



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #28

July 2019

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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.

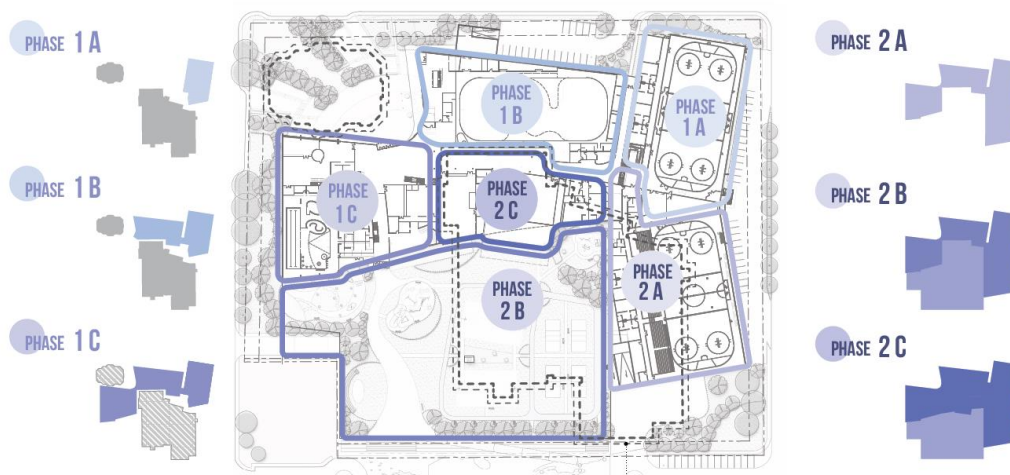
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

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.

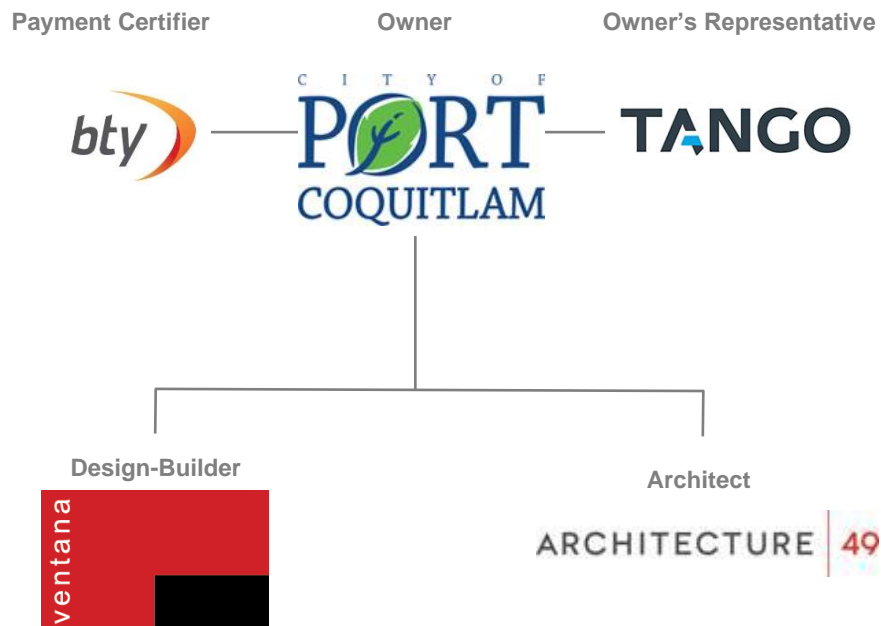


4.0 PROJECT TEAM

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%		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 st						
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

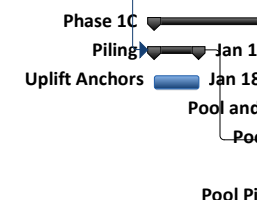
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ID	Task Name	Duration	Start	Finish	% Compl	Predecessors							2018
							Jan	Mar	May	Jul	Sep	Nov	Jan
167	1.3.1.25 interior stud and drywall div 9	20 days	Fri 3/15/19	Thu 4/11/19	0%	164FS-2 wks							
168	1.3.1.26 Div 9 Commercial Kitchen	69 days	Fri 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

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

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Web VentanaConstruction.com

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

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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

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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

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PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

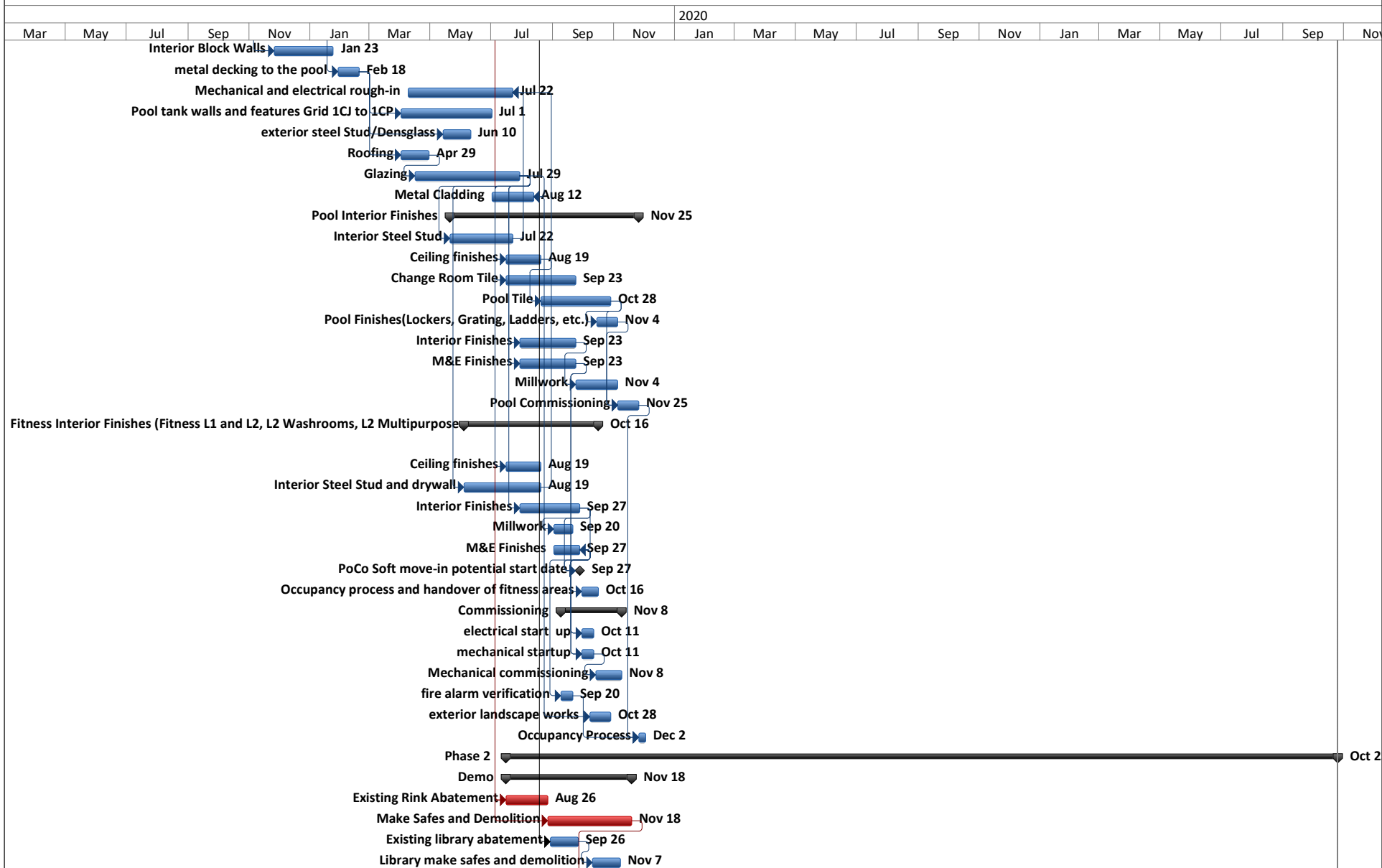
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PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

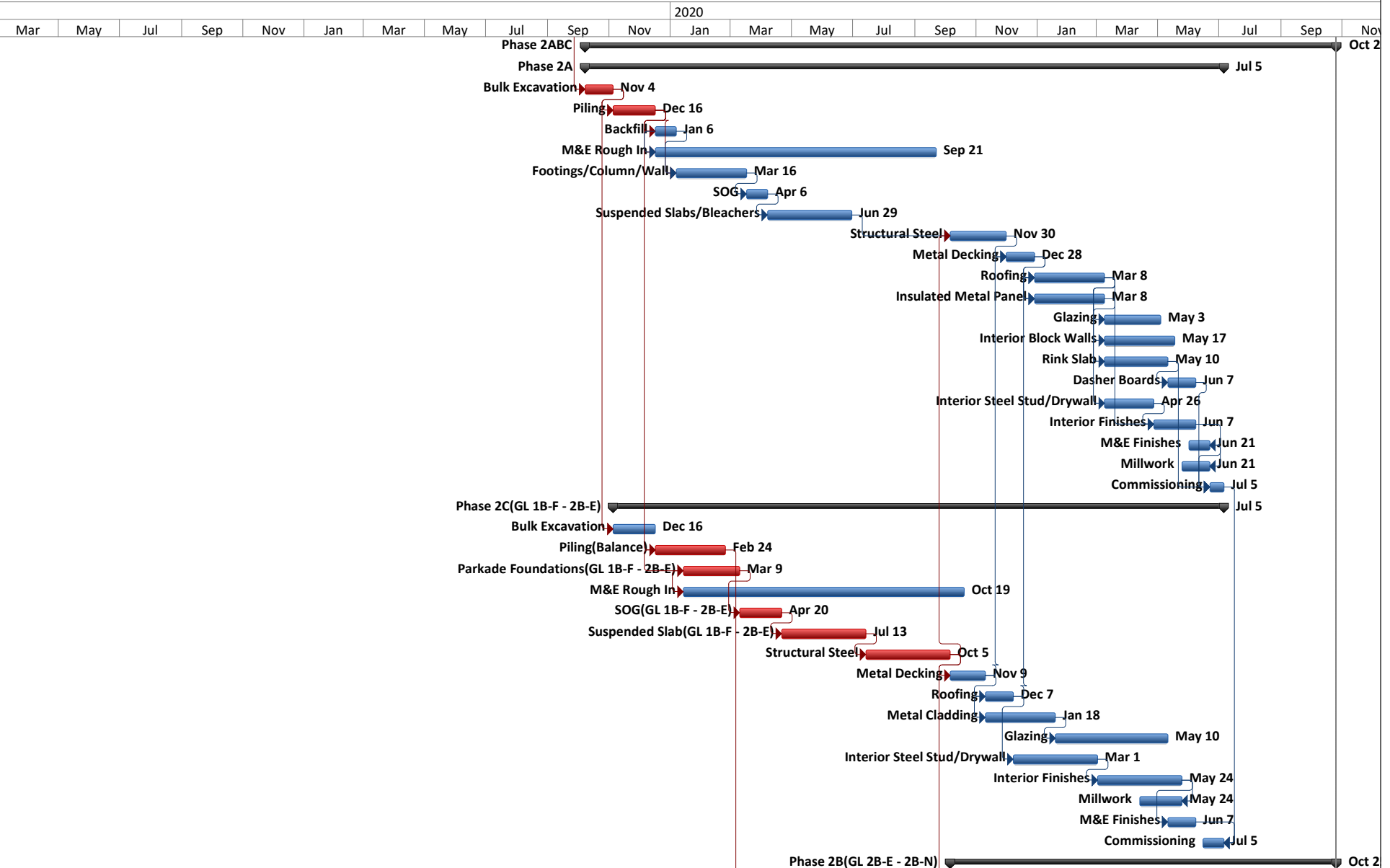
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PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

Aug 16th 2019 - Update

Ventana Construction Corporation

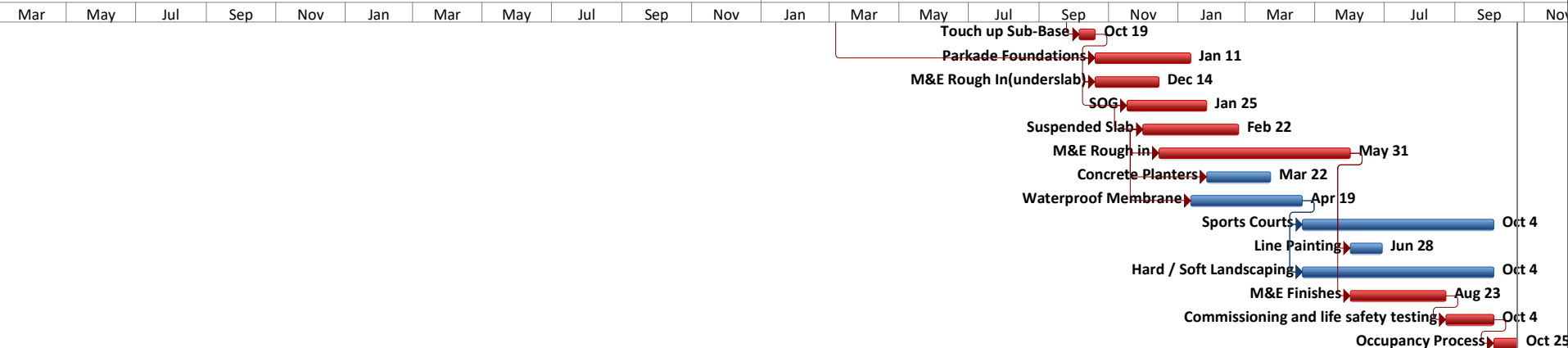
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APPENDIX 2

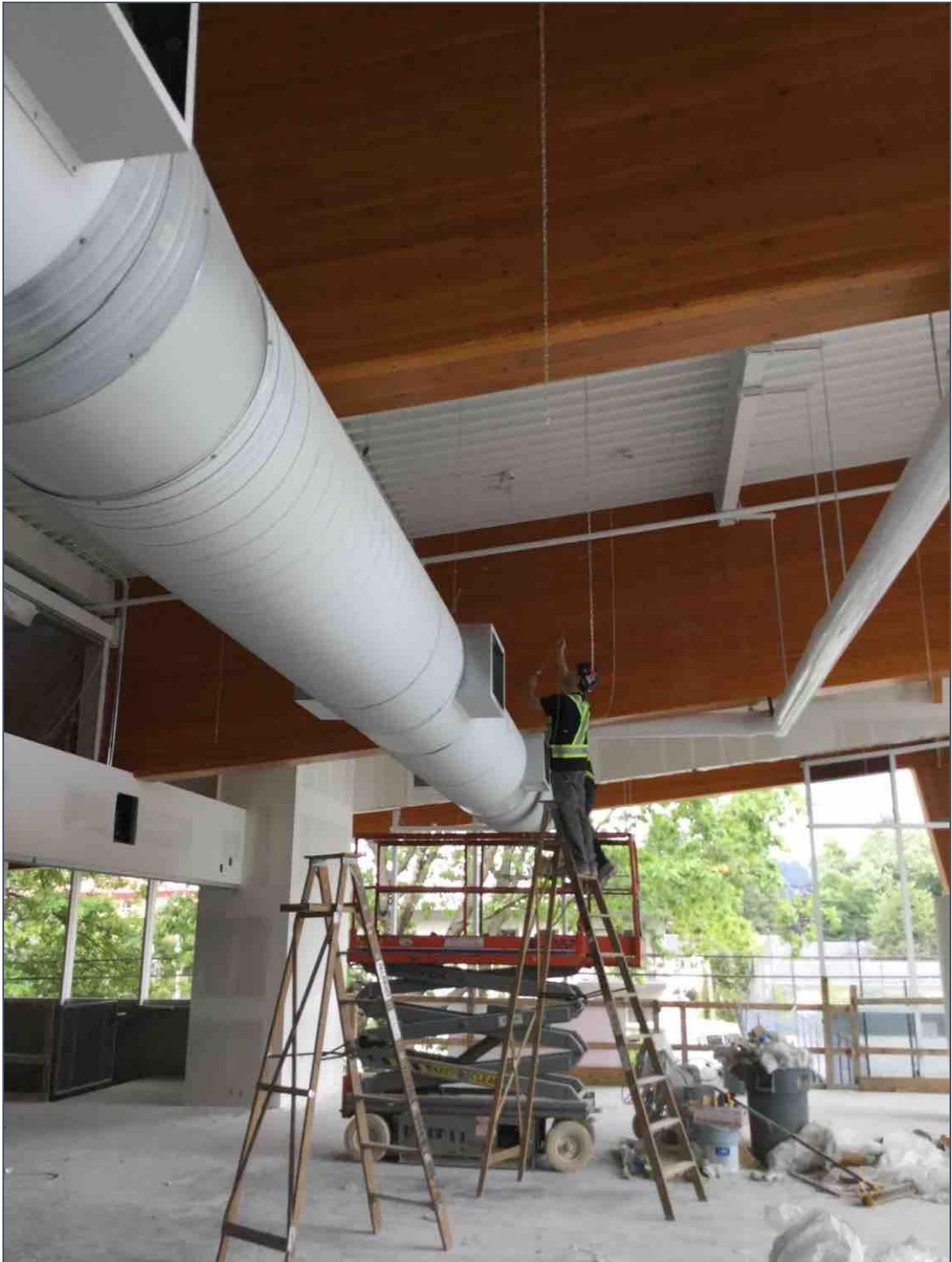
Progress Photographs – July 2019



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	Ceramic Tile	2	Tango's Subtotal
		Millwork	Elevator		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	6
Engineers		Site Work		Scaffolding	5
Office Staff		Landscaping		Spray Insul/Fire Proof	
CSO / First Aid		Paving		Caulking/Firestopping	16
Carpenters		Concrete Formwork	2	Roofing	2
Labourers		Rink prep / conc		Doors & Hardware	
Operators		Reinforcing Steel		Windows/Glazing	19
		Structural Steel		Exterior Cladding	13
		Metal Decking		SS/Drywall	3
		Masonry		Drywall Taper	
		Rough Carpentry		Resilient Tile	
		Finish Carpentry		Ceramic Tile	4
		Millwork		Elevator	
		Tango's Subtotal			
		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	20
		Structural Steel		Exterior Cladding	Electrical
		Metal Decking		SS/Drywall	6
		Masonry		Drywall Taper	3
		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	6
Carpenters		Spray Insul/Fire Proof	
Labourers		Caulking/Firestopping	
Operators		Plumbing	8
		Mechanical	2
		Roofing	
		Refrigeration	
		Reinforcing Steel	12
		Sprinklers	
		Structural Steel	3
		Electrical	12
		Exterior Cladding	
		SS/Drywall	6
		Controls	
		Masonry	4
		Pool Piping	
		Drywall Taper	
		Rough Carpentry	
		Resilient Tile	
		Finish Carpentry	2
		Ceramic Tile	
		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

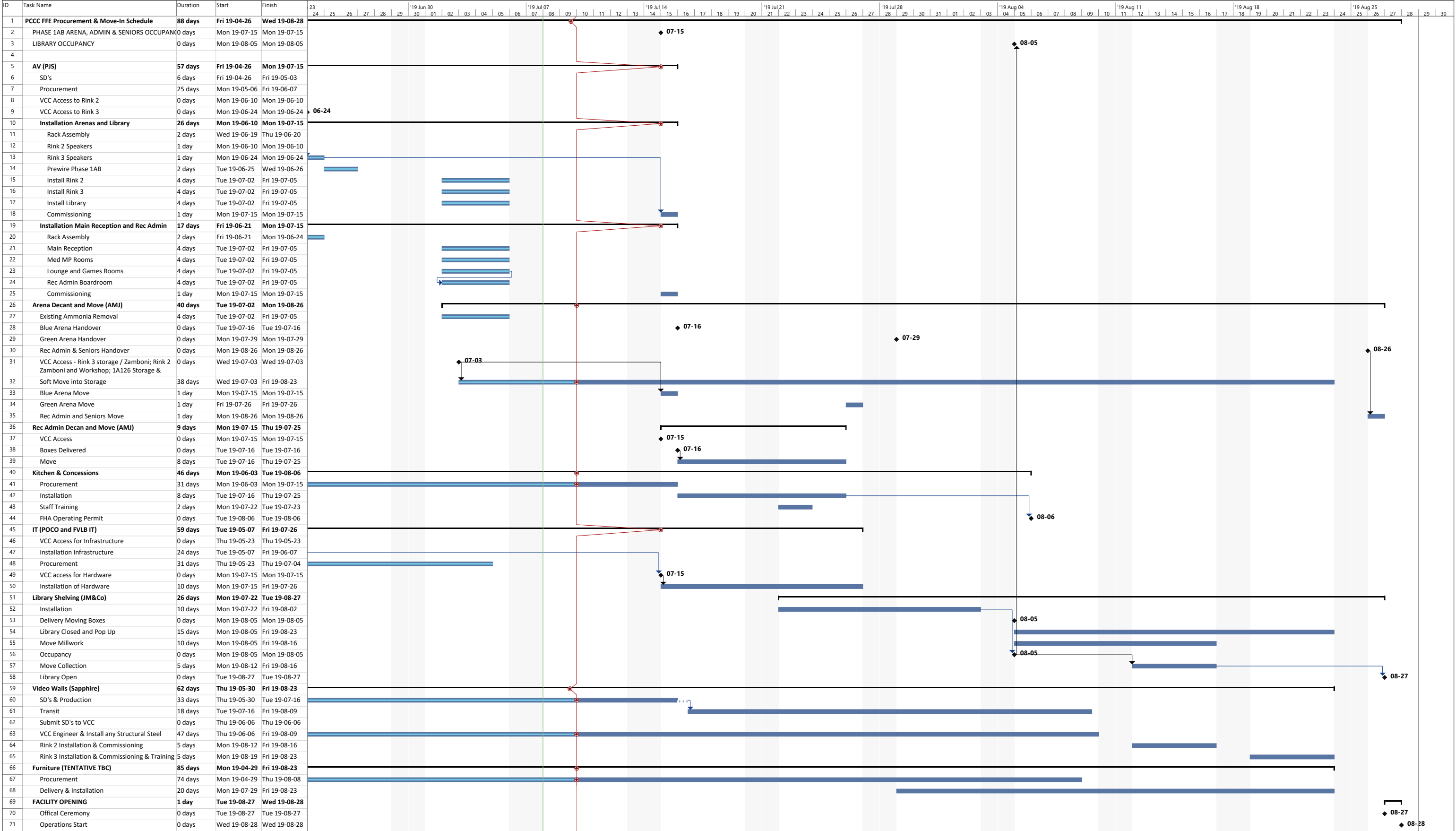
- 8.1 ~~TMG to issue RFI for handrail removable glazing in glass handrail outside Phase 1C Fitness. Complete. Action – VCC to send through SD’s once available this week. VCC confirmed this is part of A49’s submission to PoCo.~~
- 8.2 ~~TMG to issue RFI regarding Phase 1C Occupancy split between Fitness (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

PCCC FFE Procurement, Occupancy and Move-In Schedule (July 9, 2019)



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 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.**

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.~~
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- 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.~~
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- ~~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.~~

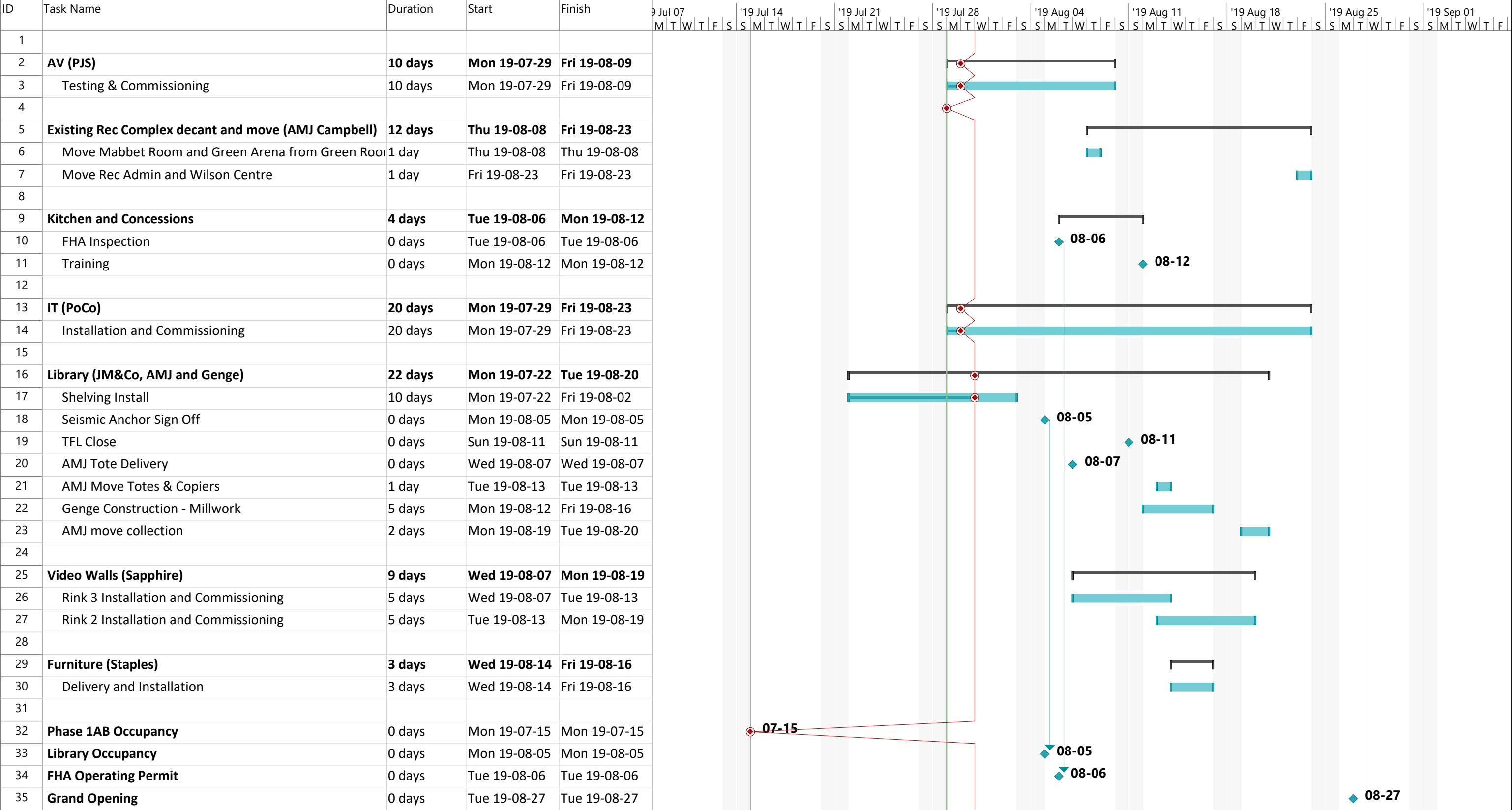
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- 8.9 RFI 143 Urgent. AV install. **Action – VCC to respond.**
- 8.10 Weekly Meetings to continue post Occupancy towards Operations in late August. Changed back to Owner’s Meeting. Tango to chair and prepare minutes.
- ~~8.11 Abatement and Demo Permit 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 1 st and 2 nd , August 12 th to 16 th , and August 26 th 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