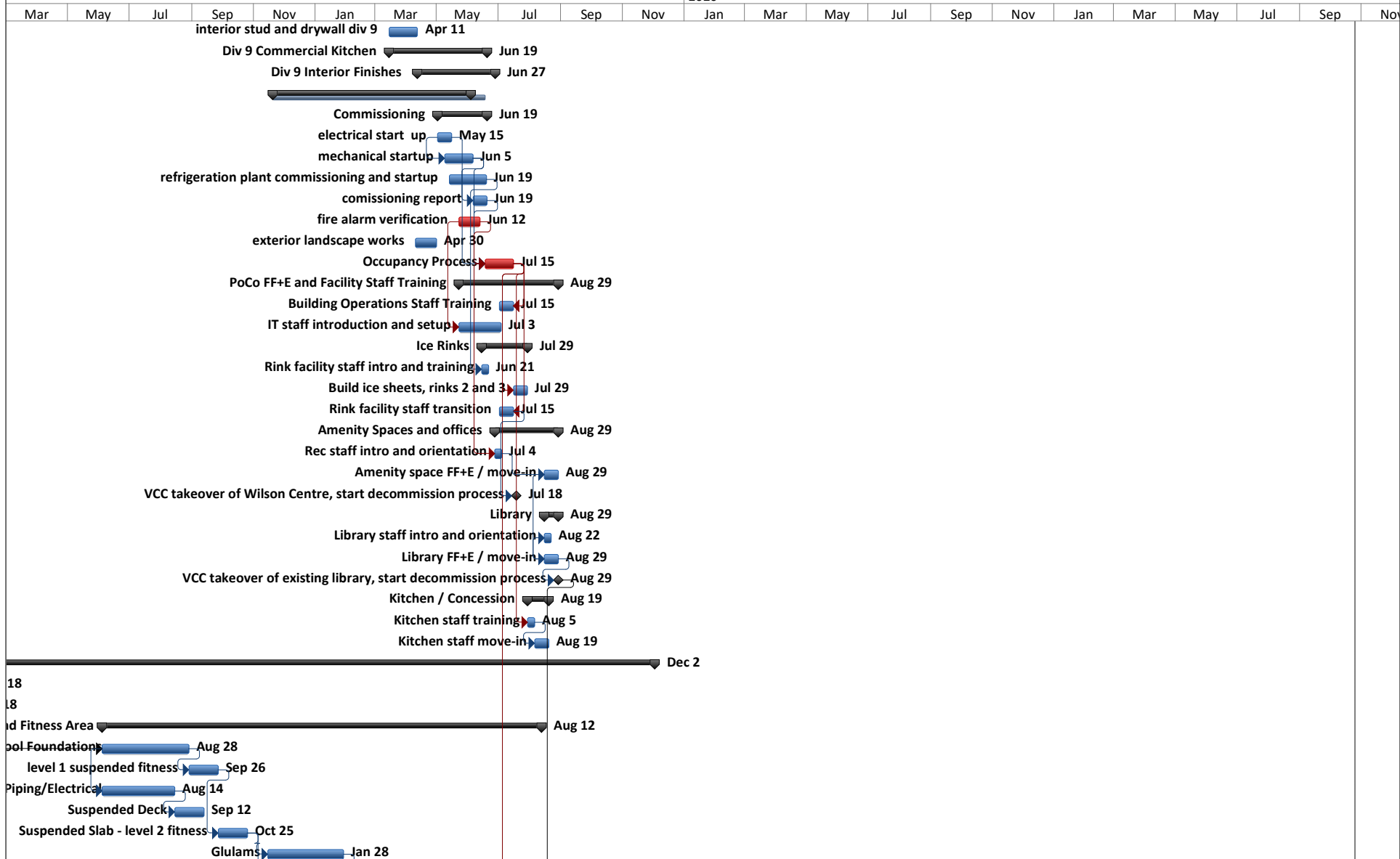
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2020





PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

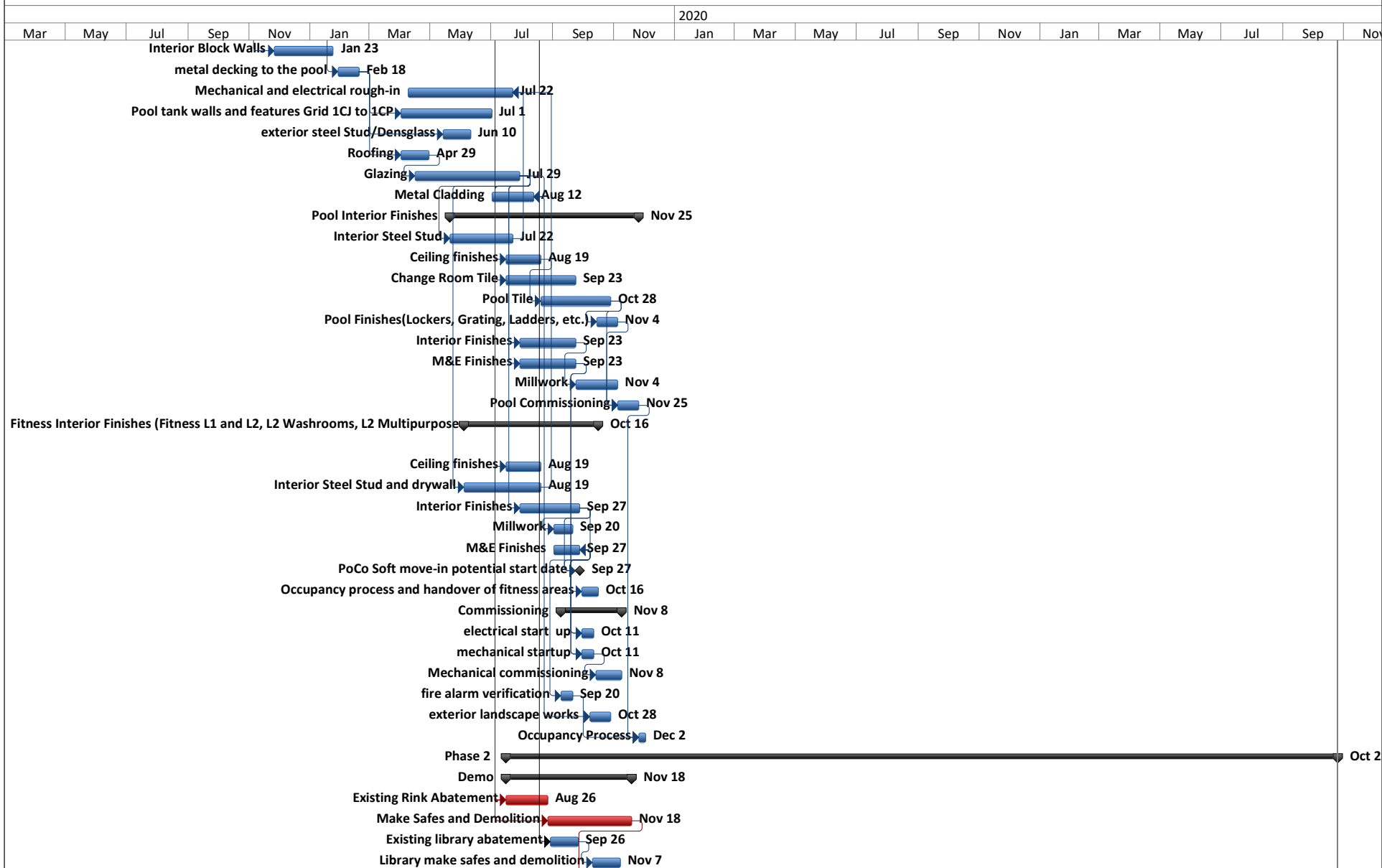
Ventana Construction Corporation

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PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

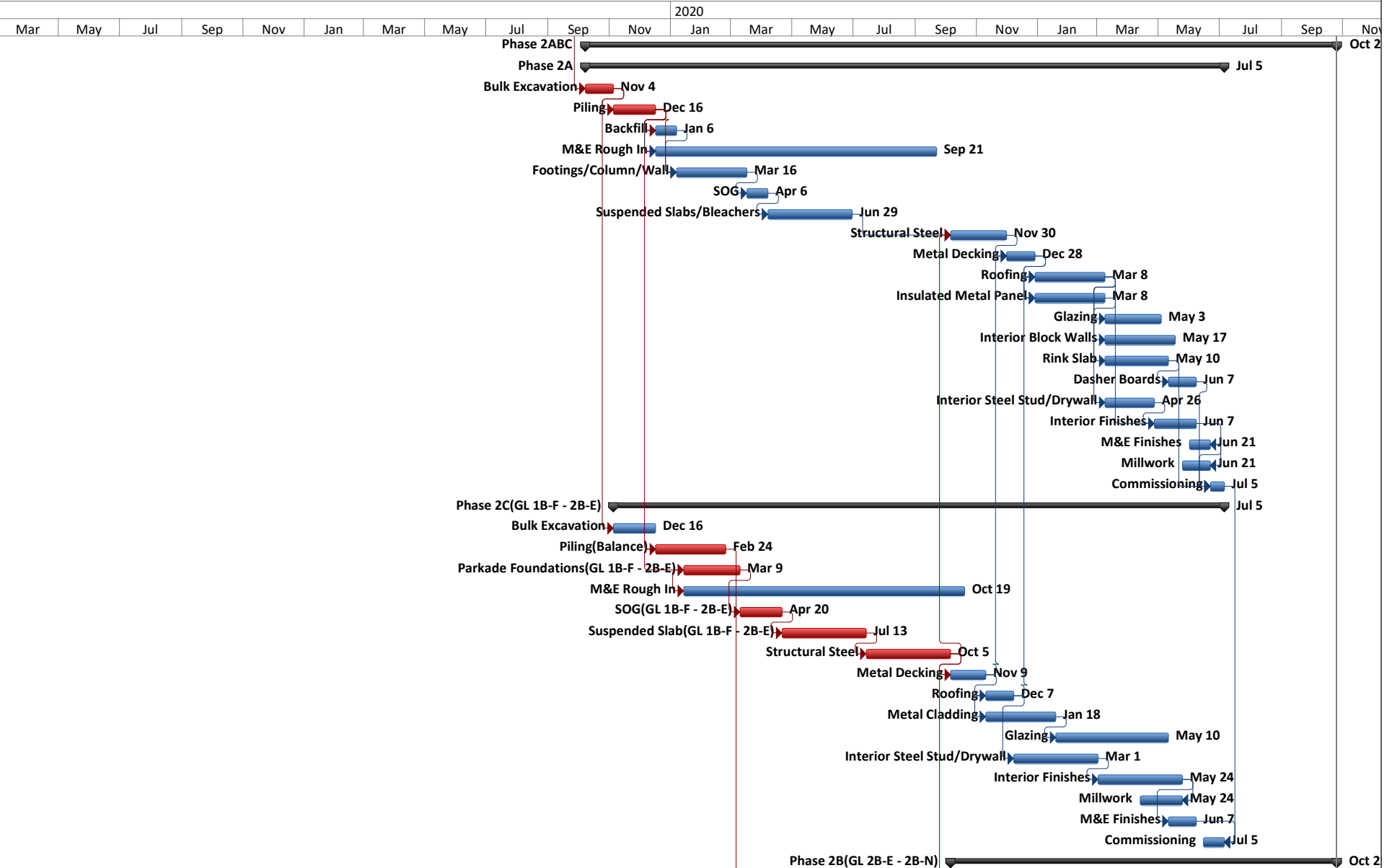
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Aug 16th 2019 - Update

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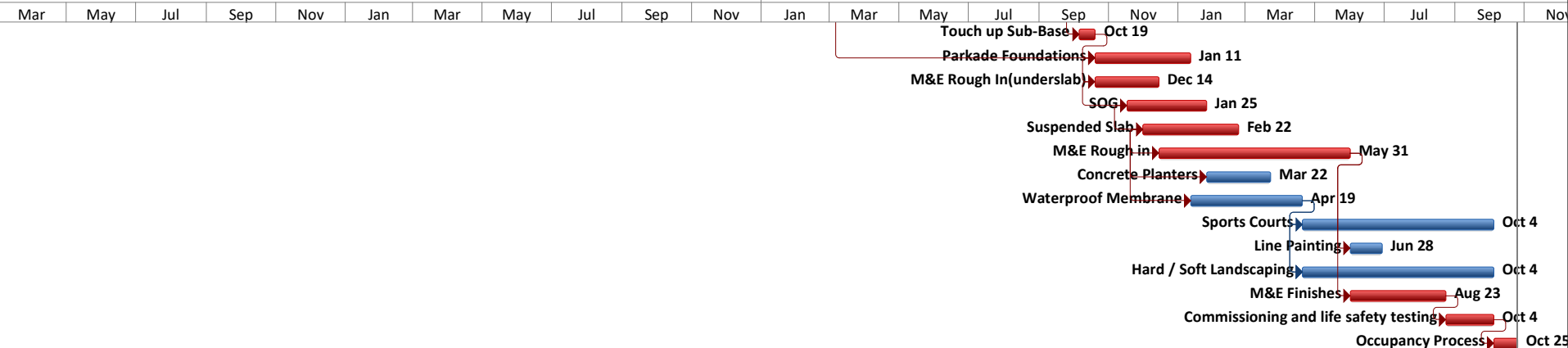
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Office 604.291.9000

Fax 604.291.9992

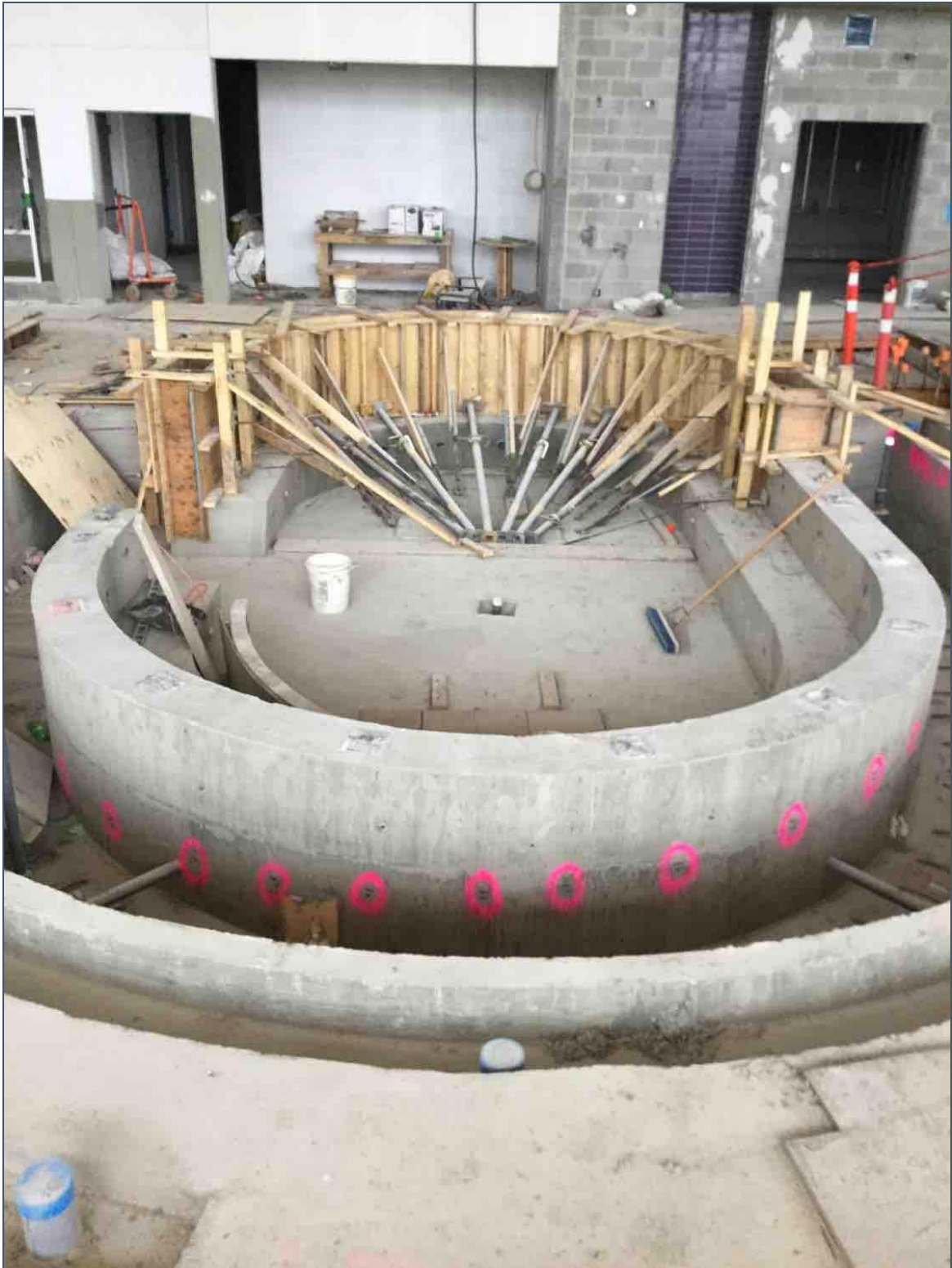
Web VentanaConstruction.com

2020



APPENDIX 2

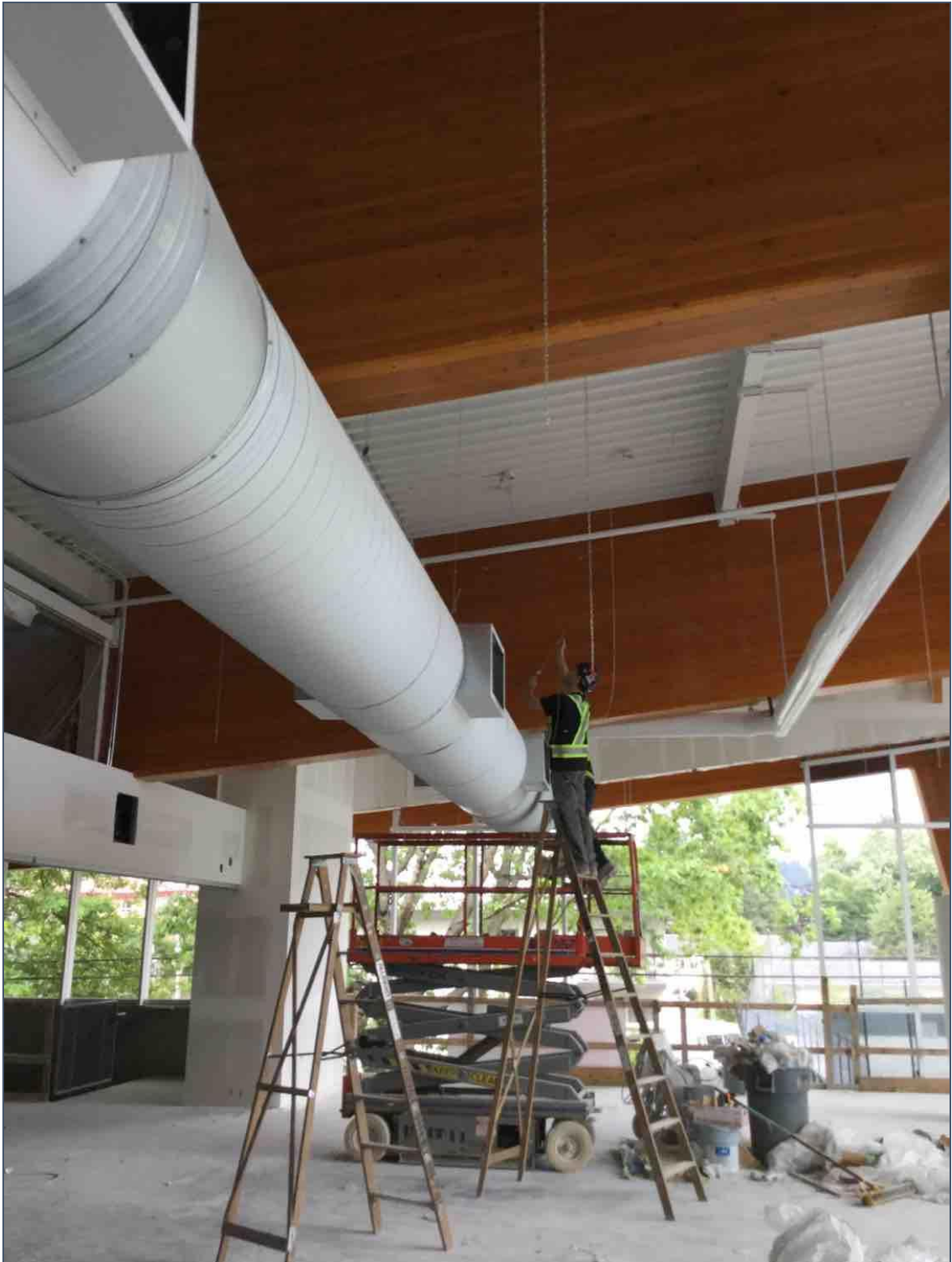
Progress Photographs – July 2019



Phase 1C – Hot Tub Pool



Phase 1C – North elevation glazing



Phase 1C – HVAC in Fitness Level 2



Phase 2 – Demolition in Green Arena

APPENDIX 3

Site Inspection Reports: July 2019

Field Review Report



Project: PCCC
Reporting Date: 2019-07-02
Prepared By: Alun Lewis

Weather: Sunny: _____ Rain: x Wind: _____ Temperature: High of: 19
Cloudy: x Snow: _____ Other: _____ Low of: 12

Tango's Staff: (# on site)		Trade Contractor's			
Superintendents	1	Demolition	Waterproofing	Painting	7
Engineers		Site Work	Scaffolding	Misc. Specialties	6
Office Staff		Landscaping	Spray Insul/Fire Proof	Cleaners	
CSO / First Aid		Paving	Caulking/Firestopping	Plumbing	15
Carpenters		Concrete Formwork	Roofing	Mechanical	2
Labourers		Rink prep / conc	Doors & Hardware	Refrigeration	
Operators		Reinforcing Steel	Windows/Glazing	23	Sprinklers
		Structural Steel	2	Exterior Cladding	6
				Electrical	14
		Metal Decking	SS/Drywall	Controls	
		Masonry	1	Drywall Taper	4
				Pool Piping	
		Rough Carpentry	Resilient Tile		
		Finish Carpentry	2	Ceramic Tile	
		Millwork	Elevator		
				Tango's Subtotal	
				Trade's Subtotal	82
				SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cpa flashing to S elevation of concessions to be commenced

item 117 - rink puck netting (June 03 - June 24) - Rink 3 commenced

item 118 - score clocks (June 03 - June 17) - Not yet commenced

item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation

item 163 - metal cladding to div 9 (May 03 - May 31) - S elevation and soffit to have panels completed

item 165 - exterior glazing (March 01 - March 28) - All beauty caps to be installed

item 176 - interior painting (Apr 12 - May 02) - Ongoing.

item 177 - sheet flooring (May 03 - May 30) - Vinyl installed in multipurpose rooms, rather than carpet and pattern incorrect in lounge

item 199 - exterior landscape (Apr 10 - Apr 30). Grading around rink 2 commenced

item 233 - Roofing (Apr 04 - Apr 29). Cap flashings to be commenced

QAQC

As previously noted and discussed with Ventana

Gaps between handrail base & polished slab in div 12

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Structural Steel	2	Phase 1B - Complete steel handrail install to stairs around elevator 1
Masonry	1	Phase 1C - Caulking to Movement Joints
Glazing	23	Phase 1B - Cap install to glass guardrails. Install glass to main entrance canopy
		Phase 1C - Cap install to glass guardrails. Install glass to S entrance of corridor. Install frames & glass to W elevataion of weights room.
Cladding	6	Phase 1C - Install soffit cladding panels to S elevation of pool
Taper	4	Phase 1C - Wall touch ups after painting
Ceramic tile	2	Phase 1C - Grouting of wall tiles to universal changerooms
Painting	7	Phase 1C - Metal deck and services painting to 2nd floor weight room.
		Phase 1A - Steel handrail painting
Puck netting	3	Phase 1B - Install puck netting to rink 3
Audio Visual	3	Phase 1A & 1B - Work on data racks
		Phase 1C - Prep works for multipurpose rooms install
Plumbing	15	Phase 1C - Pool piping to lazy river. Parkade sani plumbing. Pool equipment room plumbing
		Pipe insulation to 2nd floor washrooms
HVAC	2	Phase 1C - Connect parkade extract fan and grille in storage room
Electrical	14	Phase 1C - Pulling wire. Install cover plates

Field Review Report



Project: PCCC
 Reporting Date: 2019-07-09
 Prepared By: Alun Lewis

Weather: Sunny: _____ Rain: _____ Wind: _____ Temperature: High of: **15**
 Cloudy: **x** Snow: _____ Other: _____ Low of: **22**

Tango's Staff: (# on site)		Trade Contractor's			
Superintendents	1	Demolition	Waterproofing	Painting	6
Engineers		Site Work	Scaffolding	Misc. Specialties	5
Office Staff		Landscaping	Spray Insul/Fire Proof	Cleaners	
CSO / First Aid		Paving	Caulking/Firestopping	Plumbing	16
Carpenters		Concrete Formwork	2 Roofing	Mechanical	2
Labourers		Rink prep / conc	Doors & Hardware	Refrigeration	
Operators		Reinforcing Steel	Windows/Glazing	19 Sprinklers	
		Structural Steel	Exterior Cladding	Electrical	13
		Metal Decking	SS/Drywall	3 Controls	3
		Masonry	Drywall Taper	Pool Piping	
		Rough Carpentry	Resilient Tile		
		Finish Carpentry	Ceramic Tile	4	Tango's Subtotal
		Millwork	Elevator		Trade's Subtotal
					73
					SITE TOTAL

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
 item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cpa flashing to S elevation of concessions to be commenced
 item 117 - rink puck netting (June 03 - June 24) - Rink 3 nearing completion
 item 118 - score clocks (June 03 - June 17) - Not yet commenced
 item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
 item 177 - sheet flooring (May 03 - May 30) - Vinyl installed in multipurpose rooms, rather than carpet and pattern incorrect in lounge
 item 233 - Roofing (Apr 04 - Apr 29). Cap flashings to be commenced

QAQC

As previously noted and discussed with Ventana
 Lounge & games room moulding for electrical wiring to TV to be installed ahead of painting
 Zamboni access to rink 2, reduced by location of bollard base plate & gate wheel clashing

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Formwork	2	1C - Stripping formwork to staff changeroom & steam room
Glazing	19	1C - Caulking to frames. Install beauty caps. Install glass to NW of fitness studio. Hardware install & adjust to doors
Steelstud	3	1C - Steelstud to staff washroom and bulkhead soffit to fitness studio
Ceramic tile	4	1C - Thicket to unvesral changerooms. Tiling to staff changeroom showers. Layout for floor tiling to staff changeroom
Painting	6	1A - Painting of emergency staircase from concessions 1B - Painting of railings to library loading dock & staircase. Paint touch ups in library
Puck netting	2	1B - Install puck netting to rink 3
AV	3	1B - Wiring of TVs and racks in data room
Plumbing	16	1C - Pipe install to pool equipment room. Pool piping to hot tub bench. 1A & 1B - Pipe insulation
Mechanical	2	1C - Ducting from mechanical room
Electrical	13	1B - Power bar along wall above laptop carosels. Complete conduit & box under time keepers desk 1C - Electrical rough in above ceiling to staff washrooms
Controls	3	1A - HVAC testing and adjustment. 1B - Controls programming of lights

Field Review Report



Project: PCCC
Reporting Date: 2019-07-22
Prepared By: Alun Lewis

Weather: Sunny: **x** Rain: _____ Wind: _____ Temperature: High of: **17**
Cloudy: _____ Snow: _____ Other: _____ Low of: **26**

Tango's Staff: (# on site)		Trade Contractor's			
Superintendents	1	Demolition	13	Waterproofing	Painting
Engineers		Site Work		Scaffolding	Misc. Specialties
Office Staff		Landscaping		Spray Insul/Fire Proof	Cleaners
CSO / First Aid		Paving		Caulking/Firestopping	Plumbing
Carpenters		Concrete Formwork	4	Roofing	Mechanical
Labourers		Rink prep / conc		Doors & Hardware	Refrigeration
Operators		Reinforcing Steel		Windows/Glazing	Sprinklers
		Structural Steel		Exterior Cladding	Electrical
		Metal Decking		SS/Drywall	Controls
		Masonry		Drywall Taper	Pool Piping
		Rough Carpentry		Resilient Tile	
		Finish Carpentry		Ceramic Tile	1
		Millwork		Elevator	
				Tango's Subtotal	
				Trade's Subtotal	97
				SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced
item 118 - score clocks (June 03 - June 17) - Not yet commenced
item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
item 177 - sheet flooring (May 03 - May 30) - Vinyl installed in multipurpose rooms, rather than carpet and pattern incorrect in lounge
Re-vinyl commenced to lounge, in incorrect colour
item 233 - Roofing (Apr 04 - Apr 29). Cap flashings to be commenced

QAQC

As previously noted and discussed with Ventana
Re&re vinyl infill to lounge is incorrect colour. Correct colour is arriving Wednesday
Painting lounge & games room walls grey ahead of TV install
Asked for update on steelstud engineer and approval of TVs in lounge hanging off studs

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	13	2AB - Asbestos abatement from green room CMU W elevation
Formwork	4	1C - Complete formwork and pour hot tub
Glazing	20	1C - Flashings along W elevation of pool. Glass install along W elevation of weights room.
		Frame install along N elevation of fitness area. Slider install to 2nd floor weights / fitness area
Drywall / tapers	9	1C - Install drywall to walls and ceiling of 2nd floor male and female washrooms. Mud bulkhead
		along N elevation of pool. Sanding wall along W elevation of pool
Ceramic tile	1	1C - Tiling to first aid room floor
Painting	5	1B - Touch ups along public corridor
		1C - Touch ups to offices
Plumbing	14	1C - Pipe insulation to boiler room. Pool equipment room piping. Pool gutter & deck drainage
		1ABC - Walk PoCo staff through for training
Mechanical	2	1C - Install HVAC to E wall of pool
Sprinklers	2	1ABC - Walk PoCo staff through for training
Electrical	14	1ABC - Walk PoCo staff through for training
		1C - Electrical works to main entrance reception desk. Complete rough in to male washroom
		Rough in to weights / fitness bulkhead
Scanning	1	1B - Scan 2nd floor library floor ahead of shelving install
Library shelving	6	1B - Commence install of shelves to main floor and move materials to 2nd floor
PoCo shleving	1	1B - Commence building shelves

Field Review Report



Project: PCCC
Reporting Date: 2019-07-29
Prepared By: Alun Lewis

Weather: Sunny: x Rain: _____ Wind: _____ Temperature: High of: **16**
Cloudy: _____ Snow: _____ Other: _____ Low of: **23**

Tango's Staff: (# on site)		Trade Contractor's	
Superintendents	1	Demolition	17
Engineers		Waterproofing	
Office Staff		Scaffolding	
CSO / First Aid		Misc. Specialties	5
Carpenters		Spray Insul/Fire Proof	
Labourers		Caulking/Firestopping	8
Operators		Plumbing	2
		Roofing	
		Concrete Formwork	
		Doors & Hardware	
		Refrigeration	
		Reinforcing Steel	12
		Windows/Glazing	
		Structural Steel	3
		Exterior Cladding	12
		SS/Drywall	6
		Drywall Taper	4
		Controls	
		Pool Piping	
		Masonry	
		Resilient Tile	
		Rough Carpentry	
		Ceramic Tile	2
		Finish Carpentry	
		Elevator	
		Tango's Subtotal	
		Trade's Subtotal	77
		SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced
item 118 - score clocks (June 03 - June 17) - Not yet commenced. Due to commence Aug 6th
item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
item 233 - Roofing (Apr 04 - Apr 29). Cap flashings commenced

QAQC

As previously noted and discussed with Ventana
ALL penetrations from electical install above pool to be sealed, where install was run in metal deck roof trough and drilled through metal deck, from above

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	17	2AB - Asbestos abatement to CMU walls of blue arena. Commence demo of green arena
Glazing	12	1C - Install frames to S elevation of 2nd floor weight room, overlooking pool. Install frame to main floor, separating weight room from corridor. Install frames & glass along N elevation
Cladding	3	1C - Soffit prep and panel install along W elevation
Drywall / tapers	10	1C - Drywall boarding to small multipurpose room. Insulation and boarding to W wall of sports medicine. Vapour barrier and board to NE of sports medicine. Taping walls to sports medicine
		Sanding bulkhead to N elevation of pool. Caulking bulkhead to N elevation of pool
Ceramic tile	2	1C - Floor tile prep to male & female pool changerooms
Painting	5	1C - Painting walls to main floor weight room. Painting ceilings to 2nd floor washrooms. Painting to pool walls and bulkheads
Plumbing	8	1C - Plumbing lines to mech units to 2nd floor mech room. Pool piping to hot tub and pool equipment room
Mechanical	2	1C - Install HVAC ducting to 2nd floor fitness area
Electrical	16	1C - Pulling wire to parkade electrical room & boiler room panels. Pulling wire to 2nd floor elec room. Wiring to main reception desk and racks in secure storage room
Library shelving	6	1B - Seismic anchors to 2nd floor shelving

APPENDIX 4

Certificate of Payment No.31: August 19, 2019

CERTIFICATE OF PAYMENT : No. 31 (Progress Claim 32)



PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	01-Aug-19
		CERTIFICATE DATE:	19-Aug-19

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3	Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5
Attention: Ms. Kristen Dixon	Attention: Mr. Andrew Cameron

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 8,816,338	\$ 125,533,338

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 76,669,808	\$ 74,752,513	\$ 1,917,295	\$ 191,729	\$ 1,725,565
Total Work Completed	\$ 76,669,808	\$ 74,752,513	\$ 1,917,295	\$ 191,729	\$ 1,725,565
Add: Holdback Released	\$ 715,496	(715,496)	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 1,917,295	\$ 191,729	\$ 1,725,565
Plus GST (5.0%) on Net Payable					\$ 86,278
Total Current Payable Amount					\$ 1,811,844
Holdback Retained to Date (incl. this Certificate)					\$ 6,451,485
Total GST Paid to Date (incl. this Certificate)					\$ 3,260,916.12
PROJECT COST TO COMPLETE					\$ 48,863,531

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$1,811,844 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending July 31, 2019. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$191,729. The total holdback retained to date is \$6,451,485 and the total GST paid to date is \$3,260,916 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$48,863,531 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Neil Murray, MRICS Associate Director	Rob Wilson, MRICS, PQS Director

APPENDIX 5

Occupancy Coordination Meetings No.4, 5, 6, 7, & 8 Minutes

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.4
Date: July 2, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lori Bowie, Yvonne Comfort – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC
 Lewis Reilly, Alun Lewis – TMG
Regrets: Rana McLean – PoCo
Distribution: Andrew Cameron – VCC; Kristen Dixon & Robin Wishart - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites - Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action - PoCo to confirm.
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height – check A49's drawings. Stick height for kids required. PoCo to RFI. Action – VCC to advise appropriate height to accommodate all user demographics. VCC to action with A49. Additional rack to be added post Occupancy.
1.4	Temp ref room proposal. Required pre-August 20 th . Coordination required for access to arena storage and privacy into top of partitions. Action - VCC to advise.
1.5	Snooker table lighting. Action – VCC/Nightingale to advise on specification. Approved
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note - Proposal accepted to remove purple border and replace with brown. Action - Walls to be painted grey (draw-downs July 3rd for quick approval).
1.7	VCC to send A49 SI to PoCo to review Phase 1C colour boards.
1.8	Rinks 2 & 3 Zamboni charger. Action - Hardwire or electrical socket? Location? PoCo to confirm.
1.9	Rink 2 Arena storage. Action - PoCo to advise on scope for skate flooring.
1.10	Building Address – Signage locations. Action - Permanent / Temporary? PoCo to confirm.

2.0 Schedule (Refer to attached schedule)

- 2.1 ~~Rinks 2 & 3 slab cool May 27th to June 7th. No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17th. Rink 3 now July 24th.~~
- 2.2 ~~PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th (complete) and Rink 3 July 24th.~~
- 2.3 **Sapphire Video Walls install scheduled for August 12th install in Rink 2 and August 19th install in Rink 3. BMZ to provide engineering if required to carry video wall.**
- 2.4 June 17th for Rink 2 and June 24th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move-in for facility staff. **PoCo request w/c July 8th. PoCo to confirm.**
- 2.5 ~~Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. Note – dry floor lines to be installed post end of winter season.~~
- 2.6 ~~Wilson Centre & Library move – July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th) – Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement. Meeting required.~~
 - **Blue Arena Handover – July 16th**
 - **Green Arena Handover – July 28th**
 - **Rec Admin and Seniors – August 15th**
 - **Library Handover – August 15th**

Note – VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. To be coordinated.
- 2.7 ~~Staff tour required. June 17th AM.~~
- 2.8 ~~June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.~~
- 2.9 ~~IT – Internal coordination with Robin. Lewis/Lori to set up.~~
- 2.10 Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. **Available for soft move-in June 17th. Formal handover required. Events storage move – July 3rd and refrigeration move to Rink 2 Zamboni – July 3rd.**
- 2.11 Elevator inspections June 7th. Revised to June 10th. Conditional approval. Deficiencies to be closed out before formal handover. Library elevator inspection set for June 19th. **Note - Complete and deficiency free. VCC to coordinate handover to PoCo.**
- 2.12 ~~Tyco – End of May on site. Install commenced.~~
- 2.13 Note - 3 entrances - south, main and rink access/egress.

- 2.14 Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. Action – VCC to advise to areas to be handed over. Tentatively w/c June 24th. Storage areas to be handed over in advance to allow the Owner to move out of that area. **Note - Scheduled for July 2nd for one day to complete.**
- 2.15 Note - Offsites – Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water. Scheduled to be complete by June 21st. **Note – Complete. Action – VCC to send final HUB report to PoCo.**
- 2.16 Note - Kitchen: Fridge and Freezer to be fired up w/c June 10th. Both are operational. **Note – Training to be set up post Occupancy.**
- 2.17 Handover procedures to be developed by VCC. Storage Rooms 1A101, 1A104, 1A105, 1B107, 1B109, 1B110 & 1A216 have been inspected. A49 and consultants to inspect and handover. Key handover by VCC. PoCo to provide insurance. Tango to provide comments from walk through. **Note – review complete.**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. **Action – VCC to provide update landscape drawings and updated specification to FTP site.**
- ~~3.2 Building Inspector and Fire Chief invited to inspect site well in advance.~~
- 3.3 Structural Schedules required for Occupancy Application - PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. Action – PoCo/TMG to advise on timing. Additional BMZ schedules for additional structural steel work for video walls prior to Occupancy? VCC to check with Building Inspector. **Note – Video wall schedule not required for Occupancy as considered an Owner improvement.**
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? **Action – VCC to advise, prepare layout for separation and coordinate with the Building Department.**

4.0 Operating Permits

- ~~4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Tentatively August 6th.**
- 4.3 Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. **Action – PoCo to obtain OP.**
- 4.4 Elevator Permits – PoCo starting communications with TSBC. **Action – PoCo to obtain OP.**
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. **Action – PoCo to obtain OP.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. **Note - Manuals issued when ready. Action – VCC to advise.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. **Action - VCC to advise**
- ~~5.3 Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required. Complete~~
- 5.4 Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff. Two sessions are complete. **Further training to be provided during the production of test ice. – w/c July 8th? Action- PoCo to confirm.**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. **Note – PJS not to install in Games Room and Lounge until painting is complete.**
- 6.2 Sapphire – Video Walls
- 6.3 JM&Co – Library Shelving
- 6.4 Staples/Global – Furniture Action – PoCo to advise on delivery dates.
- 6.5 ~~Install schedule to be developed by PoCo based on access dates from VCC. See above. See attached~~
- 6.6 City supplied washroom accessories. PoCo to provide. VCC to install. Action – PoCo to deliver to site on June 30th Rana to expedite. FHA requirement in kitchen and concessions. **Action – URGENT. PoCo to confirm ASAP.**

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. **Action - Deficiencies to be closed out for coordinated handover.**

8.0 AOB

- 8.1 TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. Complete. **Action – VCC to send through SD's once available this week.**
- ~~8.2 TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics. Complete~~
- 8.3 VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork. Artwork to be removed pre-demo by August 18th. **Note – Artwork to be removed by July 31st.**

- ~~8.4 A49/VCC to provide more information of window protections for migratory birds.~~
- 8.5 Note - Lewis Reilly to be the main point of contact for all coordination leading up to Occupancy. Relevant staff can be cc'd in.
- ~~8.6 TMG to send VCC copy of Fortis rebate form for mechanical equipment specs. Complete.~~
- ~~8.7 VCC to provide shelving vendor spec to PoCo/TMG for storage shelving. Complete.~~
- 8.8 *Note - Wayfinding Signage. PoCo procuring separately.***
- 8.9 *RFI 143 Urgent. AV install. Action – VCC to respond.***

NEXT MEETING: July 9, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within five (5) days of distribution

Recorded by: Lewis Reilly – Tango Management

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.5
Date: July 9, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lori Bowie, – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC
 Lewis Reilly (Chair), Alun Lewis – TMG
Regrets: Rana McLean, Yvonne Comfort – PoCo
Distribution: Andrew Cameron – VCC; Kristen Dixon & Robin Wishart - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites – Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action – PoCo to confirm. Complete
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height – check A49's drawings. Stick height for kids required. PoCo to RFI. Action – VCC to advise appropriate height to accommodate all user demographics. VCC to action with A49. Additional rack to be added post Occupancy.
1.4	Temp ref room proposal. Required pre-August 20 th . Coordination required for access to arena storage and privacy into top of partitions. Action - VCC to advise.
1.5	Snooker table lighting. Action – VCC/Nightingale to advise on specification. Approved
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note - Proposal accepted to remove purple border and replace with brown. Action - Walls to be painted grey (draw-downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy on deficient work is complete.
1.7	VCC to send A49 SI to PoCo to review Phase 1C colour boards. Complete.
1.8	Rink 3 Zamboni charger. Action - Hardwire or electrical socket? Location? Action - PoCo to confirm.
1.9	Rink 3 Arena storage. Action - PoCo to advise on scope for skate flooring for PCN.
1.10	Building Address – Signage locations. Action – Permanent / Temporary? PoCo to confirm.
1.11	VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm.

2.0 Schedule (Refer to attached schedule)

- 2.1 ~~Rinks 2 & 3 slab cool May 27th to June 7th. No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17th. Rink 3 now July 24th.~~
- 2.2 ~~PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th (complete) and Rink 3 July 24th.~~
- 2.3 Sapphire Video Walls install scheduled for August 12th install in Rink 2 and August 19th install in Rink 3. BMZ to provide engineering if required to carry video wall. **NOTE – VCC confirmed no risk to install. Action – BMZ to advise.**
- 2.4 June 17th for Rink 2 and June 24th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move-in for facility staff. **PoCo request w/c July 8th. PoCo to confirm.**
- 2.5 ~~Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. Note – dry floor lines to be installed post end of winter season.~~
- 2.6 ~~Wilson Centre & Library move – July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign-off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th) – Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement. Meeting required.~~
- Blue Arena Handover – July 16th
 - Green Arena Handover – July 28th
 - Rec Admin and Seniors Handover – August 26th
 - Library Handover – August 26th
- VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. **Action - VCC to coordinate post Occupancy.**
- 2.7 ~~Staff tour required. June 17th AM.~~
- 2.8 ~~June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.~~
- 2.9 ~~IT - Internal coordination with Robin. Lewis/Lori to set up.~~
- 2.10 ~~Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. Available for soft move in June 17th. Formal handover required. Events storage move – July 3rd and refrigeration move to Rink 2 Zamboni – July 3rd.~~
- 2.11 Elevator inspections June 7th. Revised to June 10th. Conditional approval. Deficiencies to be closed out before formal handover. Library elevator inspection set for June 19th. Note - Complete and deficiency free. **Action - VCC to coordinate handover to PoCo and provide contact info for Richmond Elevators for Service Contract.**
- 2.12 ~~Tyco – End of May on site. Install commenced.~~
- 2.13 Note - 3 entrances - south, main and rink access/egress.

- 2.14 ~~Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. Action – VCC to advise to areas to be handed over. Tentatively w/c June 24th. Storage areas to be handed over in advance to allow the Owner to move out of that area. Note – Scheduled for July 2nd for one day to complete.~~
- 2.15 ~~Note – Offsites – Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water. Scheduled to be complete by June 21st. Note – Complete. Action – VCC to send final HUB report to PoCo.~~
- 2.16 Kitchen: Fridge and Freezer to be fired up w/c June 10th. Both are operational. **Note – Training to be set up post Occupancy w/c August 12th.**
- 2.17 ~~Handover procedures to be developed by VCC. Storage Rooms 1A101, 1A104, 1A105, 1B107, 1B109, 1B110 & 1A216 have been inspected. A49 and consultants to inspect and handover. Key handover by VCC. PoCo to provide insurance. Tango to provide comments from walk through. Note – review complete.~~

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. **Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th.**
- 3.2 ~~Building Inspector and Fire Chief invited to inspect site well in advance.~~
- 3.3 ~~Structural Schedules required for Occupancy Application – PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. Action – PoCo/TMG to advise on timing. Additional BMZ schedules for additional structural steel work for video walls prior to Occupancy? VCC to check with Building Inspector. Note – Video wall schedule not required for Occupancy as considered an Owner improvement.~~
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? **Action – VCC to advise, prepare layout for separation and coordinate with the Building Department.**

4.0 Operating Permits

- 4.1 ~~PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Tentatively August 6th.**
- 4.3 ~~Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~
- 4.4 ~~Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. **Action – PoCo to obtain OP.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. **Note - Manuals issued when ready. Action – VCC to advise.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. **Action - VCC to advise**
- ~~5.3 Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required. Complete~~
- 5.4 Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff. Two sessions are complete. **Further training to be provided during the production of test ice. – w/c July 8th? Action- PoCo to confirm post VCC cleaning of rink slab.**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm. Delivered to Rink 3 Zamboni Room.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. **Note – PJS not to install in Games Room and Lounge until painting is complete and Library until steel stud fixing detail is approved.**
- 6.2 Sapphire – Video Walls
- 6.3 JM&Co – Library Shelving
- 6.4 Staples/Global – Furniture
- ~~6.5 Install schedule to be developed by PoCo based on access dates from VCC. See above. See attached~~
- 6.6 City supplied washroom accessories. PoCo to provide. VCC to install. Action – PoCo to deliver to site on June 30th Rana to expedite. FHA requirement in kitchen and concessions. **Action – URGENT. PoCo to confirm ASAP.**

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. **Action - Deficiencies to be closed out for coordinated handover post Occupancy.**

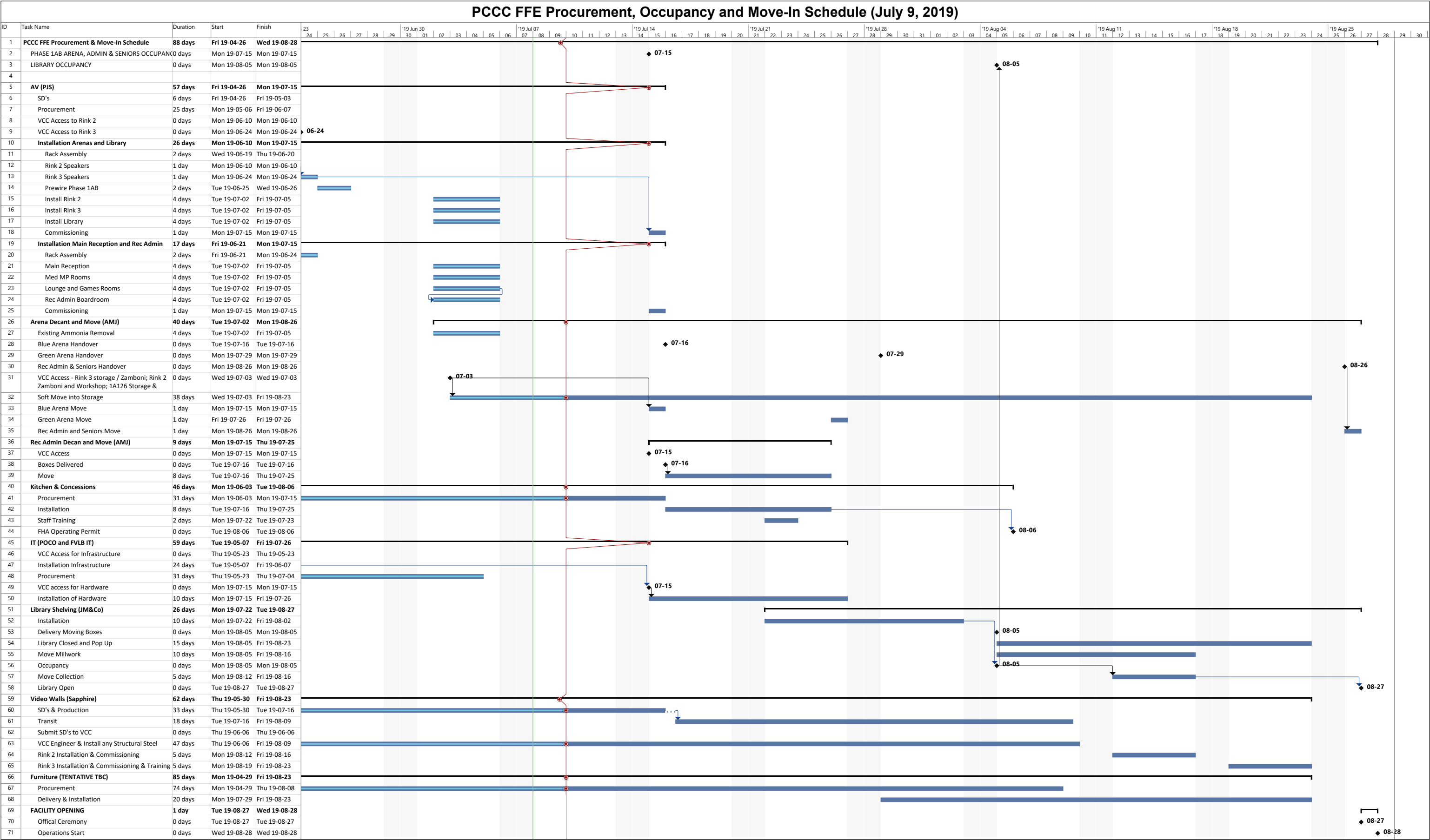
8.0 AOB

- 8.1 ~~TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. Complete. Action – VCC to send through SD’s once available this week. VCC confirmed this is part of A49’s submission to PoCo.~~
- 8.2 ~~TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics. Complete~~
- 8.3 ~~VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork. Artwork to be removed pre-demo by August 18th. Note – Artwork to be removed by July 31st.~~
- 8.4 ~~A49/VCC to provide more information of window protections for migratory birds.~~
- 8.5 Note - Lewis Reilly to be the main point of contact for all coordination leading up to Occupancy. Relevant staff can be cc’d in.
- 8.6 ~~TMG to send VCC copy of Fortis rebate form for mechanical equipment specs. Complete.~~
- 8.7 ~~VCC to provide shelving vendor spec to PoCo/TMG for storage shelving. Complete.~~
- 8.8 Note - Wayfinding Signage. PoCo procuring separately.
- 8.9 RFI 143 Urgent. AV install. Action – VCC to respond.
- 8.10 Weekly Meetings to continue post Occupancy towards Operations in late August. Changed back to Owner’s Meeting. Tango to chair and prepare minutes.
- 8.11 Abatement and Demo Permit Application made by VCC on July 4th. PoCo provided full list of deliverables to VCC on July 8th to ensure compliance.

NEXT MEETING: July 16, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within five (5) days of distribution

Recorded by: Lewis Reilly – Tango Management



Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.6
Date: July 16, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lori Bowie, Rana McClean, Yvonne Comfort, Robin Wishart, Herb Cruz – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC
 Kim Constable - FVLB
 Lewis Reilly (Chair) – TMG
Regrets: Alun Lewis - TMG
Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites – Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action – PoCo to confirm. Complete
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height – check A49's drawings. Stick height for kids required. PoCo to RFI. Action – VCC to advise appropriate height to accommodate all user demographics. VCC to action with A49. Additional rack to be added post Occupancy.
1.4	Temp ref room proposal. Required pre-August 20 th . Coordination required for access to arena storage and privacy into top of partitions. Action - VCC to advise. Coordination ongoing. VCC confirmed no risk to August 20th completion date.
1.5	Snooker table lighting. Action – VCC/Nightingale to advise on specification. Approved
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note - Proposal accepted to remove purple border and replace with brown. Action - Walls to be painted grey (draw-downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy once deficient work is complete.
1.7	VCC to send A49 SI to PoCo to review Phase 1C colour boards. Complete.
1.8	Rink 3 Zamboni charger. Action - Hardwire or electrical socket? Location? Action - PoCo to confirm scope with VCC.
1.9	Rink 3 Arena storage. Action - PoCo to advise on scope for skate flooring for PCN, post shelving install.

- 1.10 ~~Building Address—Signage locations. Action—Permanent / Temporary? PoCo to confirm.~~
- 1.11 VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. **Action – VCC to respond to PoCo’s questions (July 10th email from Kristen Dixon)**
- 1.12 PoCo has a concern with the design of the glazed handrail system and compliance to BCBC 2012. Third party code review required to ensure compliance to code. **Action – VCC to advise. Note – Public Occupancy will not be granted until complete.**
- 1.13 Library Study Carrels: Accessibility – **Action - VCC to advise if study carrels meet accessibility design as per BCB 2012.**

2.0 Schedule

- 2.1 ~~Rinks 2 & 3 slab cool May 27th to June 7th. No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17th. Rink 3 now July 24th.~~
- 2.2 ~~PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th (complete) and Rink 3 July 24th.~~
- 2.3 Sapphire Video Walls install scheduled for August 12th install in Rink 2 and August 19th install in Rink 3. BMZ to provide engineering if required to carry video wall. **NOTE – VCC confirmed no risk to install. Action – VCC to advise. (Post Meeting Note – Sapphire can commence install on August 1st, pending completion of engineering for Rink 2)**
- 2.4 ~~June 17th for Rink 2 and June 24th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move in for facility staff. PoCo request w/c July 8th. PoCo to confirm.~~
- 2.5 ~~Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. Note – dry floor lines to be installed post end of winter season.~~
- 2.6 ~~Wilson Centre & Library move—July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th)—Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement. Meeting required.~~
- ~~▪ Blue Arena Handover—July 16th~~
 - Mabbet Room – July 25th
 - Green Arena Handover – July 28th
 - Rec Admin and Seniors Handover – August 26th
 - Library Handover – August 26th
- 2.7 PoCo Fibre running along the green area wall. **Action - VCC and PoCo IT to inspect to understand if there are any conflicts with abatement and demolition.**
- 2.8 VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. **Action - VCC to coordinate post Occupancy. Note – Full building clean still required. 48 hours needed to clean the building. Scheduled for 1 week pre opening.**

- 2.9 — Staff tour required. June 17th AM.
- 2.10 — June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.
- 2.11 — IT - Internal coordination with Robin. Lewis/Lori to set up.
- 2.12 — Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. Available for soft move in June 17th. Formal handover required. Events storage move — July 3rd and refrigeration move to Rink 2 Zamboni — July 3rd.
- 2.13 — Elevator inspections June 7th. Revised to June 10th. Conditional approval. Deficiencies to be closed out before formal handover. Library elevator inspection set for June 19th. Note - Complete and deficiency free. **Action - VCC to coordinate handover to PoCo and provide contact info for Richmond Elevators for Service Contract.**
- 2.14 — Tyco — End of May on site. Install commenced.
- 2.15 — Note - 3 entrances - south, main and rink access/egress. **Note – VCC managing and securing perimeter access until fully handed over and controlled by PoCo.**
- 2.16 — Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. Action — VCC to advise to areas to be handed over. Tentatively w/c June 24th. Storage areas to be handed over in advance to allow the Owner to move out of that area. Note — Scheduled for July 2nd for one day to complete.
- 2.17 — Note - Offsites — Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water. Scheduled to be complete by June 21st. Note — Complete. Action — VCC to send final HUB report to PoCo.
- 2.18 — Kitchen: Fridge and Freezer to be fired up w/c June 10th. Both are operational. **Note – Training to be set up post Occupancy w/c August 12th. Action – VCC to confirm.**
- 2.19 — Handover procedures to be developed by VCC. Storage Rooms 1A101, 1A104, 1A105, 1B107, 1B109, 1B110 & 1A216 have been inspected. A49 and consultants to inspect and handover. Key handover by VCC. PoCo to provide insurance. Tango to provide comments from walk through. Note — review complete.
- 2.20 — Keys. VCC to handover keys to PoCo to ensure they are securing stored. Note - Formal acceptance will form part of the handover of areas post deficiency walk through and inspection. **Action – Card reader training and handover to be provided by VCC**
- 2.21 — Library Phones — New phones to we switched to new library on August 23rd. **Action – Robin Wishart to communicate direct with Telus and coordinate with FVLB IT department.**

3.0 Occupancy Permits

- 3.1 — A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th. **Action – VCC to obtain a 3rd party code review of glazed handrails to satisfy the requirements for Public Occupancy.**

- 3.2 ~~Building Inspector and Fire Chief invited to inspect site well in advance.~~
- 3.3 ~~Structural Schedules required for Occupancy Application – PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. Action – PoCo/TMG to advise on timing. Additional BMZ schedules for additional structural steel work for video walls prior to Occupancy? VCC to check with Building Inspector. Note – Video wall schedule not required for Occupancy as considered an Owner improvement.~~
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. **Action – VCC to provide by the end of July.**

4.0 Operating Permits

- 4.1 ~~PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Tentatively August 6th.**
- 4.3 ~~Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~
- 4.4 ~~Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. **Action – PoCo to obtain OP. Automatic transfer post training.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. Two hard copies to be provided. **Note - Manuals issued when ready. Action – VCC to advise.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. Off site scope included. **Action – VCC confirmed that these will be provided by July end.**
- 5.3 ~~Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required. Complete~~
- 5.4 Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff. Two sessions are complete. Further training to be provided during the production of test ice. – w/c July 8th? Action- PoCo to confirm post VCC cleaning of rink slab. Note – Training requires 1 weeks notice for PoCo staff. Issues with maintain se points for refrigeration. Final clean required. **Action – VCC to confirm training dates with CIMCO and advise PoCo. Tentatively set for July 24th.**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm. Delivered to Rink 3 Zamboni Room.**

6.0 FFE Awards	
6.1	PJS - AV and Sound. Note – PJS not to install in Games Room and Lounge until painting is complete and Library until steel stud fixing detail is approved.
6.2	Sapphire – Video Walls
6.3	JM&Co – Library Shelving
6.4	Staples/Global – Furniture
6.5	Install schedule to be developed by PoCo based on access dates from VCC. See above. See attached
6.6	City supplied washroom accessories. PoCo to provide. VCC to install. Action – PoCo to deliver to site on June 30 th Rana to expedite. FHA requirement in kitchen and concessions. First delivery supplies. Action – PoCo to advise on delivery date of final delivery.
7.0 Deficiencies	
7.1	Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection.
8.0 AOB	
8.1	TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. Complete. Action – VCC to send through SD's once available this week. VCC confirmed this is part of A49's submission to PoCo.
8.2	TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics. Complete
8.3	VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork. Artwork to be removed pre-demo by August 18th. Note – Artwork to be removed by July 31st.
8.4	A49/VCC to provide more information of window protections for migratory birds.
8.5	Note - Lewis Reilly to be the main point of contact for all coordination leading up to Occupancy. Relevant staff can be cc'd in.
8.6	TMG to send VCC copy of Fortis rebate form for mechanical equipment specs. Complete.
8.7	VCC to provide shelving vendor spec to PoCo/TMG for storage shelving. Complete.
8.8	Note - Wayfinding Signage. PoCo procuring separately.
8.9	RFI 143 Urgent. AV install. Action – VCC to respond.
8.10	Weekly Meetings to continue post Occupancy towards Operations in late August. Changed back to Owner's Meeting. Tango to chair and prepare minutes.

- 8.11 ~~Abatement and Demo Permit Application made by VCC on July 4th. PoCo provided full list of deliverables to VCC on July 8th to ensure compliance.~~
- 8.12 Council Tour – set for July 22nd
City Staff Tour – set for July 25th
Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1 year warranty dates to be agreed and started post the completion of select training and handover of areas.

NEXT MEETING: July 30, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting.
Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.7
Date: July 23, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lewis Reilly (Chair), Alun Lewis – TMG
 Lori Bowie– PoCo
 Joseph Lenz, Tallon O’Neil – VCC

Regrets: Alun Lewis – TMG
 Jerry Brouwer - VCC
 Rana McClean, Yvonne Comfort, Robin Wishart, Herb Cruz – PoCo
 Kim Constable - FVLB

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.1	Offsites – Design review. TF Plaza. Roadworks finish and street lighting. Jesse @ HUB to confirm with VCC and advise. Time sensitive. Priority. PoCo to confirm timeline. VCC sent proposed timelines to PoCo. Action – PoCo to confirm. Complete
1.2	Change Room glove and helmet shelving. PoCo to advise. PoCo to install post Occupancy
1.3	Stick rack height – check A49's drawings. Stick height for kids required. PoCo to RFI. Action – VCC to advise appropriate height to accommodate all user demographics. VCC to action with A49. Additional rack to be added post Occupancy.
1.4	Temp ref room proposal. Required pre-August 20 th . Coordination required for access to arena storage and privacy into top of partitions. Action - VCC to advise. Coordination ongoing. VCC confirmed no risk to August 20th completion date.
1.5	Snooker table lighting. Action – VCC/Nightingale to advise on specification. Approved
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note - Proposal accepted to remove purple border and replace with brown. Action - Walls to be painted grey (draw-downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy once deficient work is complete.
1.7	VCC to send A49 SI to PoCo to review Phase 1C colour boards. Complete.

- 1.8 Rink 3 Zamboni charger. Action – Hardwire or electrical socket? Location? Action – PoCo to confirm scope with VCC.
- 1.9 Rink 3 Arena storage. **Action - PoCo to advise on scope for skate flooring for PCN, post shelving install. PoCo to hire Cascadia direct not through VCC.**
- 1.10 Building Address – Signage locations. Action – Permanent / Temporary? PoCo to confirm.
- 1.11 VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. **Action – VCC to respond to PoCo's questions (July 10th email from Kristen Dixon)**
- 1.12 PoCo has a concern with the design of the glazed handrail system and compliance to BCBC 2012. Third party code review required to ensure compliance to code. Action – VCC to advise. Note – Public Occupancy will not be granted until complete.
- 1.13 Library Study Carrels: Accessibility – Action – VCC to advise if study carrels meet accessibility design as per BCB-2012.

2.0 Schedule

- 2.1 Rinks 2 & 3 slab cool May 27th to June 7th. No access to rinks. Sandy to be involved in the process. VCC to coordinate. Rink 2 complete. Rink 3 scheduled to be complete on July 17th. Rink 3 now July 24th.
- 2.2 PJS to commence install on June 10th. Materials to be delivered and be painted a week in advance. PoCo to coordinate with VCC. Materials delivered to site. VCC to paint. PSJ to install in Rink 2 on July 10th (complete) and Rink 3 July 24th.
- 2.3 Sapphire Video Walls install scheduled for August 12th install in Rink 2 and August 19th install in Rink 3. BMZ to provide engineering if required to carry video wall. NOTE – VCC confirmed no risk to install. Action – VCC to advise. (Post Meeting Note – Sapphire can commence install on August 1st, pending completion of engineering for Rink 2). **Action - VCC to coordinate AI steel drawings with Sapphire.**
- 2.4 June 17th for Rink 2 and June 24th for Rink 3 for PoCo to potentially build their test sheets if they choose. Soft move in for facility staff. PoCo request w/c July 8th. PoCo to confirm.
- 2.5 Rinks 2 & 3: June 15th for lines. Rana to be involved. Followed by FFE install. Note – dry floor lines to be installed post end of winter season.
- 2.6 Wilson Centre & Library move – July 2nd to July 15th. Existing buildings to be fully vacated by July 30th for demo (or earlier). Library move in dictated by supply and install of shelving and Occupancy dictated by seismic anchor sign off. Occupancy scheduled for August 12th. Post meeting note (L.Reilly/J.Lenz June 5th) – Full handover of the arenas on or around August 12th as this is dictated by delivery of critical FFE items required to operate fully. Partial handover of the arenas to be coordinated prior for abatement. Meeting required.
- Blue Arena Handover – July 16th
 - Mabbet Room – July 25th
 - Green Arena Handover – July 28th
 - Rec Admin and Seniors Handover – August 26th
 - Library Handover – August 26th

- 2.7 PoCo Fibre running along the green area wall. Action - VCC and PoCo IT to inspect to understand if there are any conflicts with abatement and demolition. **Action – VCC to confirm post meeting that this has happened. What happens to infrastructure service between July 28th and August 29th?**
- 2.8 VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. Action - VCC to coordinate post Occupancy. Note – Full building clean still required. 48 hours needed to clean the building. Scheduled for 1 week pre opening. **Note – Handovers ongoing. Building to be deficiency free by August 9th.**
- ~~2.9 Staff tour required. June 17th AM.~~
- ~~2.10 June 30th: Availability for Library and Division 9 including kitchen. Furniture after June 30th.~~
- ~~2.11 IT Internal coordination with Robin. Lewis/Lori to set up.~~
- ~~2.12 Arena and events storage. Operational Fire alarm and sprinkler required. Tentatively the last 2 weeks of June. Available for soft move in June 17th. Formal handover required. Events storage move – July 3rd and refrigeration move to Rink 2 Zamboni – July 3rd.~~
- ~~2.13 Elevator inspections June 7th. Revised to June 10th. Conditional approval. Deficiencies to be closed out before formal handover. Library elevator inspection set for June 19th. Note – Complete and deficiency free. Action – VCC to coordinate handover to PoCo and provide contact info for Richmond Elevators for Service Contract.~~
- ~~2.14 Tyco – End of May on site. Install commenced.~~
- 2.15 Note - 3 entrances - south, main and rink access/egress. **Note – VCC managing and securing perimeter access until fully handed over and controlled by PoCo.**
- ~~2.16 Ammonia Refrigeration decommissioning. Tentatively part of the abatement. Prefer to remove earlier under a separate program. VCC to advise to timing. Action – VCC to advise to areas to be handed over. Tentatively w/c June 24th. Storage areas to be handed over in advance to allow the Owner to move out of that area. Note – Scheduled for July 2nd for one day to complete.~~
- ~~2.17 Note – Offsites – Water works on Kelly to be complete within the next 2 weeks. 2 hours of no water. Scheduled to be complete by June 21st. Note – Complete. Action – VCC to send final HUB report to PoCo.~~
- 2.18 Kitchen: Fridge and Freezer to be fired up w/c June 10th. Both are operational. **Note – Training to be set up post Occupancy w/c August 12th. Action – VCC to confirm.**
- ~~2.19 Handover procedures to be developed by VCC. Storage Rooms 1A101, 1A104, 1A105, 1B107, 1B109, 1B110 & 1A216 have been inspected. A49 and consultants to inspect and handover. Key handover by VCC. PoCo to provide insurance. Tango to provide comments from walk through. Note – review complete.~~
- 2.20 Keys. VCC to handover keys to PoCo to ensure they are securing stored. Note - Formal acceptance will form part of the handover of areas post deficiency walk through and inspection. **Action – Card reader training and handover to be provided by VCC**

~~2.21 Library Phones – New phones to we switched to new library on August 23rd. Action – Robin Wishart to communicate direct with Telus and coordinate with FVLB IT department.~~

3.0 Occupancy Permits

3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th. **Action – VCC to obtain a 3rd party code review of glazed handrails to satisfy the requirements for Public Occupancy.**

~~3.2 Building Inspector and Fire Chief invited to inspect site well in advance.~~

~~3.3 Structural Schedules required for Occupancy Application – PJS and Sapphire, Library shelving (seismic anchors). PoCo to provide. Action – PoCo/TMG to advise on timing. Additional BMZ schedules for additional structural steel work for video walls prior to Occupancy? VCC to check with Building Inspector. Note – Video wall schedule not required for Occupancy as considered an Owner improvement.~~

3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. **Action – VCC to provide by the end of July.**

4.0 Operating Permits

~~4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~

4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Tentatively August 6th.**

~~4.3 Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~

~~4.4 Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~

4.5 Refrigeration Permit - PoCo starting communications with TSBC. **Action – PoCo to obtain OP. Automatic transfer post training on July 24th.**

5.0 Training / O&M

5.1 Manuals issued via FTP. Two hard copies to be provided. Note - Manuals issued when ready. Action – VCC to advise. **Action - A49 reviewing. To be provided by July end.**

5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. Off site scope included. **Action – VCC confirmed that these will be provided by July end, possibly early August.**

~~5.3 Staff training and orientation. Rana/Sandy/Bob/Lori. H&S Orientation Required. Complete~~

- 5.4 Refrigeration – CIMO to provide formal orientation and training to Rana, so she can coordinate with staff. Two sessions are complete. Further training to be provided during the production of test ice. – w/c July 8th? Action- PoCo to confirm post VCC cleaning of rink slab. Note – Training requires 1 weeks notice for PoCo staff. Issues with maintain se points for refrigeration. Final clean required. Action – VCC to confirm training dates with CIMCO and advise PoCo. Tentatively set for July 24th.
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm. To be delivered to Rink 3 Zamboni Room on July 26th.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. Note – PJS not to install in Games Room and Lounge until painting is complete and Library until steel stud fixing detail is approved. July 25th and 26th install.
- 6.2 Sapphire – Video Walls – August 1st install start
- 6.3 JM&Co – Library Shelving – July 22nd install start
- 6.4 Staples/Global – Furniture – August 14th install start
- ~~6.5 Install schedule to be developed by PoCo based on access dates from VCC. See above. See attached~~
- ~~6.6 City supplied washroom accessories. PoCo to provide. VCC to install. Action – PoCo to deliver to site on June 30th Rana to expedite. FHA requirement in kitchen and concessions. First delivery supplies. Action – PoCo to advise on delivery date of final delivery.~~

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection. **Note - Building to be deficiency free by August 9th.**

8.0 AOB

- ~~8.1 TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. Complete. Action – VCC to send through SD's once available this week. VCC confirmed this is part of A49's submission to PoCo.~~
- ~~8.2 TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (small multipurpose) / Aquatics. Complete~~
- ~~8.3 VCC to confirm if there is any hazmat in the existing wall assembly behind lobby Artwork. Artwork to be removed pre-demo by August 18th. Note – Artwork to be removed by July 31st.~~
- ~~8.4 A49/VCC to provide more information of window protections for migratory birds.~~
- ~~8.5 Note - Lewis Reilly to be the main point of contact for all coordination leading up to Occupancy. Relevant staff can be cc'd in.~~

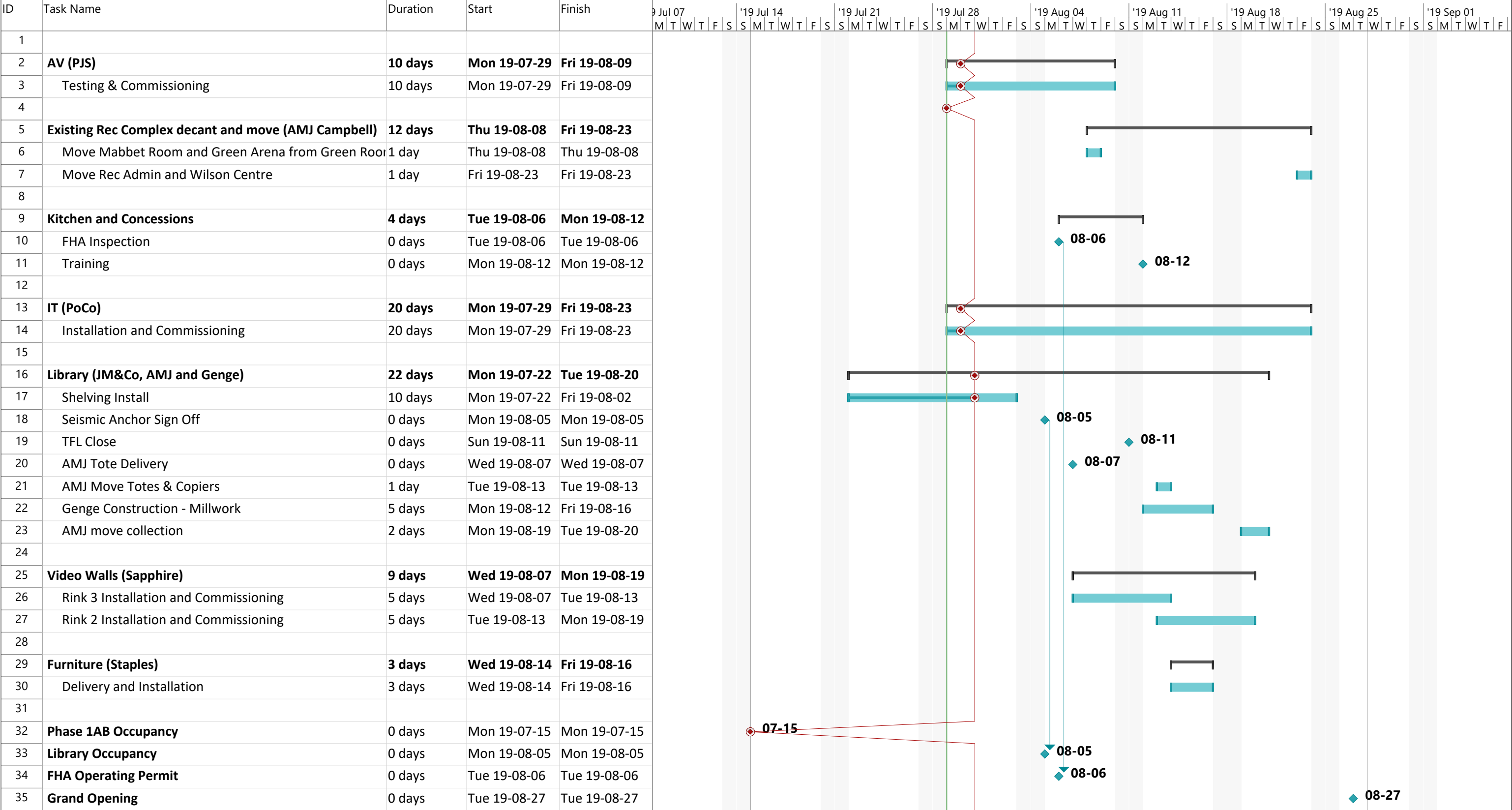
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- ~~8.6 TMG to send VCC copy of Fortis rebate form for mechanical equipment specs. Complete.~~
- ~~8.7 VCC to provide shelving vendor spec to PoCo/TMG for storage shelving. Complete.~~
- ~~8.8 Note – Wayfinding Signage. PoCo procuring separately.~~
- 8.9 RFI 143 Urgent. AV install. **Action – VCC to respond.**
- 8.10 Weekly Meetings to continue post Occupancy towards Operations in late August. Changed back to Owner’s Meeting. Tango to chair and prepare minutes.
- ~~8.11 Abatement and Demo Permit Application made by VCC on July 4th. PoCo provided full list of deliverables to VCC on July 8th to ensure compliance.~~
- 8.12 Council Tour – set for July 22nd
City Staff Tour – set for July 25th
Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1 year warranty dates to be agreed and started post the completion of select training and handover of areas.
- 8.14 VCC to provide fencing to block access to Wilson parking lot.
- 8.15 Games Room – snooker lighting to be installed.
- 8.16 Joseph Lenz vacation – August 14th to early September.
- 8.17 Lewis Reilly vacation - August 1st and 2nd, August 12th to 16th, and August 26th to 28th.
- 8.18 Security – VCC managing external security of the building until handed over and controlled by PoCo.

NEXT MEETING: July 30, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

PCCC Occupancy Schedule - Update July 30, 2019



Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.8
Date: July 30, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lewis Reilly (Chair), Alun Lewis – TMG
 Lori Bowie– PoCo
 Joseph Lenz, Tallon O’Neil – VCC

Regrets: Jerry Brouwer - VCC
 Rana McClean, Yvonne Comfort, Robin Wishart, Herb Cruz – PoCo
 Kim Constable - FVLB

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.4	Temp ref room proposal. Required pre-August 20 th . Coordination required for access to arena storage and privacy into top of partitions. Action - VCC to advise. Coordination ongoing. VCC confirmed no risk to August 20 th completion date. PoCo to respond to options provided ASAP.
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note – Proposal accepted to remove purple border and replace with brown. Action – Walls to be painted grey (draw-downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy once deficient work is complete. Conditional handover complete.
1.11	VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. Action – VCC to respond to PoCo’s questions (July 10th email from Kristen Dixon)
1.12	Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Action – VCC to coordinate.

2.0 Schedule

- 2.3 Sapphire Video Walls install scheduled for August 8th install in Rink 3 and August 13th install in Rink 2. BMZ to provide engineering if required to carry video wall. NOTE – VCC confirmed no risk to install. Action – VCC to advise. (Post Meeting Note – Sapphire can commence install on August 1st, pending completion of engineering for Rink 2). **Action - VCC to coordinate AI steel drawings with Sapphire.**
- ~~Blue Arena Handover – July 16th~~
 - ~~Mabbet Room – July 25th~~
 - ~~Green Arena Handover – July 28th~~
 - Rec Admin and Seniors Handover – August 26th
 - Library Handover – August 26th
- Discussions around the possible handover of the Billiards Room, Wilson Hall and the Blue Arena Corridor earlier than August 26th. **Action – VCC to propose safe access routes. If acceptable to the Building Department then PoCo to advise if programming can be stopped in those areas.**
- 2.7 PoCo Fibre running along the green area wall. Action - VCC and PoCo IT to inspect to understand if there are any conflicts with abatement and demolition. Action – VCC to confirm post meeting that this has happened. What happens to infrastructure service between July 28th and August 29th? **VCC confirmed no current issue with coordination.**
- 2.8 VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. Action - VCC to coordinate post Occupancy. Note – Full building clean still required. 48 hours needed to clean the building. Scheduled for 1 week pre opening. Note – Handovers ongoing. **Building to be deficiency free by August 9th.**
- 2.15 Note - 3 entrances - south, main and rink access/egress. Note – VCC managing and securing perimeter access until fully handed over and controlled by PoCo. **Note – All external locks have been changed with exception of east door to rink 2. Used for construction access to the building.**
- 2.18 Kitchen/Concessions: Fridge and Freezer to be fired up w/c June 10th. Both are operational. Note – Training to be set up post Occupancy w/c August 12th. **Action – VCC to confirm. Action – VCC to set up on August 12th for 10am to 2pm.**
- 2.19 2.20 Keys. VCC to handover keys to PoCo to ensure they are securing stored. Note - Formal acceptance will form part of the handover of areas post deficiency walk through and inspection. Action – Card reader training and handover to be provided by VCC. **Note – Tyco/CHUB/VCC/PoCo security meeting required to finalize.**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th. **Action – VCC to obtain a 3rd party code review of glazed handrails to satisfy the requirements for Public Occupancy.**
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. **Action – VCC to provide by the end of July.**

4.0 Operating Permits

- ~~4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Tentatively August 14th.**
- ~~4.3 Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~
- ~~4.4 Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. Action – PoCo to obtain OP. Automatic transfer post training on July 24th. **Training Complete. CIMCO to finalize TSBC inspection and sign off before handover to PoCo.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. Two hard copies to be provided. Note - Manuals issued when ready. Action – VCC to advise. Action - A49 reviewing. To be provided by July end. **Now first week of August for O&M.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. Off site scope included. Action – VCC confirmed that these will be provided by July end, possibly early August. **Now mid August for AB's and Spec**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm. To be delivered to Rink 3 Zamboni Room on July 26th. Now August 3rd.**
- 5.6 **Action - Rana to email Joseph a list of final training so he can arrange the necessary with the required trades.**

6.0	FFE Awards
6.1	PJS - AV and Sound.
6.2	Sapphire – Video Walls – August 7 st install start
6.3	JM&Co – Library Shelving – July 22 nd install start
6.4	Staples/Global – Furniture – August 14 th install start
7.0	Deficiencies
7.1	Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection. Note - Building to be deficiency free by August 9th.
7.2	Note - Final builders clean to be scheduled to August 11th to 13th. PoCo cleaners to complete a final clean pre-opening on August 27th.
8.0	AOB
8.12	Stakeholders Tour – set for August 1 st Grand Opening – August 27 th @ 4pm to 7pm.
8.13	1- year warranty dates to be agreed and started post the completion of select training and handover of areas. Action – VCC to provide a schedule of warranty start dates.
8.14	VCC to provide fencing to block access to Wilson parking lot.
8.15	Games Room – snooker lighting to be installed. Action – VCC to advise.
8.16	Joseph Lenz vacation – August 14 th to early September.
8.17	Lewis Reilly vacation - August 1st and 2 nd , August 12th to 16 th , and August 26th to 28 th .
8.18	Security – VCC managing external security of the building until handed over and controlled by PoCo, subject to finalize CHUBB and TYCO coordination.
8.19	Jerry vacation – August 19 th to September 16 th ; Tallon vacation – 1 st week of September.
8.20	Project Signage to be re-instated in on Phase 1C. Part of Fed Funding requirement.
8.21	VCC to close out WorkSafeBC incidents and send reports to PoCo
8.22	VCC to provide PoCo with an updated consolidated deficiencies list.

NEXT MEETING: August 6, 2019 – 10.00am (VCC Site Trailer)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

APPENDIX 6

Architecture 49 Letter of Construction Conformance: August 16, 2019

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

August 15, 2019

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

**Reference: Port Coquitlam Community Recreation Complex, Port
Coquitlam, BC**

To whom it may Concern:

We reviewed the project on-site on July 9th, and July 30th, 2019 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #29

August 2019

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: September 16th 2019 - Update

Appendix 2 – Progress Photographs: August 2019

Appendix 3 - Site Inspection Reports: August 2019

Appendix 4 – Certificate of Payment No.32: September 12, 2019

Appendix 5 – Occupancy Coordination Meeting No.9, 10 & 11 Minutes

Appendix 6 – Architecture 49 Letter of Construction Conformance – September 12, 2019

Appendix 7 – Architecture 49 Site Report #54 – August 23, 2019

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #29 to the Owner. This report represents a summary of key project activities and issues that occurred up to August 31, 2019.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

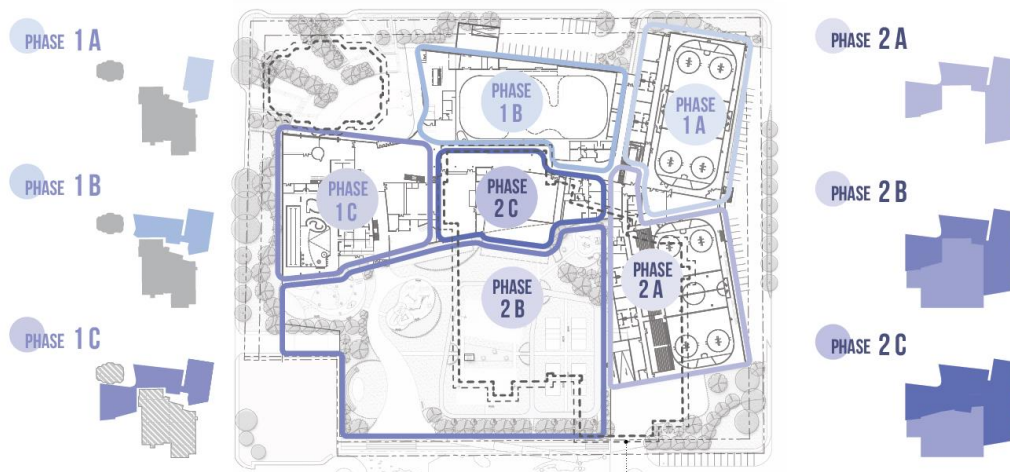
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During August 2019 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The Design-BUILDER achieved Interim Occupancy on August 19, 2019. Phase 1C pool construction and fitness fit-out is ongoing. Based on the information contained in this Monthly Progress Report #28 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

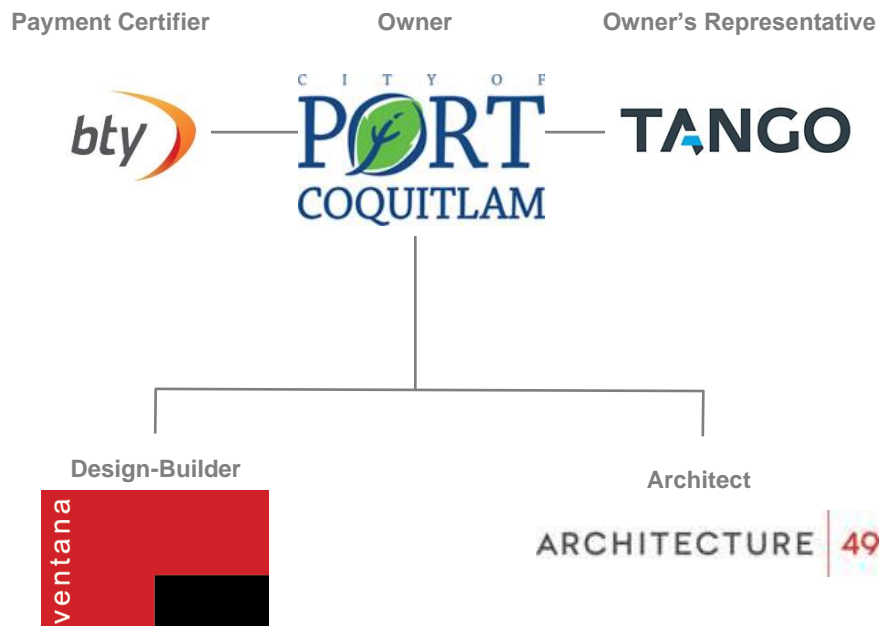


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated September 16, 2019:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18		Ongoing	1-Jul-19
IFT Drawings	18-Mar-18		Ongoing	23-Sep-19
IFC Drawings	12-Jul-18		Ongoing	9-Sep-19

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The following permits were issued to the Owner during the Occupancy process for Phase 1AB:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

The Design-Builder has applied for an abatement and demolition permit for Phase 2.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated September 16, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;

6.0 Procurement & Contract Administration (continued)

Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address;	Washroom Accessories, Partitions, & Lockers.;
Millwork;	Fireplace;
Concrete Polishing;	Pool Specialities;
Countertops;	Sports Flooring & Equipment; and
Asphalt	

The following procurement milestones have been identified in the Design-Builder's schedule:

Phases 1ABC & 2ABC

- Phase 2ABC Tendering Complete by September 23, 2019.

NOTE – The Design-Builder previously indicated that this will be complete by July 26, 2018.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.

FFE installation has commenced and is ongoing in line with the Project Schedule.

An RFP for Fitness Equipment closed on June 20, 2019 and is currently under review by the Owner.

Project Coordination / Meeting

Owner led Occupancy Coordination Meetings # 9, 10 & 11 were held on August 6, 13 & 20 2019, respectively. Please refer to Appendix 5 of this Monthly Progress Report for a copy of the Occupancy Coordination Meetings minutes. The next Occupancy Coordination Meeting is scheduled for August 27, 2019.

Owner Request for Information (RFI)

- Number of RFI's issued – 151
- Number of RFI's Closed – 137
- Number of RFI's Open - 14

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$8,816,339
4 Current (Revised) Contract Price	\$125,533,339
5 Work Certified as Completed (Base Contract)	\$79,023,644
6 Current Cost to Complete (Base Contract)	\$46,509,695
7 Lien Holdback (Base Contract)	\$7,402,365
8 Lien Holdback Released	-\$840,551
B Non-Contract Costs	\$9,004,556
C Total Project Budget	\$135,520,895
9 Capital Utility Budget	-\$3,420,895
C Total Project Budget (Revised)	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 32 dated September 12, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending August 31, 2019.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$2,118,453
Current GST (5.0%)	\$105,923
Total Current Payable to the Design-Builder	\$2,224,375
Total Current Builders Lien Holdback	\$6,561,814

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 32.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to August 31, 2019 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
5	Additional Back-Up Power	\$90,713	Project Contingency
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
SUB-TOTAL		\$3,330,109	
15	Scoreboard Credit	-\$42,760	FF&E
SUB-TOTAL		-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
SUB-TOTAL		\$5,528,990	
TOTAL CHANGE ORDERS		\$8,816,339	

7.0 *Project Budget (continued)*

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 **PROJECT SCHEDULE**

Construction Progress (August End 2019)

We conducted multiple site inspections on throughout July 2019. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Interim Occupancy has been achieved. Minor deficiencies and final staff training is ongoing.
- **Phase 1B: Leisure Ice and Library:** Interim Occupancy has been achieved. Minor deficiencies and final staff training is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Fitness Centre fit-out and commissioning is ongoing. Pool waterproofing, testing fit-out is ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: September 16th 2019 - Update”***.

The critical path activity runs through abatement, demolition, excavation, piling, foundations, structural steel and parkade construction in Phase 2.

This schedule forecasts that Phase 1C Fitness will be available this Fall and Aquatics this Winter.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during August 2019.

8.0 Project Schedule (continued)

Monthly Look Ahead

During September 2019, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: September 16th 2019 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Close out Construction Deficiencies; and
 - Complete staff training;
- **Phase 1C – Aquatics and Fitness Area**
 - Fitness Centre – Complete interior finishes, millwork, M&E finishes, and commence occupancy process and commissioning;
 - Aquatics – Complete pool ceiling finishes;
 - Aquatics – Complete interior and M&E finishes in natatorium;
 - Aquatics – Complete change room tile;
 - Aquatics – Commence millwork install;
 - Aquatics – Complete pool testing; and
 - Aquatics – Commence pool waterproofing.
- **Phase 2**
 - Continue with make-safe and demolition; and
 - Complete library abatement.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49's Letter of Construction Conformance, dated September 12, 2019. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report.

We did not receive a copy of BMZ's Construction Review during this reporting period from the Design-Builder.

We did not receive a copy of Smith and Anderson's Job Report during this reporting period from the Design-Builder.

We received a copy of WSP's Plumbing Field Report, dated August 7, 2019. Actions have been identified to be remedied by the Design-Builder.

9.0 *Quality Assurance & Quality Control (continued)*

We performed multiple site inspections during August 2019 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 **SAFETY AND ENVIRONMENTAL**

On March 1, 2019 there was an accident on site where a crane truck tipped over. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

On April 8, 2019 there was an accident on site where a dump truck hit overhead lines on Kelly Avenue. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

The Design-Builder has confirmed that all trade incidents have been closed with WorkSafe BC.

The Design-Builder has a full-time security guard on site.

No incidents were reported during this reporting period.

11.0 **AREAS OF CONCERN & OUTSTANDING ISSUES**

In general, all issues and actions raised within meetings and communications during August 2019 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's
Schedule: September 16th 2019 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com

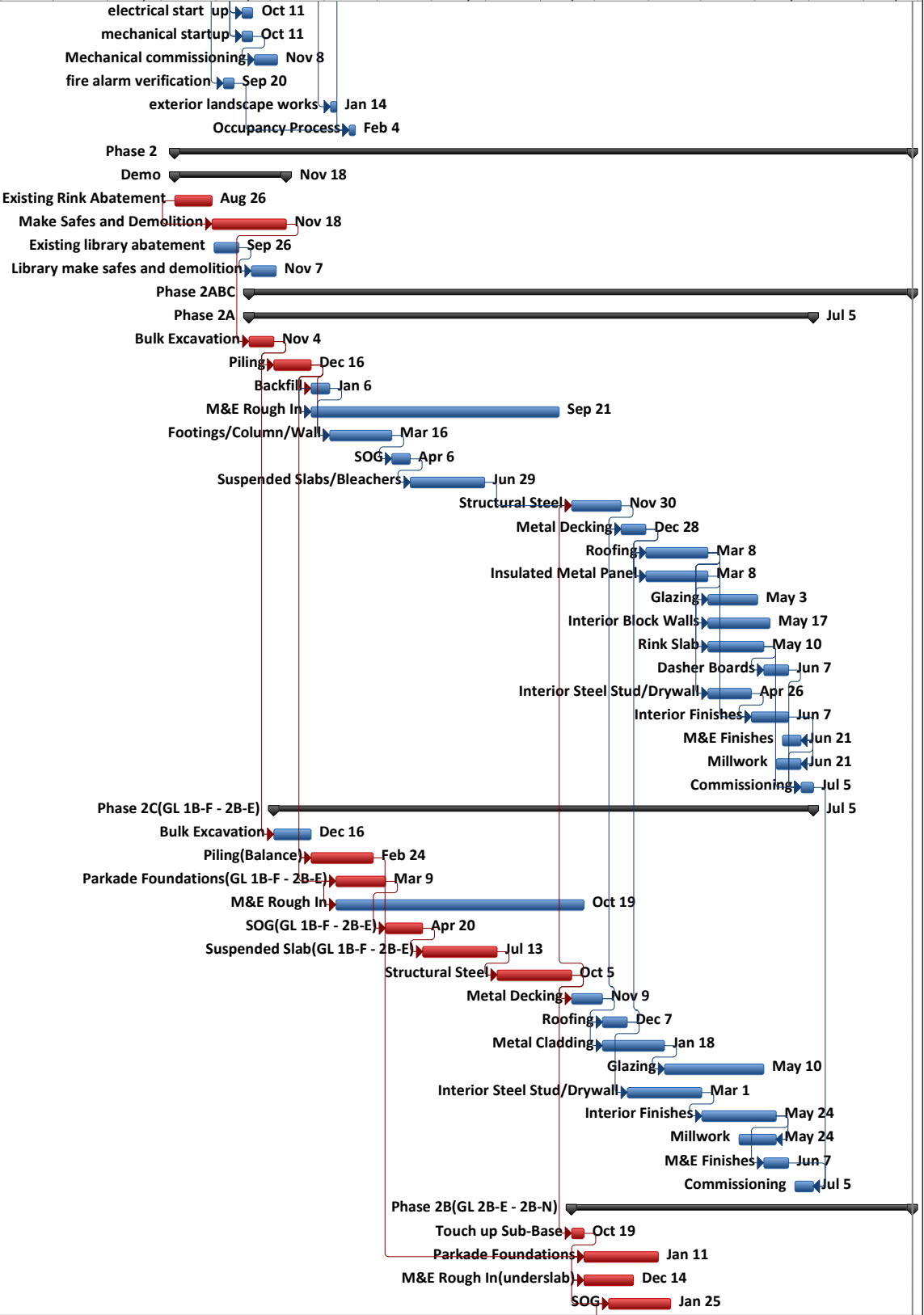
ID	Task Name	Duration	Start	Finish	2018																												2020												
					2018												2019												2020																
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep												
1	1 Port Coquitlam Recreation Centre	1194 days?	Fri 2/24/17	Mon 10/25/21	entre																																								
2	1.1 Design Phases	144 days	Fri 2/24/17	Wed 9/20/17	ases																																								
3	1.1.1 Phase 1ABC - Groundworks	55 days	Fri 2/24/17	Fri 5/12/17	orks																																								
9	1.1.2 Pile tender and award	60 days	Mon 6/26/17	Wed 9/20/17	ile tender and award																																								
13	1.2 Phase 1ABC - Design - Structure	649 days	Fri 2/24/17	Mon 9/23/19	cture																																								
14	1.2.1 Formwork/Reinforcing	190 days	Fri 2/24/17	Mon 11/27/17	rcing																																								
19	1.2.2 Structural Steel & Glulam	90 days	Fri 9/22/17	Fri 2/2/18																																									
24	1.2.3 Phase 1ABC - Design - Balance	329 days	Mon 5/8/17	Fri 8/31/18	esign - Balance																																								
34	1.2.4 Phase 2ABC - Design	249 days	Tue 10/2/18	Mon 9/23/19																																									
35	1.2.4.1 IFT Drawings	0 days	Tue 10/2/18	Tue 10/2/18																																									
36	1.2.4.2 Internal Review and Revisions	6 mons	Wed 10/3/18	Tue 3/26/19																																									
37	1.2.4.3 Full BP Submission and review	139 days	Fri 12/14/18	Mon 7/1/19																																									
38	1.2.4.4 Tender	40 days	Tue 7/30/19	Mon 9/23/19																																									
39	1.2.4.5 IFC Drawings	10 days	Tue 8/27/19	Mon 9/9/19																																									
40	1.3 Construction Phases	613 days?	Tue 9/5/17	Tue 2/4/20																																									
41	1.3.1 Phase 1AB	499.5 days?	Tue 9/5/17	Thu 8/29/19																																									
217	1.3.2 Phase 1C	541 days	Mon 12/18/17	Tue 2/4/20																																									
218	1.3.2.1 Piling	20 days	Mon 12/18/17	Thu 1/18/18																																									
220	1.3.2.2 Pool and Fitness Area	303 days	Mon 6/4/18	Mon 8/12/19																																									
221	1.3.2.2.1 Pool Foundations	60 days	Mon 6/4/18	Tue 8/28/18																																									
222	1.3.2.2.2 level 1 suspended fitness	20 days	Wed 8/29/18	Wed 9/26/18																																									
223	1.3.2.2.3 Pool Piping/Electrical	50 days	Mon 6/4/18	Tue 8/14/18																																									
224	1.3.2.2.4 Suspended Deck	20 days	Wed 8/15/18	Wed 9/12/18																																									
225	1.3.2.2.5 Suspended Slab - level 2 fitness	20 days	Thu 9/27/18	Thu 10/25/18																																									
226	1.3.2.2.6 Glulams	50 days	Thu 11/15/18	Mon 1/28/19																																									
227	1.3.2.2.7 Interior Block Walls	40 days	Mon 11/26/18	Wed 1/23/19																																									
228	1.3.2.2.8 metal decking to the pool	15 days	Tue 1/29/19	Mon 2/18/19																																									
229	1.3.2.2.9 Mechanical and electrical rough-in	75 days	Tue 4/9/19	Mon 7/22/19																																									
230	1.3.2.2.10 Pool tank walls and features Grid 1CJ to 1CP	65 days	Tue 4/2/19	Mon 7/1/19																																									
231	1.3.2.2.11 exterior steel Stud/Densglass	20 days	Tue 5/14/19	Mon 6/10/19																																									
232	1.3.2.2.12 Roofing	20 days	Tue 4/2/19	Mon 4/29/19																																									
233	1.3.2.2.13 Glazing	75 days	Tue 4/16/19	Mon 7/29/19																																									
234	1.3.2.2.14 Metal Cladding	30 days	Tue 7/2/19	Mon 8/12/19																																									
235	1.3.2.3 Pool Interior Finishes	181 days	Tue 5/21/19	Tue 1/28/20																																									
236	1.3.2.3.1 Interior Steel Stud	45 days	Tue 5/21/19	Mon 7/22/19																																									
237	1.3.2.3.2 Ceiling finishes	25 days	Tue 7/30/19	Mon 9/2/19																																									
238	1.3.2.3.3 Interior Finishes	40 days	Tue 7/30/19	Mon 9/23/19																																									
239	1.3.2.3.4 M&E Finishes	40 days	Tue 7/30/19	Mon 9/23/19																																									
240	1.3.2.3.5 Change Room Tile	50 days	Tue 7/16/19	Mon 9/23/19																																									
241	1.3.2.3.6 Millwork	30 days	Tue 9/24/19	Mon 11/4/19																																									
242	1.3.2.3.7 Pool fill test (concrete basin)	15 days	Wed 8/28/19	Tue 9/17/19																																									
243	1.3.2.3.8 Pool tank and deck waterproofing	3 wks	Wed 9/25/19	Tue 10/15/19																																									
244	1.3.2.3.9 Pool fill test	10 days	Wed 10/16/19	Tue 10/29/19																																									
245	1.3.2.3.10 Pool tile	50 days	Wed 10/30/19	Tue 1/7/20																																									
246	1.3.2.3.11 Pool Finishes(Lockers, Grating, Ladders, etc.)	5 days	Wed 12/25/19	Tue 12/31/19																																									
247	1.3.2.3.12 Pool Commissioning	15 days	Wed 1/8/20	Tue 1/28/20																																									
248	1.3.2.4 Fitness Interior Finishes (Fitness L1 and L2, L2 Washrooms, L2 Multipurpose	96.5 days	Tue 6/4/19	Wed 10/16/19																																									
249	1.3.2.4.1 Interior Steel Stud and drywall	55 days	Tue 6/4/19	Mon 8/19/19																																									
250	1.3.2.4.2 Ceiling finishes	45 days	Tue 7/16/19	Mon 9/16/19																																									
251	1.3.2.4.3 Interior Finishes	44 days	Tue 7/30/19	Fri 9/27/19																																									
252	1.3.2.4.4 Millwork	15 days	Mon 9/2/19	Fri 9/20/19																																									
253	1.3.2.4.5 M&E Finishes	20 days	Mon 9/2/19	Fri 9/27/19																																									
254	1.3.2.4.6 PoCo Soft move-in potential start date	0 days	Fri 9/27/19	Fri 9/27/19																																									
255	1.3.2.4.7 Occupancy process and handover of fitness areas	2.5 wks	Mon 9/30/19	Wed 10/16/19																																									
256	1.3.2.5 Commissioning	45 days	Mon 9/9/19	Fri 11/8/19																																									



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
September 16th 2019 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish																								
					2018												2020											
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	
257	1.3.2.5.1 electrical start up	10 days	Mon 9/30/19	Fri 10/11/19																								
258	1.3.2.5.2 mechanical startup	10 days	Mon 9/30/19	Fri 10/11/19																								
259	1.3.2.5.3 Mechanical commissioning	20 days	Mon 10/14/19	Fri 11/8/19																								
260	1.3.2.5.4 fire alarm verification	10 days	Mon 9/9/19	Fri 9/20/19																								
261	1.3.2.6 exterior landscape works	5 days	Wed 1/8/20	Tue 1/14/20																								
262	1.3.2.7 Occupancy Process	5 days	Wed 1/29/20	Tue 2/4/20																								
263	1.4 Phase 2	595 days	Tue 7/16/19	Mon 10/25/21																								
264	1.4.1 Demo	90 days	Tue 7/16/19	Mon 11/18/19																								
265	1.4.1.1 Existing Rink Abatement	30 days	Tue 7/16/19	Mon 8/26/19																								
266	1.4.1.2 Make Safes and Demolition	60 days	Tue 8/27/19	Mon 11/18/19																								
267	1.4.1.3 Existing library abatement	4 wks	Thu 8/29/19	Thu 9/26/19																								
268	1.4.1.4 Library make safes and demolition	1 mon	Thu 10/10/19	Thu 11/7/19																								
269	1.4.2 Phase 2ABC	535 days	Tue 10/8/19	Mon 10/25/21																								
270	1.4.2.1 Phase 2A	455 days	Tue 10/8/19	Mon 7/5/21																								
271	1.4.2.1.1 Bulk Excavation	20 days	Tue 10/8/19	Mon 11/4/19																								
272	1.4.2.1.2 Piling	30 days	Tue 11/5/19	Mon 12/16/19																								
273	1.4.2.1.3 Backfill	15 days	Tue 12/17/19	Mon 1/6/20																								
274	1.4.2.1.4 M&E Rough In	200 days	Tue 12/17/19	Mon 9/21/20																								
275	1.4.2.1.5 Footings/Column/Wall	50 days	Tue 1/7/20	Mon 3/16/20																								
276	1.4.2.1.6 SOG	15 days	Tue 3/17/20	Mon 4/6/20																								
277	1.4.2.1.7 Suspended Slabs/Bleachers	60 days	Tue 4/7/20	Mon 6/29/20																								
278	1.4.2.1.8 Structural Steel	40 days	Tue 10/6/20	Mon 11/30/20																								
279	1.4.2.1.9 Metal Decking	20 days	Tue 12/1/20	Mon 12/28/20																								
280	1.4.2.1.10 Roofing	50 days	Tue 12/29/20	Mon 3/8/21																								
281	1.4.2.1.11 Insulated Metal Panel	50 days	Tue 12/29/20	Mon 3/8/21																								
282	1.4.2.1.12 Glazing	40 days	Tue 3/9/21	Mon 5/3/21																								
283	1.4.2.1.13 Interior Block Walls	50 days	Tue 3/9/21	Mon 5/17/21																								
284	1.4.2.1.14 Rink Slab	45 days	Tue 3/9/21	Mon 5/10/21																								
285	1.4.2.1.15 Dasher Boards	20 days	Tue 5/11/21	Mon 6/7/21																								
286	1.4.2.1.16 Interior Steel Stud/Drywall	35 days	Tue 3/9/21	Mon 4/26/21																								
287	1.4.2.1.17 Interior Finishes	30 days	Tue 4/27/21	Mon 6/7/21																								
288	1.4.2.1.18 M&E Finishes	15 days	Tue 6/1/21	Mon 6/21/21																								
289	1.4.2.1.19 Millwork	20 days	Tue 5/25/21	Mon 6/21/21																								
290	1.4.2.1.20 Commissioning	10 days	Tue 6/22/21	Mon 7/5/21																								
291	1.4.2.2 Phase 2C(GL 1B-F - 2B-E)	435 days	Tue 11/5/19	Mon 7/5/21																								
292	1.4.2.2.1 Bulk Excavation	30 days	Tue 11/5/19	Mon 12/16/19																								
293	1.4.2.2.2 Piling(Balance)	50 days	Tue 12/17/19	Mon 2/24/20																								
294	1.4.2.2.3 Parkade Foundations(GL 1B-F - 2B-E)	40 days	Tue 1/14/20	Mon 3/9/20																								
295	1.4.2.2.4 M&E Rough In	200 days	Tue 1/14/20	Mon 10/19/20																								
296	1.4.2.2.5 SOG(GL 1B-F - 2B-E)	30 days	Tue 3/10/20	Mon 4/20/20																								
297	1.4.2.2.6 Suspended Slab(GL 1B-F - 2B-E)	60 days	Tue 4/21/20	Mon 7/13/20																								
298	1.4.2.2.7 Structural Steel	60 days	Tue 7/14/20	Mon 10/5/20																								
299	1.4.2.2.8 Metal Decking	25 days	Tue 10/6/20	Mon 11/9/20																								
300	1.4.2.2.9 Roofing	20 days	Tue 11/10/20	Mon 12/7/20																								
301	1.4.2.2.10 Metal Cladding	50 days	Tue 11/10/20	Mon 1/18/21																								
302	1.4.2.2.11 Glazing	80 days	Tue 1/19/21	Mon 5/10/21																								
303	1.4.2.2.12 Interior Steel Stud/Drywall	60 days	Tue 12/8/20	Mon 3/1/21																								
304	1.4.2.2.13 Interior Finishes	60 days	Tue 3/2/21	Mon 5/24/21																								
305	1.4.2.2.14 Millwork	30 days	Tue 4/13/21	Mon 5/24/21																								
306	1.4.2.2.15 M&E Finishes	20 days	Tue 5/11/21	Mon 6/7/21																								
307	1.4.2.2.16 Commissioning	15 days	Tue 6/15/21	Mon 7/5/21																								
308	1.4.2.3 Phase 2B(GL 2B-E - 2B-N)	275 days	Tue 10/6/20	Mon 10/25/21																								
309	1.4.2.3.1 Touch up Sub-Base	10 days	Tue 10/6/20	Mon 10/19/20																								
310	1.4.2.3.2 Parkade Foundations	60 days	Tue 10/20/20	Mon 1/11/21																								
311	1.4.2.3.3 M&E Rough In(underslab)	40 days	Tue 10/20/20	Mon 12/14/20																								
312	1.4.2.3.4 SOG	50 days	Tue 11/17/20	Mon 1/25/21																								

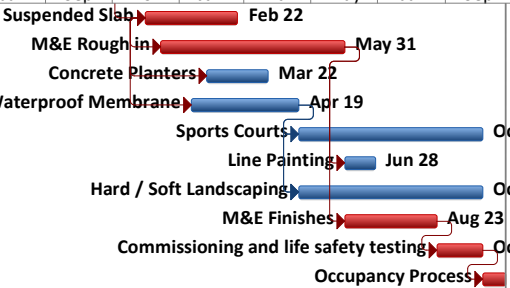




PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
September 16th 2019 - Update

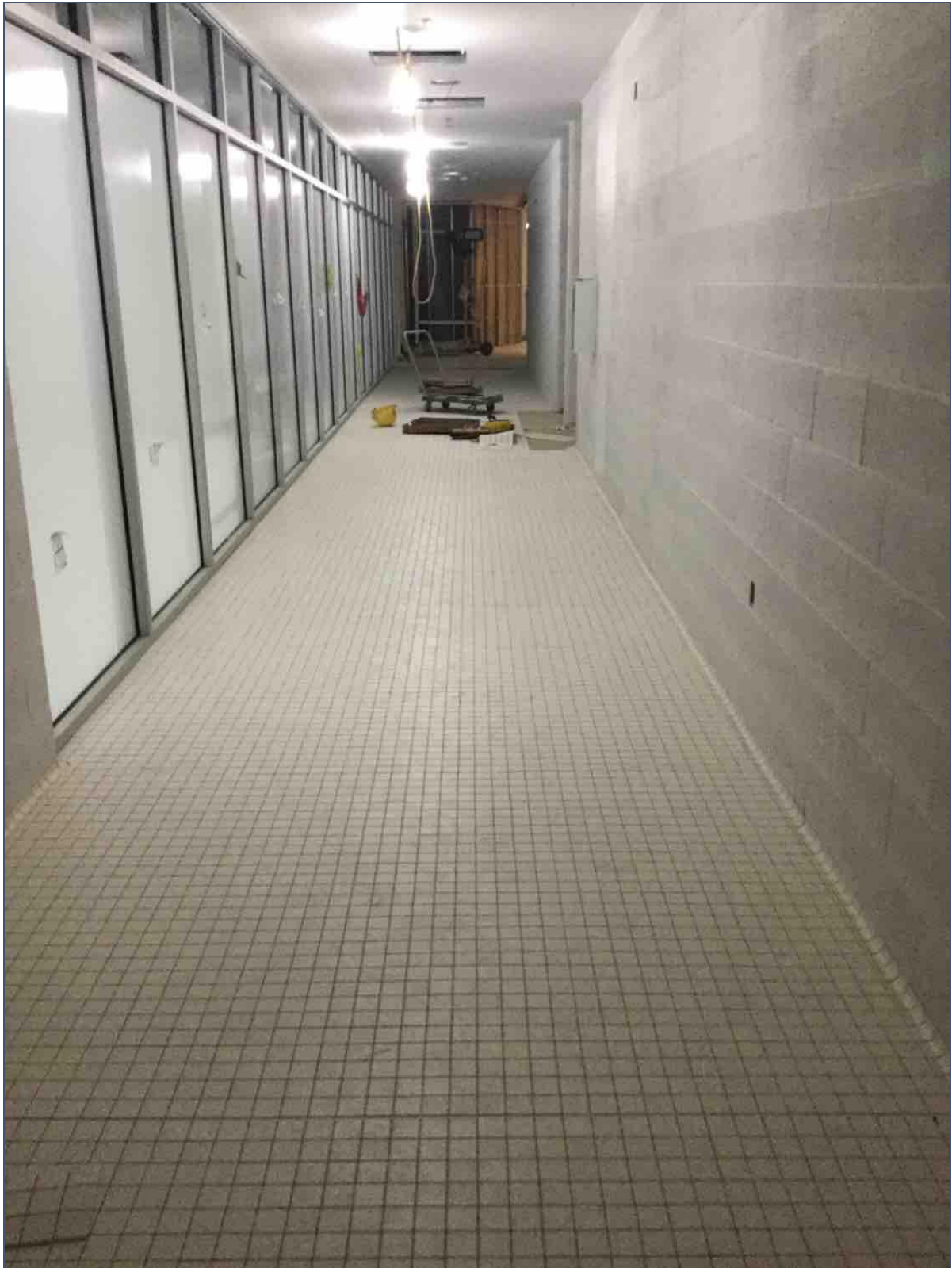
Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish																														
					2018												2020																	
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	
313	1.4.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21																														
314	1.4.2.3.6 M&E Rough in	120 days	Tue 12/15/20	Mon 5/31/21																														
315	1.4.2.3.7 Concrete Planters	40 days	Tue 1/26/21	Mon 3/22/21																														
316	1.4.2.3.8 Waterproof Membrane	70 days	Tue 1/12/21	Mon 4/19/21																														
317	1.4.2.3.9 Sports Courts	120 days	Tue 4/20/21	Mon 10/4/21																														
318	1.4.2.3.10 Line Painting	20 days	Tue 6/1/21	Mon 6/28/21																														
319	1.4.2.3.11 Hard / Soft Landscaping	120 days	Tue 4/20/21	Mon 10/4/21																														
320	1.4.2.3.12 M&E Finishes	60 days	Tue 6/1/21	Mon 8/23/21																														
321	1.4.2.3.13 Commissioning and life safety testing	30 days	Tue 8/24/21	Mon 10/4/21																														
322	1.4.2.3.14 Occupancy Process	15 days	Tue 10/5/21	Mon 10/25/21																														

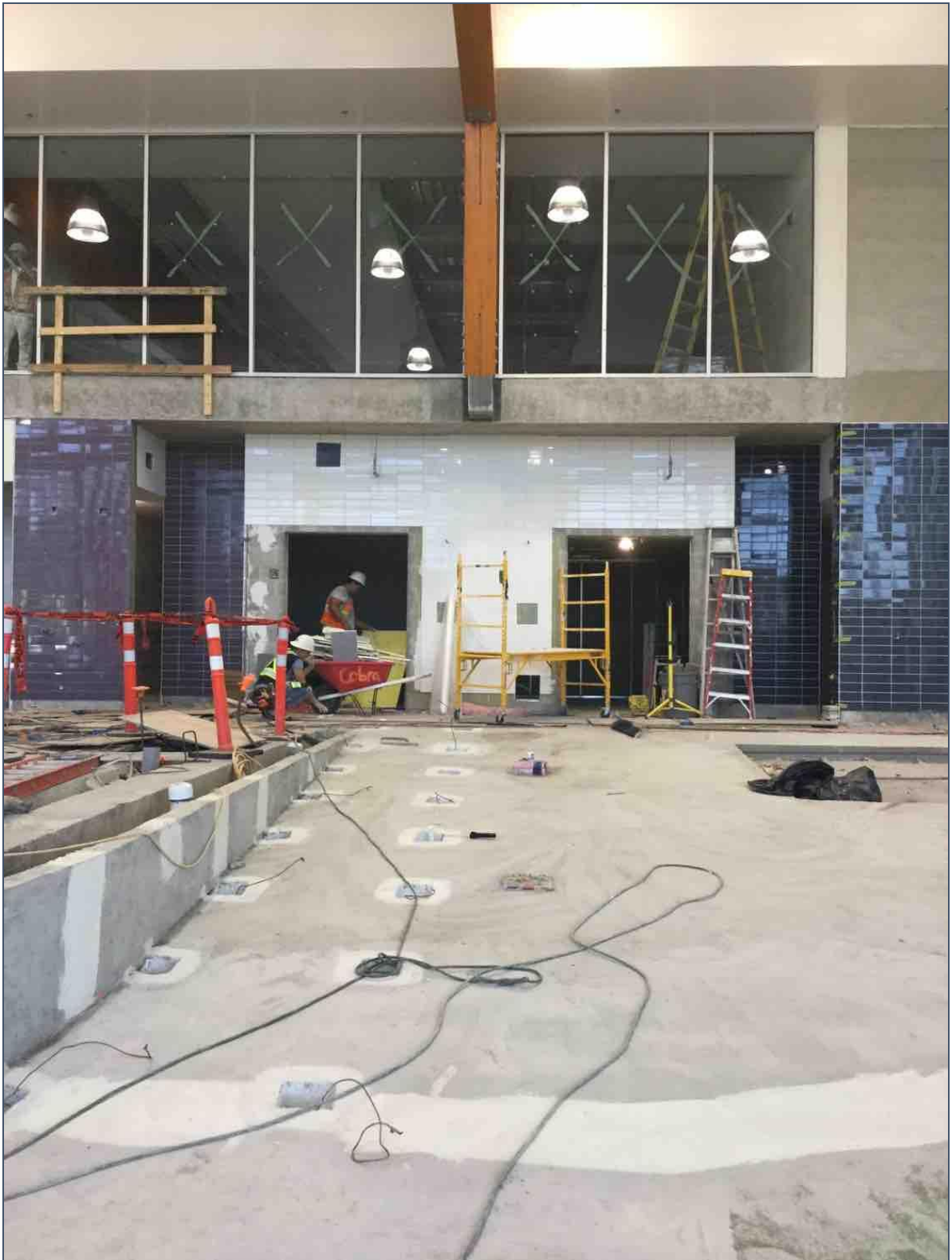


APPENDIX 2

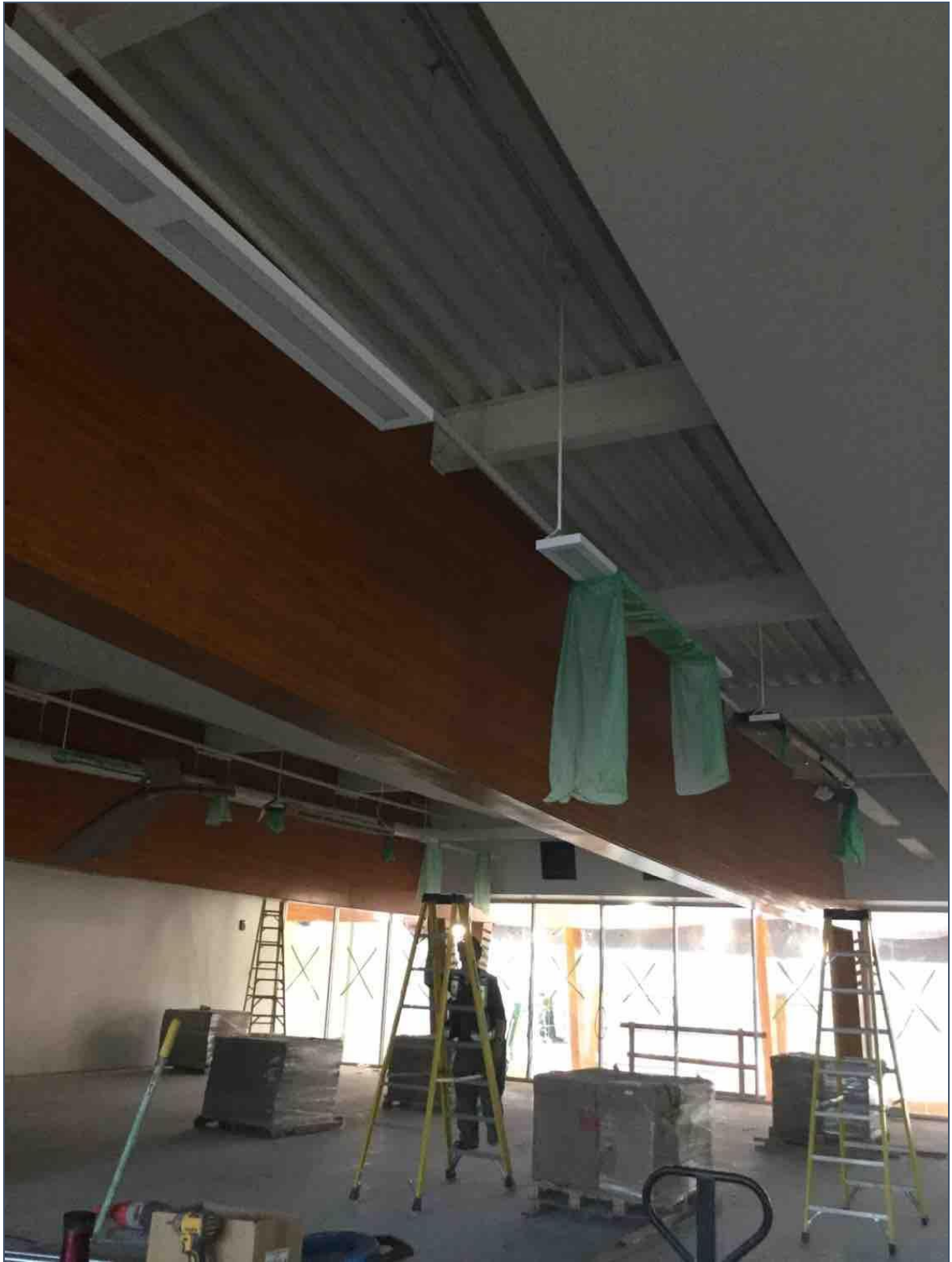
Progress Photographs – August 2019



Phase 1C – Tiling complete to changeroom corridor



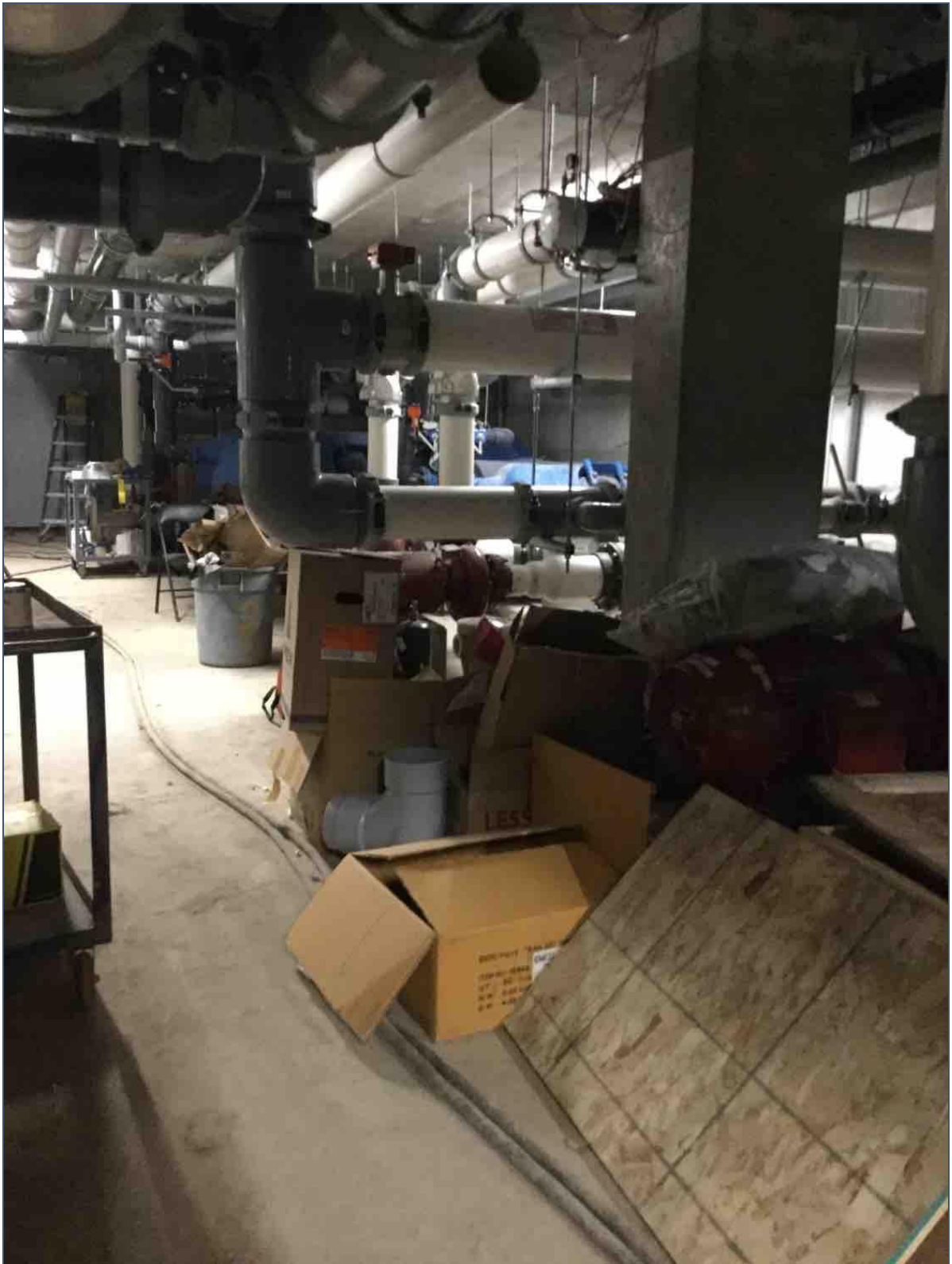
Phase 1C – Tiling to change room, steam room and sauna entrances



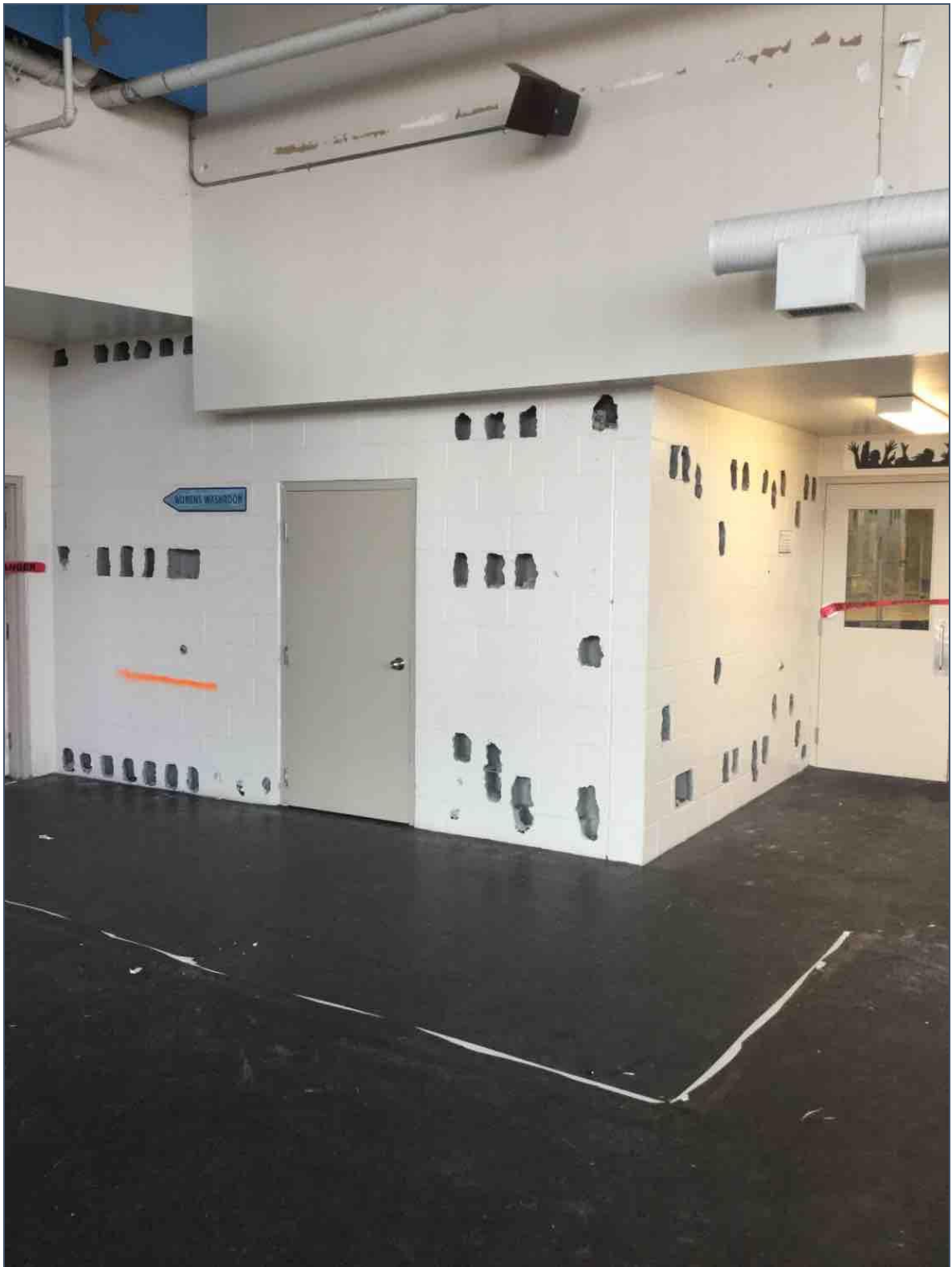
Phase 1C – Weights Area: Lighting install



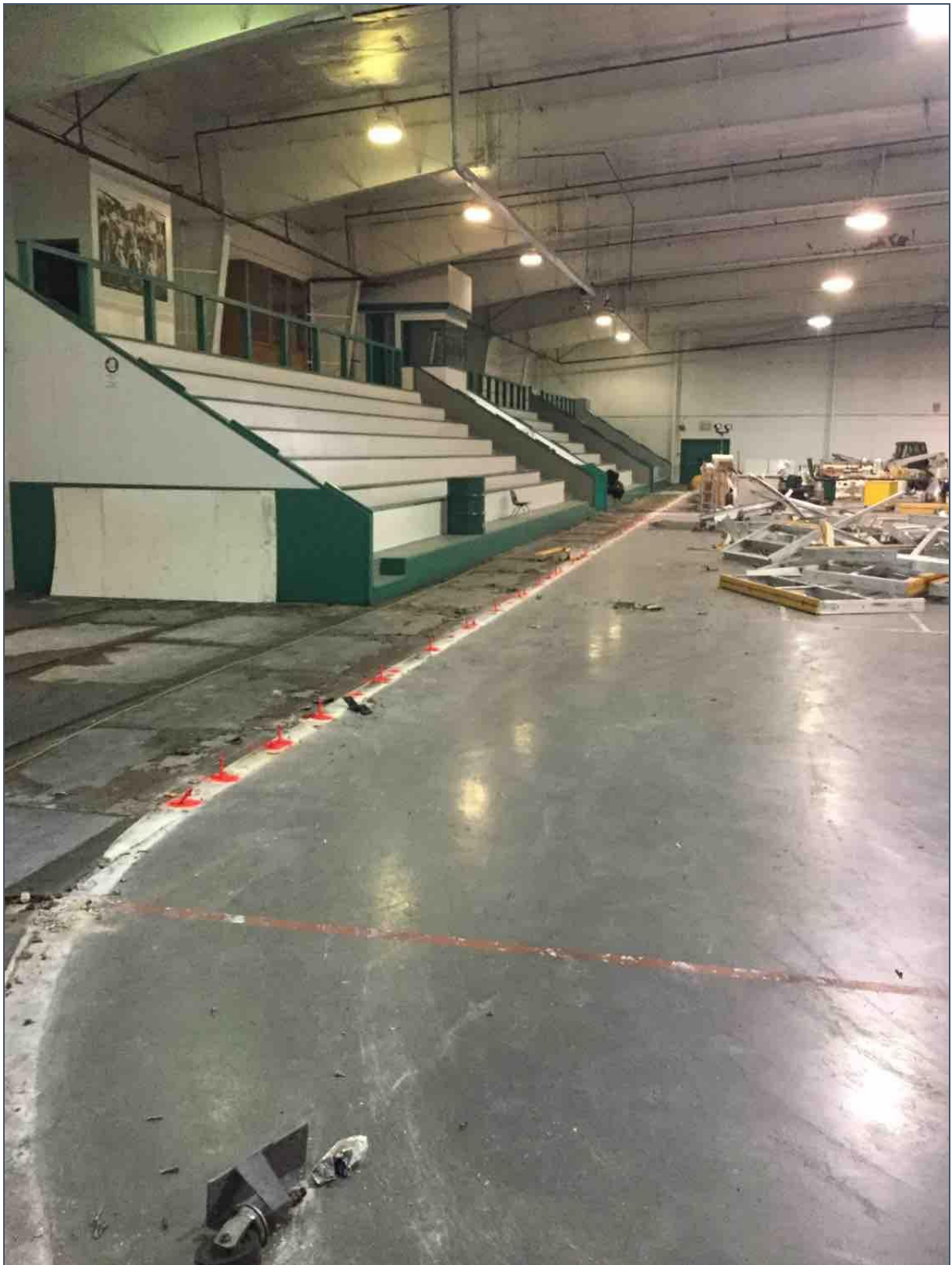
Phase 1C – TRX steelwork installation



Phase 1C – Pool equipment room



Phase 2 – Asbestos abatement in old facility



Phase 2 – Green Arena Demolition



APPENDIX 3

Site Inspection Reports: August 2019

Field Review Report



Project: PCCC
Reporting Date: 2019-08-06
Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 15
Low of: 29

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	17	Waterproofing		Painting	4
Engineers		Site Work		Scaffolding		Misc. Specialties	6
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	6
Carpenters		Concrete Formwork		Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	14	Sprinklers	
		Structural Steel	3	Exterior Cladding	2	Electrical	12
		Metal Decking		SS/Drywall	3	Controls	
		Masonry		Drywall Taper	3	Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	5	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	75
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced
item 118 - score clocks (June 03 - June 17) - Not yet commenced. Commenced today
item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
item 233 - Roofing (Apr 04 - Apr 29). Cap flashings commenced

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	17	2AB - Green rink demo. Asbestos abatement from CMU walls to blue arena
Structural steel	3	1A - Install steelwork for score board to N elevation of rink 2 structure
Glazing	14	1C - Window prep above sliding screen & bulkhead between 2nd floor weights and fitness area
		Frame install to S elevation of 2nd floor weight room. Glass install along W & N elevation of weights room
Exterior cladding	2	1C - Soffit panel install along W elevation of weight room
Steelstud / Taping	6	1C - Ceiling grid for accoustic tiles to 2nd floor weight room. Mud & tape to 2nd floor walls
Ceramic tile	5	1C - Floor tile prep and install to male & female pool changerooms
Painting	4	1C - Painting to pool walls & 2nd floor sports science walls & high level services
Plumbing	6	1C - Insulation to incoming water PRV in bolier room. Pool piping in pool equipment room
Electrical	12	1C - Pulling wire to parkade electrical room and panels. Install lights to 2nd floor. Wiring to 2nd floor panels
AV	2	1ABC - Install works for AV and testing
Video walls	4	1B - Commence install to rink 3

Field Review Report



Project: PCCC
Reporting Date: 2019-08-13
Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 27
Low of: 13

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	19	Waterproofing		Painting	3
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	5
Carpenters		Concrete Formwork	2	Roofing		Mechanical	2
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	9	Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	12
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper	10	Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	5	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	67
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced

item 118 - score clocks (June 03 - June 17) - Delayed due to conduit completion and ice sheet access

item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation

item 233 - Roofing (Apr 04 - Apr 29). Cap flashings commenced

QAQC

As previously noted and discussed with Ventana

ALL metal deck penetrations from electrical cable to be sealed above pool. Acoustic panels being installed and holes not filled

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	19	2AB - Green rink demo. Asbestos abatement from CMU walls to blue arena. Stripping drywall and steelstud from N side of blue arena along corridor
Glaznig	9	1C - Glass install to N elevation. Beauty caps to S elevation
Tapers	10	1C - Sanding walls to 2nd floor
Ceramic tile	5	1C - Tiling to 2nd floor male & female washroom walls
Painting	3	1AB - Paint touch ups
		1C - Painting to main floor walls
Plumbing	5	1C - Pool equipment room piping. Insulation to boiler room piping
Mechanical	2	1C - Install ducting to 2nd floor
Electrical	12	1C - Pulling wires and terminating in panels to boiler room, parkade electrical room & electrical room behind main reception
Formwork	2	1C - Patching lazy river walls

Field Review Report



Project: PCCC

Reporting Date: 2019-08-19

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain:
Snow:

Wind:
Other:

Temperature: High of: 23
Low of: 15

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition		Waterproofing		Painting	4
Engineers		Site Work	18	Scaffolding		Misc. Specialties	3
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	6
Carpenters		Concrete Formwork	3	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	10	Sprinklers	2
		Structural Steel	4	Exterior Cladding	2	Electrical	11
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper	6	Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	6	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	75
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced

item 118 - score clocks (June 03 - June 17) - Delayed due to conduit completion and ice sheet access. Due to recommence Aug 23

item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation

item 233 - Roofing (Apr 04 - Apr 29). Cap flashings commenced

QAQC

As previously noted and discussed with Ventana

ALL metal deck penetrations from electrical cable to be sealed above pool. Acoustic panels being installed and holes not filled

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	18	2AB - Green rink demo. Asbestos abatement from CMU walls to blue arena. Set up hoarding in existing reception and washroom areas to commence asbestos abatement around this area
Structural Steel	4	1C - Commence install of TRX steelwork to main floor fitness studio
Glazing	10	1C - Glass install to S elevation of 2nd floor weight room & NW corner of fitness area
Cladding	2	1C - Prep works to N elevation soffit
Tapers	6	1C - Fill and sand walls & bulkheads
Ceramic tile	6	1C - Thickset prep works to aquatic stores. Commence wall tiling to sauna / steam room entry wall
Painting	4	1C - Painting to ceilings of circulation & washrooms. Painting walls to sports medicine
Scaffolding	3	1C - Strip scaffold from pool
Formwork	3	1C - Chip walsl to pool, for final infills at pool - hot tub location
Plumbing	6	1C - Pipe insulation to boiler room. Pool equipment room install
Sprinkler	2	1C - Testing sprinkler lines to 1C (area not handed over)
Electrical	11	1B - Install feature lights to main entrance
		1C - Pulling wire to panels

Field Review Report



Project: PCCC
 Reporting Date: 2019-08-26
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: Temperature: High of: 24
 Cloudy: Snow: Other: Low of: 10

Tango's Staff: (# on site)		Trade Contractor's					
Superintendents	1	Demolition	17	Waterproofing		Painting	4
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	4	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	9	Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	12
		Metal Decking		SS/Drywall	3	Controls	
		Masonry		Drywall Taper	3	Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	6	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	62
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule
 item 64 - div 1&2 roofing (Nov 16 - Nov 29) - Cap flashing to S elevation of concessions to be commenced
 item 134 - exterior masonry to refrigeratoin (Feb 04 - Feb 15) - No prep works commenced to S elevation
 item 233 - Roofing (Apr 04 - Apr 29). Cap flashings commenced

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	18	2AB - Clean up demo in blue arena. Set up containment for asbestos abatement around male washroom to existing lobby
Glazing	9	1C - Glass & spandrel panels to NW corner. Flashings to punch hole windows along W elevation
Tapers	3	1C - Sanding drywall to 2nd floor
Steelstud / Drywall	3	1C - Install hangers & ceiling grid to main floor weight room. Install drywall to steam room walls & ceiling
Ceramic tile	6	1C - Floor tile install to corridor to changerooms and male changeroom.
Painting	4	1C - Painting drywall walls to 2nd floor fitness area. Painting to sports medicine
Formwork	4	1C - Patching over pool cracks
Plumbing	4	1C - Pool equipment room pipework install. Pipework below pool deck
Electrical	12	1C - Wiring to parkade electrical room panels. Remove protection from lights to 2nd floor and energize

APPENDIX 4

Certificate of Payment No.32: September 12, 2019

CERTIFICATE OF PAYMENT : No. 32 (Progress Claim 33)



PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	29-Aug-19
		CERTIFICATE DATE:	12-Sep-19

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5 Attention: Mr. Andrew Cameron

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 8,816,338	\$ 125,533,338

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 79,023,644	\$ 76,669,808	\$ 2,353,836	\$ 235,384	\$ 2,118,453
Total Work Completed	\$ 79,023,644	\$ 76,669,808	\$ 2,353,836	\$ 235,384	\$ 2,118,453
Add: Holdback Released	\$ 840,551	(840,551)	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 2,353,836	\$ 235,384	\$ 2,118,453
Plus GST (5.0%) on Net Payable					\$ 105,923
Total Current Payable Amount					\$ 2,224,375
Holdback Retained to Date (incl. this Certificate)					\$ 6,561,814
Total GST Paid to Date (incl. this Certificate)					\$ 3,373,091
PROJECT COST TO COMPLETE					\$ 46,509,695

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$2,224,375 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending August 31, 2019. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$235,384. The total holdback retained to date is \$6,561,814 and the total GST paid to date is \$3,373,091 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$46,509,695 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Neil Murray, MRICS Associate Director	Rob Wilson, MRICS, PQS Director

APPENDIX 5

Occupancy Coordination Meetings No.9, 10 & 11 Minutes

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.9
Date: August 6, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lewis Reilly (Chair), Alun Lewis – TMG
 Lori Bowie, Rana McClean – PoCo
 Joseph Lenz, Tallon O’Neil, Jerry Brouwer – VCC

Regrets: Yvonne Comfort, Robin Wishart, Herb Cruz – PoCo
 Kim Constable - FVLB

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.4	Temp ref room proposal. Required pre-August 20th. Coordination required for access to arena storage and privacy into top of partitions. Action – VCC to advise. Coordination ongoing. VCC confirmed no risk to August 20th completion date. PoCo to respond to options provided ASAP.
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note – Proposal accepted to remove purple border and replace with brown. Action – Walls to be painted grey (draw-downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy once deficient work is complete. Conditional handover complete.
1.11	VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. Action – VCC to respond to PoCo’s questions (July 10th email from Kristen Dixon)
1.12	Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Action – VCC to coordinate.
1.13	TRX design layout to be provided by August 9, 2019

2.0 Schedule

2.3 Sapphire Video Walls install scheduled for August 6th install in Rink 3 and August 13th install in Rink 2. BMZ to provide engineering if required to carry video wall. NOTE – VCC confirmed no risk to install. Action – VCC to advise. (Post Meeting Note – Sapphire can commence install on August 1st, pending completion of engineering for Rink 2). **Action - VCC to coordinate AI steel drawings with Sapphire.**

- ~~■ Blue Arena Handover – July 16th~~
- ~~■ Mabbet Room – July 25th~~
- ~~■ Green Arena Handover – July 28th~~
- Rec Admin and Seniors Handover – August 26th
- Library Handover – August 26th

Discussions around the possible handover of the Billiards Room, Wilson Hall and the Blue Arena Corridor earlier than August 26th. Action – VCC to propose safe access routes. If acceptable to the Building Department. **Action - PoCo to advise if programming can be stopped in those areas, pending specialist billiard table moving strategy.**

2.7 PoCo Fibre running along the green area wall. Action - VCC and PoCo IT to inspect to understand if there are any conflicts with abatement and demolition. Action – VCC to confirm post meeting that this has happened. What happens to infrastructure service between July 28th and August 29th? **VCC confirmed no current issue with coordination.**

2.8 VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. Action - VCC to coordinate post Occupancy. Note – Full building clean still required. 48 hours needed to clean the building. Scheduled for 1 week pre opening. Note – Handovers ongoing. **Building to be deficiency free by August 9th. Re-inspection post confirmation.**

2.15 Note - 3 entrances - south, main and rink access/egress. Note – VCC managing and securing perimeter access until fully handed over and controlled by PoCo. Note – All external locks have been changed with exception of east door to rink 2. Used for construction access to the building. **Action – PoCo to change ALL external locks.**

2.18 Kitchen/Concessions: Fridge and Freezer to be fired up w/c June 10th. Both are operational. Note – Training to be set up post Occupancy w/c August 12th. Action – VCC to confirm. **Action – VCC to set up on August 12th for 10am to 2pm.**

2.19 VCC to handover keys to PoCo to ensure they are securing stored. Note - Formal acceptance will form part of the handover of areas post deficiency walk through and inspection.

2.20 **Card reader training and handover to be provided by VCC. Note – Tyco/CHUB/VCC/PoCo security meeting required to finalize.**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th. **Action – VCC to obtain a 3rd party code review of glazed handrails to satisfy the requirements for Public Occupancy.**
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. **Action – VCC to provide by the end of July progress update.**

4.0 Operating Permits

- ~~4.1 PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. **Note – Confirmed for August 14th.**
- ~~4.3 Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~
- ~~4.4 Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. Action – PoCo to obtain OP. Automatic transfer post training on July 24th. **Training Complete. CIMCO to finalize TSBC inspection and sign off before handover to PoCo. Urgent. Plant will remain under CIMCO until final check and handover is complete. TSBC to respond to CIMCO.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. Two hard copies to be provided. Note - Manuals issued when ready. Action – VCC to advise. Action - A49 reviewing. To be provided by July end. Now first week of August for O&M. **Note – M&E to be issued August 7th.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. Off site scope included. Action – VCC confirmed that these will be provided by July end, possibly early August. **Now mid August for AB's and Spec.**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. **Action – VCC to confirm. To be delivered to Rink 3 Zamboni Room on July 26th. Now August 3rd.**
- 5.6 Action - Rana to email Joseph a list of final training so he can arrange the necessary with the required trades. **Action – Rana to send preferred dates for training to Joseph.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. Install complete. T&C ongoing.
- 6.2 Sapphire – Video Walls – August 6th install start. Access above Rink 3 ice required.
- ~~6.3 JM&Co – Library Shelving – July 22nd install start~~
- 6.4 Staples/Global – Furniture – August 14th install start

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection.
Note - Building to be deficiency free by August 9th. Door deficiency inspection set for August 7th.
- 7.2 Note - Final builders clean to be scheduled to August 11th to 13th. PoCo cleaners to complete a final clean pre-opening on August 27th. **Action – Final layout to be provided by PoCo to VCC.**

8.0 AOB

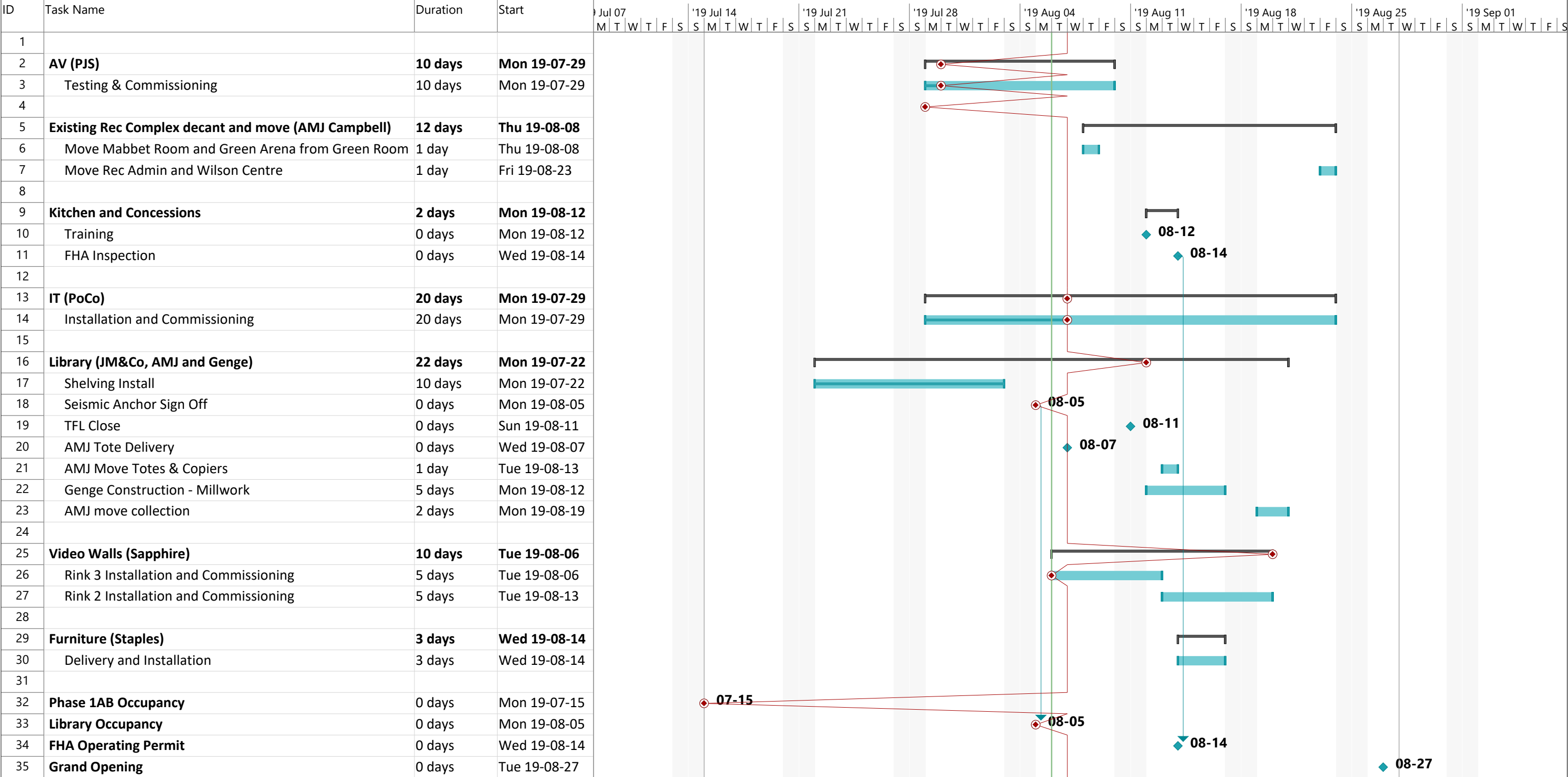
- 8.12 Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1- year warranty dates to be agreed and started post the completion of select training and handover of areas. **Action – VCC to provide a schedule of warranty start dates.**
- 8.15 Games Room – snooker lighting to be installed. **Action – VCC to advise.**
- 8.16 Joseph Lenz vacation – August 14th to early September.
- 8.17 Lewis Reilly vacation - August 1st and 2nd, August 12th to 16th, and August 26th to 28th.
- 8.18 Security – VCC managing external security of the building until handed over and controlled by PoCo, subject to finalize CHUBB and TYCO coordination.
- 8.19 Jerry vacation – August 19th to September 16th; Tallon vacation – 1st week of September.
- 8.20 Project Signage to be re-instated in on Phase 1C. Part of Fed Funding requirement.**
- 8.21 VCC to close out WorkSafeBC incidents and send reports to PoCo. **Update in VCC Progress Report sufficient.**
- 8.22 VCC to provide PoCo with an updated consolidated deficiencies list.**

NEXT MEETING: August 13, 2019 – 10.00am (VCC Site Trailer). J. Lenz to Chair due to L. Reilly vacation.

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

PCCC Occupancy Schedule - Update August 6, 2019



Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.10
Date: August 13, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Alun Lewis – TMG
 Lori Bowie, – PoCo
 Joseph Lenz (Chair), Tallon O’Neil, Jerry Brouwer – VCC

Regrets: Yvonne Comfort, Rana McClean, Robin Wishart, Herb Cruz – PoCo
 Lewis Reilly - TMG
 Kim Constable - FVLB

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.4	Temp ref room proposal. Required pre August 20th. Coordination required for access to arena storage and privacy into top of partitions. Action – VCC to advise. Coordination ongoing. VCC confirmed no risk to August 20th completion date. PoCo to respond to options provided ASAP.
1.6	MP Rooms, Lounge and Games Room Flooring Change. VCC to advise on why A49 directed the change. Resolution required asap. Note – Proposal accepted to remove purple border and replace with brown. Action – Walls to be painted grey (draw downs July 3rd for quick approval). Note – Handover of these areas will be post Occupancy once deficient work is complete. Conditional handover complete.
1.11	VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. Action – VCC to respond to PoCo’s questions (July 10th email from Kristen Dixon)
1.12	Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Action – VCC to coordinate and send to PoCo
1.13	TRX design layout to be provided by August 9, 2019

2.0 Schedule

- 2.3 Sapphire Video Walls install scheduled for August 6th install in Rink 3 and August 13th install in Rink 2. BMZ to provide engineering if required to carry video wall. NOTE – VCC confirmed no risk to install. Action – VCC to advise. (Post Meeting Note – Sapphire can commence install on August 1st, pending completion of engineering for Rink 2). Action - VCC to coordinate AI steel drawings with Sapphire. **Action - Tango to coordinate access to rinks to finalize video wall installation. PoCo confirmed August 17th handover for areas south of the temporary exit corridor. Lori / Joseph / Jerry to review remaining abatement areas within the Wilson centre after the meeting to finalize egress and hoarding**
- ~~Blue Arena Handover – July 16th~~
 - ~~Mabbet Room – July 25th~~
 - ~~Green Arena Handover – July 28th~~
 - Rec Admin and Seniors Handover – August 26th
 - Library Handover – August 26th
- Discussions around the possible handover of the Billiards Room, Wilson Hall and the Blue Arena Corridor earlier than August 26th. Action – VCC to propose safe access routes. If acceptable to the Building Department. **Action - PoCo to advise if programming can be stopped in those areas, pending specialist billiard table moving strategy.**
- 2.7 PoCo Fibre running along the green area wall. Action - VCC and PoCo IT to inspect to understand if there are any conflicts with abatement and demolition. Action – VCC to confirm post meeting that this has happened. What happens to infrastructure service between July 28th and August 29th? **VCC confirmed no current issue with coordination.**
- 2.8 VCC and PoCo to review/inspect the building “east to west” as part of Occupancy acceptance. Action - VCC to coordinate post Occupancy. Note – Full building clean still required. 48 hours needed to clean the building. Scheduled for 1 week pre opening. Note – Handovers ongoing. **Building to be deficiency free by August 9th. Re-inspection post confirmation. Action - VCC will forward completed A49 deficiency lists asap**
- 2.15 Note - 3 entrances - south, main and rink access/egress. Note – VCC managing and securing perimeter access until fully handed over and controlled by PoCo. Note – All external locks have been changed with exception of east door to rink 2. Used for construction access to the building. Action – PoCo to change ALL external locks. **NOTE - VCC advised that PoCo has changed all locks to Owner keying with the exception of the mechanical and electrical rooms**
- 2.18 Kitchen/Concessions: Fridge and Freezer to be fired up w/c June 10th. Both are operational. Note – Training to be set up post Occupancy w/c August 12th. Action – VCC to confirm. Action – VCC to set up on August 12th for 10am to 2pm. **Action - PoCo advised that the orientation went well. VCC is to resolve 3 deficiencies in time for next Monday's Fraser health inspection. VCC will coordinate Russell to be in attendance for the Fraser health inspection.**
- 2.19 VCC to handover keys to PoCo to ensure they are securing stored. Note - Formal acceptance will form part of the handover of areas post deficiency walk through and inspection.

- 2.20 Card reader training and handover to be provided by VCC. Note – Tyco/CHUB/VCC/PoCo security meeting required to finalize. **Action - VCC to schedule final orientation with Rana and team.**

3.0 Occupancy Permits

- 3.1 A49 to submit full package to Larry Lorette 1 week before Occupancy. Note – VCC to provide update landscape drawings and updated specification to FTP site. Note – A49 have not submitted package as of July 9th. VCC confirmed there is no perceived risk. Occupancy inspection scheduled for 10am on July 15th. **Action – VCC to obtain a 3rd party code review of glazed handrails to satisfy the requirements for Public Occupancy. Expected August 13th.**
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. **Action – VCC to provide by the end of July progress update. VCC will issue and updated schedule with the Owner's monthly report noting handover date of the fitness areas. VCC advised that PoCo could start moving FF+E into these spaces at the end of September.**

4.0 Operating Permits

- 4.1 ~~PoCo to start communications with FHA. Lewis/Lori. Action – TMG to contact Lynda Quan @ FHA to open lines of communication.~~
- 4.2 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. Note – Confirmed for August 14th. **NOTE - Rescheduled to Au 19th.**
- 4.3 ~~Electrical Permit – NEL and PoCo to meet to understand deliverables. Complete. Action – PoCo to obtain OP. Complete~~
- 4.4 ~~Elevator Permits – PoCo starting communications with TSBC. Action – PoCo to obtain OP. Complete~~
- 4.5 Refrigeration Permit - PoCo starting communications with TSBC. Action – PoCo to obtain OP. Automatic transfer post training on July 24th. Training Complete. CIMCO to finalize TSBC inspection and sign off before handover to PoCo. Urgent. Plant will remain under CIMCO until final check and handover is complete. TSBC to respond to CIMCO. **NOTE - VCC advised Technical Safety's final inspection was underway at the time of this meeting.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. Two hard copies to be provided. Note - Manuals issued when ready. Action – VCC to advise. Action - A49 reviewing. To be provided by July end. Now first week of August for O&M. **Note – M&E to be issued August 7th. PoCo requested digital copies of the food service equipment manuals – VCC will look into providing these.**

- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB's. Off site scope included. Action – VCC confirmed that these will be provided by July end, possibly early August. Now mid August for AB's and Spec. **NOTE - VCC advised mid to third week of August**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. Action – VCC to confirm. To be delivered to Rink 3 Zamboni Room on July 26th. Now August 3rd. **NOTE - Tango confirmed most maintenance materials were received. VCC will coordinate the remainder.**
- 5.6 Action - Rana to email Joseph a list of final training so he can arrange the necessary with the required trades. **Action – Rana to send preferred dates for training to Joseph.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. Install complete. T&C ongoing.
- 6.2 Sapphire – Video Walls – August 6th install start. Access above Rink 3 ice required.
- ~~6.3 JM&Co – Library Shelving – July 22nd install start~~
- 6.4 Staples/Global – Furniture – August 14th install start

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection. Note - Building to be deficiency free by August 9th. Door deficiency inspection set for August 7th. **NOTE - Doors were reviewed with Jerry, Rana and VCC's door and hardware specialist. 3 aluminum doors still require correction**
- 7.2 Note - Final builders clean to be scheduled to August 11th to 13th. PoCo cleaners to complete a final clean pre-opening on August 27th. Action – Final layout to be provided by PoCo to VCC. **NOTE - Cleaning now scheduled for after the FF+E move-in. PoCo advised they would have facility staff on hand to move furniture for the cleaners as required.**

8.0 AOB

- 8.12 Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1- year warranty dates to be agreed and started post the completion of select training and handover of areas. **Action – VCC to provide a schedule of warranty start dates.**
- 8.15 Games Room – snooker lighting to be installed. **Action – VCC to advise.**
- 8.16 Joseph Lenz vacation – August 14th to early September.
- 8.17 Lewis Reilly vacation - August 1st and 2nd, August 12th to 16th, and August 26th to 28th.
- 8.18 Security – VCC managing external security of the building until handed over and controlled by PoCo, subject to finalize CHUBB and TYCO coordination.

- 8.19 Jerry vacation – August 19th to September 16th; Tallon vacation – 1st week of September.
- 8.20 *Project Signage to be re-instated in on Phase 1C. Part of Fed Funding requirement.***
- 8.21 VCC to close out WorkSafeBC incidents and send reports to PoCo. ***Update in VCC Progress Report sufficient.***
- 8.22 VCC to provide PoCo with an updated consolidated deficiencies list. ***Action - VCC will forward completed A49 deficiency lists asap***
- 8.23 *Tango enquired about remaining deficiencies in the library. VCC advised study carrel accessibility was confirmed as barrier free by A49 and that they are not deeming the library dvd shelf as a deficiency.***
- 8.24 *Tango enquired about multi-modal fibre was not complete – VCC advised it would be complete by today.***
- 8.25 *PoCo advised that they are looking for direct hot water to the Zamboni rooms. PoCo to send RFI confirming what is being requested***
- 8.36 *VCC enquired about data drops and VPN requested by Controls Solution and Omega. VCC to forward an RFI***

NEXT MEETING: August 20, 2019 – 10.00am (VCC Site Trailer).

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Joseph Lenz - VCC

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.11
Date: August 20, 2019
Time: 10:00am
Location: Ventana Site Trailer
Attendees: Lewis Reilly (Chair), Alun Lewis – TMG
 Lori Bowie, – PoCo
 Tallon O’Neil, Andrew Cameron, Jayson Piedche, Michael McLeod – VCC

Regrets: Yvonne Comfort, Rana McClean, Robin Wishart, Herb Cruz – PoCo
 Joseph Lenz, Jerry Brouwer - VCC
 Kim Constable - FVLB

Distribution: Kristen Dixon - PoCo

ITEM SUBJECT

1.0	Design
1.11	VCC Request that Kelly is closed to public access post Occupancy. Action – PoCo to confirm. Action – VCC to respond to PoCo’s questions (July 10 th email from Kristen Dixon). Note - Final deliverables set for an August 26th closure.
1.12	Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Action – VCC to coordinate and send to PoCo
2.0	Schedule
2.3	Existing Building Handover <ul style="list-style-type: none"> Final Rec Admin and Seniors Handover – August 26th Library Handover – August 26th
2.15	NOTE - VCC advised that PoCo has changed all locks to Owner keying with the exception of the mechanical and electrical rooms. Action - Exit doors to be jointly monitored until final security training (Tyco/CHUB/VCC/PoCo) is complete on August 26th.

3.0 Occupancy Permits

- 3.1 **NOTE – Interim Occupancy was achieved on August 15th as per correspondence. Follow up required in September.**
- 3.4 PoCo request that Phase 1C Fitness can be sperate from Aquatics. i.e. can Fitness open in advance of aquatics? Action – VCC to advise, prepare layout for separation and coordinate with the Building Department. Action – VCC to provide by the end of July progress update. VCC will issue and updated schedule with the Owner’s monthly report noting handover date of the fitness areas. VCC advised that PoCo could start moving FF+E into these spaces at the end of September. **NOTE – Split Occupancy provided in updated schedule. PoCo to confirm that A49 and Consultant letters will suffice in lieu of schedules for Occupancy for these areas.**

4.0 Operating Permits

- 4.1 FHA – PoCo and FHA have started the process for FHA inspection and Permit. Inspection to be called in early August. Note – Confirmed for August 14th. **NOTE - Rescheduled to August 20th. Post meeting note – inspection passed and permit to be issued by FHA. Some minor deficiencies noted for VCC to close out.**
- 4.2 Refrigeration Permit - PoCo starting communications with TSBC. Action – PoCo to obtain OP. Automatic transfer post training on July 24th. Training Complete. CIMCO to finalize TSBC inspection and sign off before handover to PoCo. Urgent. Plant will remain under CIMCO until final check and handover is complete. TSBC to respond to CIMCO. NOTE - VCC advised Technical Safety’s final inspection was underway at the time of this meeting. **NOTE – VCC advised that final inspection is August 21st, followed by final training and handover on August 26th.**

5.0 Training / O&M

- 5.1 Manuals issued via FTP. Two hard copies to be provided. Note - Manuals issued when ready. Action – VCC to advise. Action - A49 reviewing. To be provided by July end. Now first week of August for O&M. Note – M&E to be issued August 7th. PoCo requested digital copies of the food service equipment manuals – VCC will look into providing these. **NOTE - -Digital copies received. FTP site to be reviewed.**
- 5.2 Updated Phase 1AB Specification Book to be provided as part of AB’s. Off site scope included. Action – VCC confirmed that these will be provided by July end, possibly early August. Now mid August for AB’s and Spec. NOTE - VCC advised mid to third week of August. **Action - VCC to confirm.**
- 5.5 As per spec. Materials list to provided in advance of Occupancy to plan for storage. Action – VCC to confirm. To be delivered to Rink 3 Zamboni Room on July 26th. Now August 3rd. NOTE - Tango confirmed most maintenance materials were received. VCC will coordinate the remainder. **NOTE – Complete and signed off by Rana.**

- 5.6 Action - Rana to email Joseph a list of final training so he can arrange the necessary with the required trades. Action – Rana to send preferred dates for training to Joseph. **NOTE – Rana issued training dates. Tallon to confirm final training w/c August 26th.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound. Install complete. T&C ongoing. **Training August 20th.**
- 6.2 Sapphire – Video Walls. **All install complete by August 23rd. Training August 26th.**
- ~~6.3 JM&Co – Library Shelving – July 22nd install start~~
- 6.4 Staples/Global – Furniture – August 14th install start. **Install complete.**

7.0 Deficiencies

- 7.1 Full-time Deficiencies superintendent on site. Benchmarking to be established. Inspection and sign-off process to be established. Action - Deficiencies to be closed out for coordinated handover post Occupancy. VCC to advise when areas are ready for inspection. Note - Building to be deficiency free by August 9th. Door deficiency inspection set for August 7th. NOTE - Doors were reviewed with Jerry, Rana and VCC's door and hardware specialist. 3 aluminum doors still require correction. **Action - Review of deficiency list post meeting to agree on final items to action.**
- 7.2 Note - Final builders clean to be scheduled to August 11th to 13th. PoCo cleaners to complete a final clean pre-opening on August 27th. Action – Final layout to be provided by PoCo to VCC. NOTE - Cleaning now scheduled for after the FF+E move-in. PoCo advised they would have facility staff on hand to move furniture for the cleaners as required. **ACTION – PoCo to advise VCC on preferred sequence of cleaning. Access to be coordinated with maintenance. Library to be cleaned over the weekend.**

8.0 AOB

- 8.12 Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1- year warranty dates to be agreed and started post the completion of select training and handover of areas. **Action – VCC to provide a schedule of warranty start dates.**
- 8.15 Games Room – snooker lighting to be installed. **Action – PoCo to advise on correct location post opening.**
- 8.16 Joseph Lenz vacation – August 14th to early September.
- 8.17 Lewis Reilly vacation - August 1st and 2nd, August 12th to 16th, and August 26th to 28th.
- 8.19 Jerry vacation – August 19th to September 16th; Tallon vacation – 1st week of September.
- 8.21 VCC to close out WorkSafeBC incidents and send reports to PoCo. **Update in VCC Progress Report sufficient.**

- 8.25 PoCo advised that they are looking for direct hot water to the Zamboni rooms. ***ACTION - PoCo to send RFI confirming what is being requested.***
- 8.26 Configuration of secure room behind main reception to be reviewed to allow cash counting to happen. Space is too busy with server racks.
- 8.27 Phase 2 BP drawings to be returned to VCC. ***ACTION – TMG to chase PoCo BD.***
- 8.28 Library internal stairs to reviewed for daily use. ***ACTION - PoCo to RFI with VCC.***
- 8.29 Phase 2 signage to be coordinated with VCC and PoCo.
- 8.30 Rink 1 Rendering required from A49 for FAQ sheers. ***ACTION - VCC to send FAQ to Tallon for response.***
- 8.31 Hydro to be notified of service removal from existing rinks and library. ***ACTION - PoCo to formally request.***

NEXT MEETING: September 3, 2019 – 10.00am (VCC Site Trailer).

Note – Meetings to switch back to VCC format and occur every 2 weeks until the completion of Phase 1C. Residual Occupancy Meeting actions to be carried over onto VCC format.

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

APPENDIX 6

Architecture 49 Letter of Construction Conformance: September 12, 2019

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

September 12, 2019

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To whom it may Concern:

We reviewed the project on-site on August 13th, and 27th, 2019 and via photographs, and based on the visit, review, photos, inspection reports and ongoing correspondence with the site supervisor to date, we verify that to the best of knowledge the work is progressing generally in accordance with the project's IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 7

Architecture 49 Site Report #54: August 23, 2019

Mention of the items listed below shall constitute written notification to the Contractor that such items must be rectified or carried out as soon as practical to bring them in accordance with the contract drawings, approved shop drawings and/or specifications. Unless specifically noted to the contrary, this work shall be carried out as part of the contract price and at no additional cost to the owner. This shall not be construed as relieving the Contractor of the responsibility of making all work complete, accurate and in conformance with the drawings and specifications. The Contractor is responsible for the safety in and about the job site.

DATES:			Site Visit: Tuesday, 2019-08-13	Report Issued: 2019-08-23
PROJECT:			Port Coquitlam Community Recreation Complex	159-00406-02
ADDRESS:			2150 Wilson Ave, Port Coquitlam, BC	
BUILDING PERMIT #:			Permit No.: BP-011897	
GC CONTACT INFO:			Project Manager: Joseph Lenz - 778-628-3942 Proj Coordinator: Tallon O'Neill - 604-785-0176 Lead Site Superintendent: Jerry Brouwer - 778-255-4001	
REPORT BY:			Architecture49 – Adam Chambers	
REVIEWED BY:			Stella Nicolet	
VISIT REQUESTED BY:			Ventana Construction (POCO) Corporation	
ATTENDEES:			Architecture49 – Adam Chambers Time on Site: 2:00pm – 4:30pm	
WEATHER:			Temp: 23°C Mark Applicable: Sunshine <input checked="" type="checkbox"/> & Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/>	
DISTRIBUTION:				
Ventana Construction (PoCo) Corp, VCC: Andrew Cameron, acameron@ventanaconstruction.com Joseph Lenz, jlentz@ventanaconstruction.com Tallon O'Neill, toneill@ventanaconstruction.com Jerry Brouwer, jbrouwer@ventanaconstruction.com Jayson Piesche, jpiesche@ventanaconstruction.com Matt Fraser, mfraser@ventanaconstruction.com Tango Management Group, TMG: Lewis Reilly, lreilly@tangomanagement.ca			Architecture49 Inc, A49: Stella Nicolet, stella.nicolet@architecture49.com Simon Mellor, simon.mellor@architecture49.com Antonio Rigor, antonio.rigor@architecture49.com Ruth Morrison, ruth.morrison@architecture49.com	
Note: Item # prefix indicates report number.				
OBSERVATIONS				
ITEM	DESCRIPTION			ACTION
	General Notes/Observations: <ul style="list-style-type: none"> Where no "ACTION" tagged in column to right, general observations are noted. References to <i>north</i>, <i>south</i>, <i>east</i>, <i>west</i> - dictated by the "Drawing Sheet Plan North". Site work appears in general compliance with the construction documents; unless noted otherwise. Health and site safety measures observed to be in place. It was noted that there was very little activity on site during the visit (2:00 – 5:30pm). 			

ITEM	DESCRIPTION	ACTION
54.0	<p>Work in Progress:</p> <ol style="list-style-type: none">1. Interior storefront install in Level 1 and Level 2 Fitness Centre.2. Gypsum board installation in Fitness Centre.3. Acoustic ceiling suspension system installation in Level 2 Fitness Centre.4. Acoustic ceiling panel installation in Pool5. Sauna and Steam room furring and ceiling framing.6. Pool change-room waterproofing and tiling.7. Fabric duct installation in Pool.8. Concrete finishing in Pool. <p>The photos per categories noted here below and found on the following pages indicate observations made on site.</p> <p>Photo Reference:</p> <p>54.1 BUILDING EXTERIOR</p> <p>54.2 BUILDING INTERIOR</p> <p>54.3 ROOF</p> <p>54.4 Miscellaneous Items:</p>	

Site Observation Report

Report Generated	Aug 22, 2019 <i>at</i> 11:42 AM
by	<i>Adam Chambers</i>
Message	<i>Issue Detail</i>
Total items in this report	17
Sorted By	Title (ascending)
Filtered on	Status (Open) Subtype (Action Required, Deficiency, Observation) Created (from 2019-08-19 to 2019-08-22)

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#309 54.1.01 - Ext - P1C Curtain Wall Sill Detail Along North Elevation

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

P1C > Exterior > Wall > Fitness North

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG_0101.JPG - Aug 21, 2019 - Adam Chambers



IMG_0100.JPG - Aug 21, 2019 - Adam Chambers

#302 54.2.01 - Int - Pool Interior Painting

OPEN	CREATED Aug 20, 2019	DUE DATE
<div>Type / Subtype Observation / Observation</div> <div>Location P1C > Level 1 > 1C139 - POOL</div> <div>Root Cause</div> <div>Checklist Source</div> <div>Reference Drawing</div> <div>Creator Adam Chambers Architecture49</div> <div>Issue Owner Adam Chambers Architecture49</div> <div>Assignee</div> <div>Description</div>		

PHOTOS



IMG_0090.JPG - Aug 21, 2019 - Adam Chambers

#303 54.2.02 - Int - Pool Fabric Duct Installation

OPEN	CREATED Aug 20, 2019	DUE DATE
<div>Type / Subtype Observation / Observation</div> <div>Location P1C > Level 1 > 1C139 - POOL</div> <div>Root Cause</div> <div>Checklist Source</div> <div>Reference Drawing</div> <div>Creator Adam Chambers Architecture49</div> <div>Issue Owner Adam Chambers Architecture49</div> <div>Assignee</div> <div>Description</div>		

PHOTOS

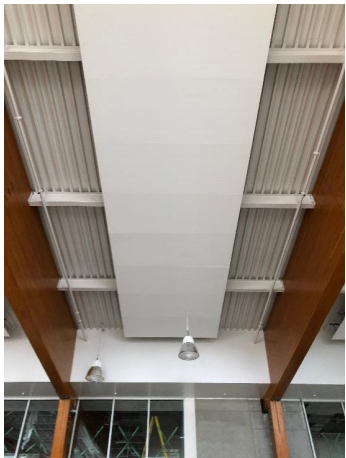


IMG_0091.JPG - Aug 21, 2019 - Adam Chambers

#304 54.2.03 - Int - Pool Ceiling Installation

OPEN	CREATED	DUE DATE
	Aug 20, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>As discussed with Matt while on site, adjust ceiling panels to minimize gaps and height changes between panels.</div><div>Supporting structure for ceiling to be painted.</div></div>		

PHOTOS

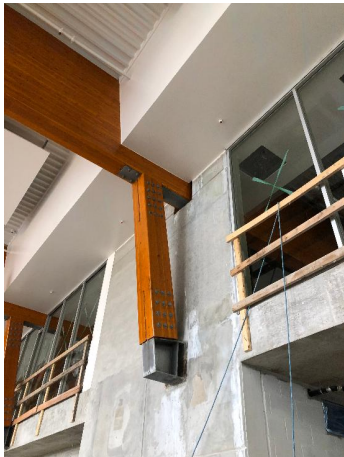


IMG_0092.JPG - Aug 21, 2019 - Adam Chambers

#305 54.2.04 - Int - Detail Required at Glulam Penetration of Shear Wall

OPEN	CREATED	DUE DATE
	Aug 20, 2019	
<p>Type / Subtype Action Required / Action Required</p> <p>Location P1C > Level 1 > 1C139 - POOL</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description A49 to provide detail of penetration closure.</p> <p>Post Review Note: Detail was issued as part of RFI-537 response.</p>		

PHOTOS



IMG_0093.JPG - Aug 21, 2019 - Adam Chambers

#306 54.2.05 - Int - Pool Change Room Tile Installation Progress

OPEN	CREATED	DUE DATE
	Aug 20, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div></div> <div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL</div></div> <div><div>Root Cause</div><div></div></div> <div><div>Checklist Source</div><div></div></div> <div><div>Reference Drawing</div><div></div></div> <div><div>Creator</div><div>Adam Chambers Architecture49</div></div> <div><div>Issue Owner</div><div>Adam Chambers Architecture49</div></div> <div><div>Assignee</div><div></div></div> <div><div>Description</div><div>Pool change room tile installation is progressing through-out most change rooms. VCC advised that universal change room floor tile installation will happen with pool deck tile so grout lines will match.</div></div>		

PHOTOS



IMG_0095.JPG - Aug 21, 2019 - Adam Chambers



IMG_0094.JPG - Aug 21, 2019 - Adam Chambers

#307 54.2.06 - Int - Fitness Centre/Pool Corridor Glazing Progress

OPEN	CREATED	DUE DATE
	Aug 20, 2019	
<p>Type / Subtype Observation / Observation</p> <p>Location P1C > Level 1 > 1C125 - CORRIDOR</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description The glazing between the Level 1 Fitness Centre and the Pool Corridor is progressing with the frames nearing completion, and the majority of the clear and fritted glass installed.</p>		

PHOTOS

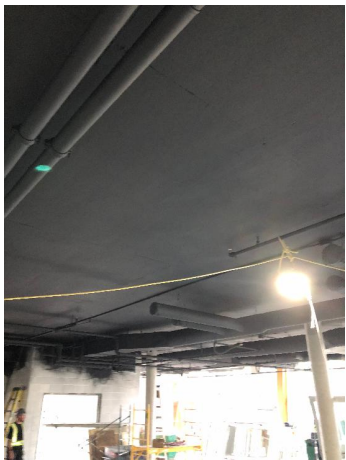


IMG_0098.JPG - Aug 21, 2019 - Adam Chambers

#308 54.2.07 - Int - Fitness Centre Ceiling Painting Progress

OPEN	CREATED	DUE DATE
	Aug 20, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1C > Level 1 > 1C121 - WEIGHT ROOM LEVEL 1</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Exposed ceiling painting is progressing.</div></div>		

PHOTOS



IMG_0099.JPG - Aug 21, 2019 - Adam Chambers

#310 54.2.08 - Int - Curtain Wall Fire Stopping Detail

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype Action Required / Action Required

Location P1C > Level 2 > 1C230 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description Please provide ULC tested detail for installed assembly. Please provide documentation that installed products conform to ULC tested detail provided.

PHOTOS



IMG_0105.JPG - Aug 21, 2019 - Adam Chambers

#311 54.2.09 - Int - Fire Rated Wall between Fitness Studio and Medical Office

OPEN	CREATED	DUE DATE
	Aug 21, 2019	

Type / Subtype Observation / Observation

Location P1C > Level 2 > 1C230 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description Progress of the fire rated wall between the second floor fitness studio and the future sports medicine office.

PHOTOS



IMG_0107.JPG - Aug 21, 2019 - Adam Chambers

#312 54.2.10 - Int - Second Floor Fitness Centre Ceiling Progress

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype Observation / Observation

Location P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description The ceiling on the second level fitness is beginning to be installed.

PHOTOS



IMG_0109.JPG - Aug 21, 2019 - Adam Chambers

#313 54.2.11 - Int - Fire Stopping at Stair 3 Bulkhead

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype

Action Required / Action Required

Location

P1C > Level 2 > S1C3 - STAIR 1C3

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Fire stopping at bulkhead and roof deck to be installed as per ULC tested detail.

PHOTOS



IMG_0111.JPG - Aug 21, 2019 - Adam Chambers

#314 54.2.12 - Int - Cracked Gypsum Wall Board

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype Action Required / Action Required

Location P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2 (West side above glazing near Stair 3.)

Root Cause

Checklist Source

Reference Drawing

Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Repair and make good cracked gypsum wall finish.

PHOTOS



IMG_0112.JPG - Aug 21, 2019 - Adam Chambers

#315 54.2.13 - Int - Gypsum Bulkhead between Fitness Studio and Weight Room on Level 2

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

P1C > Level 2 > 1C231 - WEIGHT ROOM LEVEL 2

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Progress of the gypsum board bulkhead between the Level 2 weight room and fitness studio.

PHOTOS



IMG_0113.JPG - Aug 21, 2019 - Adam Chambers

#316 54.2.14 - Int - Hot Tub Drainage Openings Required

OPEN	CREATED	DUE DATE
	Aug 21, 2019	
<div><div>Type / Subtype</div><div>Action Required / Action Required</div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL (North Hot Tub Wall)</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Provide openings through concrete wall as noted on Drawing A-P1C-1101.</div></div>		

PHOTOS



IMG_0115.JPG - Aug 21, 2019 - Adam Chambers

#317 54.2.15 - Int - Lazy River Progress

OPEN	CREATED	DUE DATE
	Aug 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL</div><div>Root Cause</div><div>Checklist Source</div><div>Reference Drawing</div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div>Description</div><div>Progress of the Lazy River construction.</div></div>		

PHOTOS



IMG_0122.JPG - Aug 21, 2019 - Adam Chambers



IMG_0121.JPG - Aug 21, 2019 - Adam Chambers

#318 54.2.16 - Int - Glazing Between Pool and Level 2 Fitness Centre Progress

OPEN	CREATED	DUE DATE
	Aug 21, 2019	
<div><div>Type / Subtype</div><div>Observation / Observation</div><div>Location</div><div>P1C > Level 1 > 1C139 - POOL</div><div>Root Cause</div><div></div><div>Checklist Source</div><div></div><div>Reference Drawing</div><div></div><div>Creator</div><div>Adam Chambers Architecture49</div><div>Issue Owner</div><div>Adam Chambers Architecture49</div><div>Assignee</div><div></div><div>Description</div><div>Glazing between the Level 2 Fitness Centre and Pool is progressing.</div></div>		

PHOTOS



IMG_0123.JPG - Aug 21, 2019 - Adam Chambers



IMG_0124.JPG - Aug 21, 2019 - Adam Chambers

ISSUES TO RESOLVE:

(Not to circumvent RFI process)

Previous Report Items:

- 52.276 – Conduit penetration into Electrical Room to be firestopped.
- 52.277 – Remove poly-vapour barrier and insulation from stud wall.
- 53.3.1. #287 – Roof – Missing caulking at s-lock parapet flashing. Provide Roofing Inspection Reports.
- 53.3.3. #289 – Roof – Scupper installation details; repair and make good.
- 53.3.4. #290 – Roof – Repair and make good bulges in adhered membrane [review with roof manufacturer/supplier].
- 53.3.5. #291 – Roof – Excessive amount of patching; gap at curb flashing to be repaired and made good. Provide Roofing Inspection Reports to indicate review of patch work acceptable.
- 53.2.2. #293 – Interior – AVB & insulation to be reviewed and finalized for Sauna Room.
- 53.2.3. #294 – Interior – Review ceiling requirements at joist penetrations through pool east wall. Sprinkler protection to be reviewed by Escape.
 - Post Review Note: RFI-539 has been issued for this item.
- 53.2.4. #295 – Interior – End cap/cover required at south end of west side concrete wall.
- 53.1.1. #296 – Exterior – Rebar interference with future landscaping at south entrance.
- 53.1.4. #299 – Exterior – VCC to work out a curb cover detail and submit to A49 for review. Previously called up in Deficiency Report dated 2019-07-23.

This Report Items:

- 54.2.03. #304 – Interior – Pool ceiling panel installation.
- 54.2.04. #305 – Interior – Detail required at glulam penetration of shear wall.
- 54.2.08. #310 – Interior – Curtain wall fire stopping detail to be provided for review. Confirmation of installed products to be provided.
- 54.2.11. #313 – Interior – Fire Stopping at Stair 3 Bulkhead
- 54.2.12. #314 – Interior – Cracked interior gypsum finish.
- 54.2.14. #316 – Interior – Hot Tub drainage openings in concrete wall.

END OF ARCHITECTURAL SITE OBSERVATION REPORT #54

Prepared by:



ARCHITECTURE | 49

Adam Chambers, B.Arch.Sc
Building Technologist



MECHANICAL AND PLUMBING FIELD REPORT

DATE:	August 7, 2019	FR NO.:	MP.20
Contractor	Ventana Construction	FROM:	Lowell Suelto/Seann Caldwell WSP Canada Inc. 840 Howe Street Vancouver BC V6Z 2A9
ATTN:	Andrew Cameron		
	acameron@ventanaconstruction.com		
Mechanical:	Omega Mechanical Ltd.		
ATTN:	Mitch Kelly/Nick Sciankowy	PROJECT NO.:	159-00406-02
EMAIL:	mitch@omegamechanical.com		
PROJECT:	Port Coquitlam Recreation Complex	LOCATION:	2150 Wilson Ave, Port Coquitlam
ATTACHMENTS:			

Distributed to:

<input checked="" type="checkbox"/>	Omega Mechanical LTD.	Attn:	Gary Martin/Kyle Parhar	Email:	gmartin@omegamechanical.ca
<input type="checkbox"/>					

Date of Inspection: Aug 6, 2019

Weather: Sunny

Temperature: 31°C

General Note: Strike-thru items are completed or fully addressed and will be deleted in the next report.

General (Work Reviewed):

1. Plumbing piping and rough-ins installed in 1C to date.
2. Mechanical piping and HVAC in 1C to date.

Work in Progress:

1. Phase 1C Sheet metal ductwork inside building
2. Commissioning
3. Air balancing
4. Phase 1C plumbing fixture installation

1000-840 Howe Street
Vancouver, BC, Canada V6Z 2M1

T: F +1 604 683-8655
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FIELD REPORT

Observations:

1. Phase 1C, Pool Area: Slab is completely poured below the pool. WSP discussed with Omega that domestic hot and cold for the foot shower could be fed from the Phase 1C mechanical room, thru the pool equipment room and follow the same routing as the pool piping serving the water park. WSP to issue SI after confirming details with A49. Pipe coring thru foundation wall has been made to accommodate piping serving shower. Pool wood framing is being built-up. Deck Drainage openings are installed. Update: Pool Equipment piping install is progressing,
2. Phase 1C: 150mm storm piping at phase 1C at the north side between gridlines 1C6 and 1C13 will have a potential conflict with 3300mm height dropped ceiling. A-49 has confirmed ceiling will be dropped to accommodate storm piping. The RWL drop shown at the corner of Facility Manager office 1C120 will also need to be relocated due to a wall layout change during construction.
3. Mechanical and plumbing components to-date are installed as per contract documents.
4. ~~Ammonia detector lights and switches are installed on building exterior [photo #2]~~
5. ~~Kitchen – Kitchen equipment plumbing is in progress~~
6. ~~Dehumidifier DH-1, Condenser CON-1, and HRV-2 are installed (photo #3, 4, 5)~~
7. ~~Rooftop unit RTU-1 is in place. However, damages during delivery have occurred~~
8. ~~Fireplace exhaust and EF-43 are installed (photo #7)~~
9. ~~Supply fan SF-5 is installed (photo #8)~~
10. ~~HRV-4, HRV-6, RTU-2, EF-28 are installed (photo #9, 10, 11)~~
11. ~~Pool dehumidification DH-4 is installed with no ductwork (photo #12)~~
12. Main ducts and heat pumps are installed in Level 1C
13. ~~Heat Recovery Unit HRV-2A is installed (photo #15)~~
14. ~~Condensing Units SCU-1, 2, 3, 4 & FC-1, 2, 3, 4 are installed (photo #16)~~
15. ~~Boilers B-3 & B-4 and vents are installed (photo #18)~~
16. ~~Water heaters WH-7, 8 and HX-3 are installed (photo #19)~~
17. In phase 1C, ductwork and heat pumps HP-18, 26, 28, 29, 30, 31, 38, 40, 70 are installed.
18. Parkade exhaust fan EF-5A and ductwork is installed

Information or Action Required:

1. Submit pipe pressure test reports for Consultant Records.
2. Maintain record as-built redline drawings on site.

FIELD REPORT

3. Fastening of large pipes in mechanical room 1A202 to underside of ceiling deck is not acceptable by structural engineer. Loads were provided for structural review.
4. Phase 2C, Level 2; Ensure that all drainage piping with offsets greater than 45° to have cleanouts as required code
5. ~~Phase 1C Level 1; Kitchen drain location interferes with wall finish. Relocate drain to ensure enough space is allowed for the floor drain grate.~~
6. ~~Elevator machine room exhaust fan is 50mm too low for code requirements. Source another lower fan.~~
7. ~~Provide label for arena radiant heaters timer "HEATER TIMER", see photo #1.~~
8. Provide guards for gas sensors and thermostats in arenas.
9. ~~Provide ceiling air grilles in dressing rooms.~~
10. Provide a report on damages and proposed rectification to rooftop unit RTU-1.
11. ~~Provide Schedule C-B for mechanical seismic restraint Provide access panels for walls and ceiling (photo #13).~~
12. ~~Rectify upside down labels on EF-5A (photo #17).~~
13. ~~Provide rain caps for chimneys.~~
14. ~~Provide Schedule C-B for fire suppression.~~
15. Provide commissioning reports for all mechanical equipment.
16. Provide air and water balancing reports.
17. Provide final version of O&M Manuals for approval.
18. ~~Provide as-built drawings.~~
19. Provide training to City Staff.
20. ~~preventers Provide labeling for backflow to each equipment served. (Phase 1B Level 2 — Concession Storage)~~
21. Provide PVC covers on heating lines to hot water cabinet heaters
22. ~~Complete wiring to smoke dampers Provide written confirmation that stairwell supply fans and ammonia exhaust fan are operational~~
23. On DH-1 and DH-2 return air ducts outside, provide relief air dampers complete with backdraft dampers.
24. Provide guards on thermostats in public areas.

Issued by the Consultant:

Lowell Suelto, ASCT
Seann Caldwell, P.Eng.



Aug 7, 2019

Name and Title

Signature

Date