



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #29

August 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 #29 to the Owner. This report represents a summary of key project activities and issues that occurred up to August 31, 2019.

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

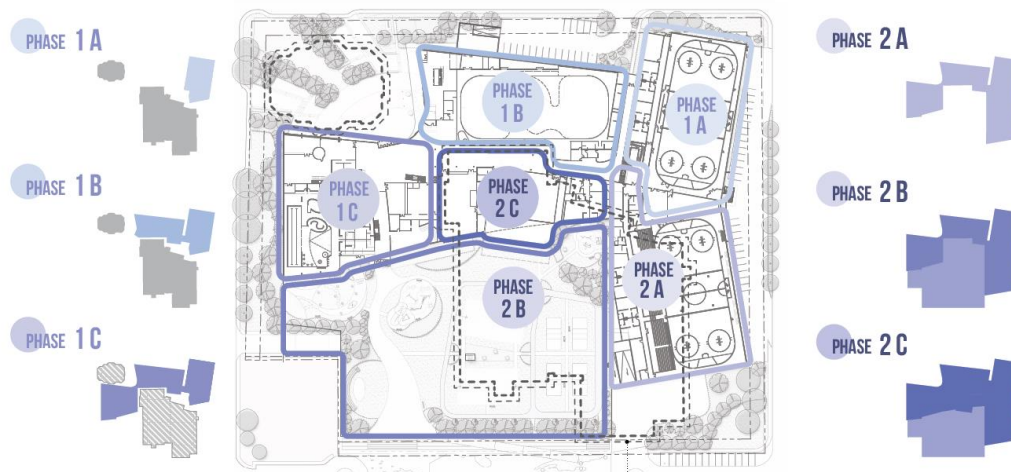
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

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

3.0 PROJECT SCOPE

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

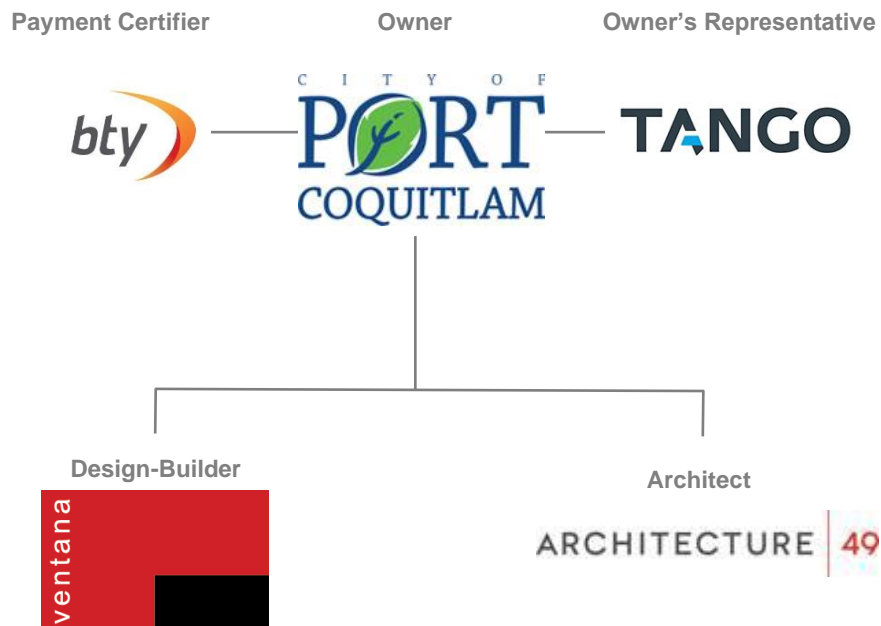


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

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

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

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

Schematic Design

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

Design Development & Working Drawings and Construction Documents

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

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

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

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

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

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

A Development Permit was issued on August 18, 2017.

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

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

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

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

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

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

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

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

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

6.0 Procurement & Contract Administration (continued)

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

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

Phases 1ABC & 2ABC

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

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

Furniture, Fixtures and Equipment (FF&E) Procurement

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

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

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

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

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

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

Project Coordination / Meeting

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

Owner Request for Information (RFI)

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

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

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

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

Payment Certification

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

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

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

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

7.0 Project Budget (continued)

Change Order Management

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

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

7.0 *Project Budget (continued)*

Project Contingency

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

Claims Management

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

8.0 **PROJECT SCHEDULE**

Construction Progress (August End 2019)

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

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

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

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

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

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

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

8.0 Project Schedule (continued)

Monthly Look Ahead

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

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

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

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

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

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

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

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

9.0 *Quality Assurance & Quality Control (continued)*

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

10.0 **SAFETY AND ENVIRONMENTAL**

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

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

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

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

No incidents were reported during this reporting period.

11.0 **AREAS OF CONCERN & OUTSTANDING ISSUES**

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

APPENDIX 1

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



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

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

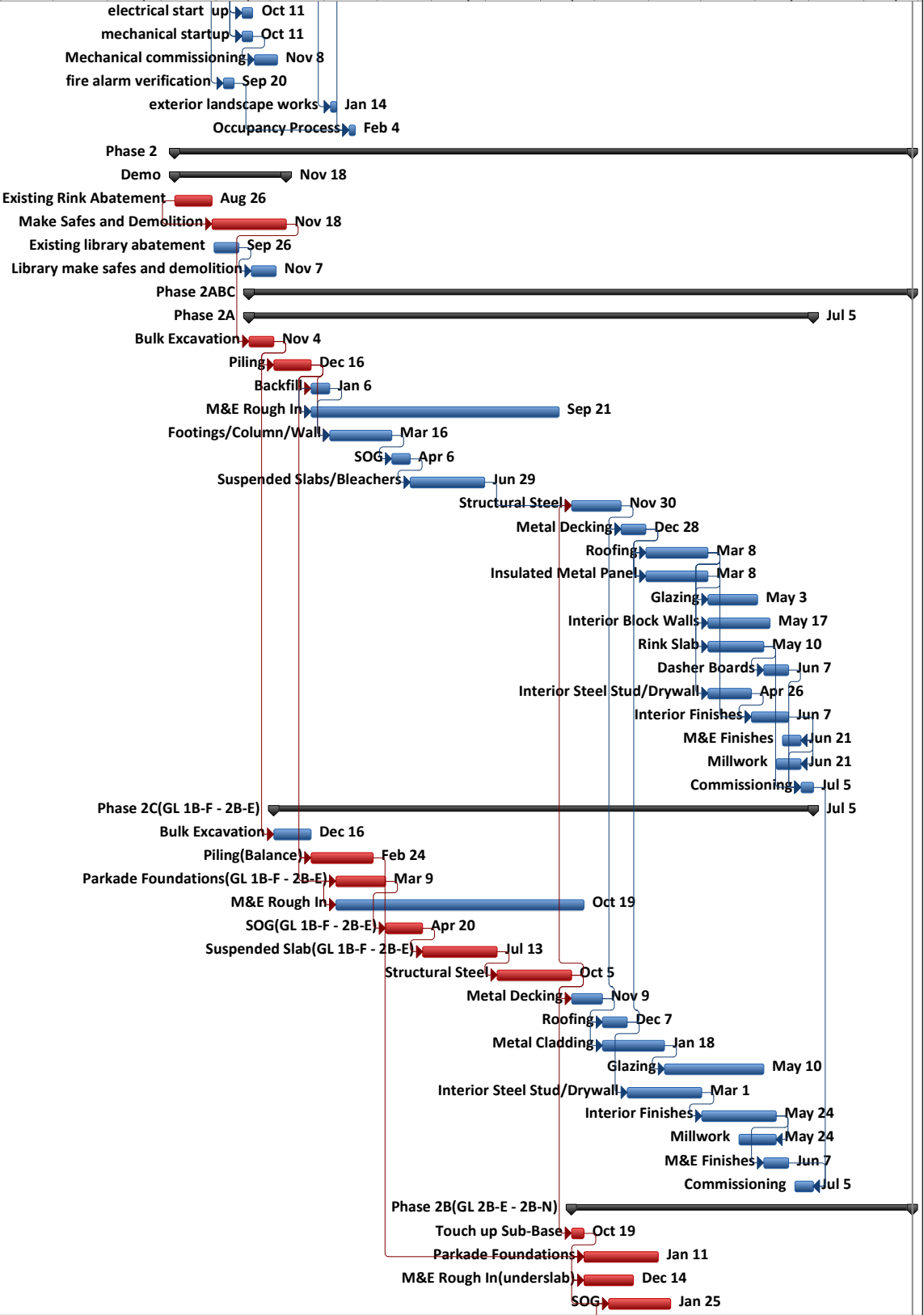
ID	Task Name	Duration	Start	Finish	2018																												2020												
					2018												2019												2020																
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep												
1	1 Port Coquitlam Recreation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



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

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

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

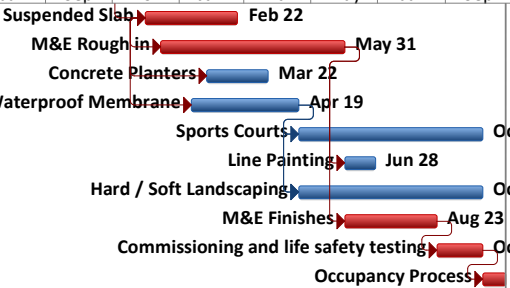




PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
September 16th 2019 - Update

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

ID	Task Name	Duration	Start	Finish																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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313	1.4.2.3.5 Suspended Slab	60 days	Tue 12/1/20	Mon 2/22/21																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											

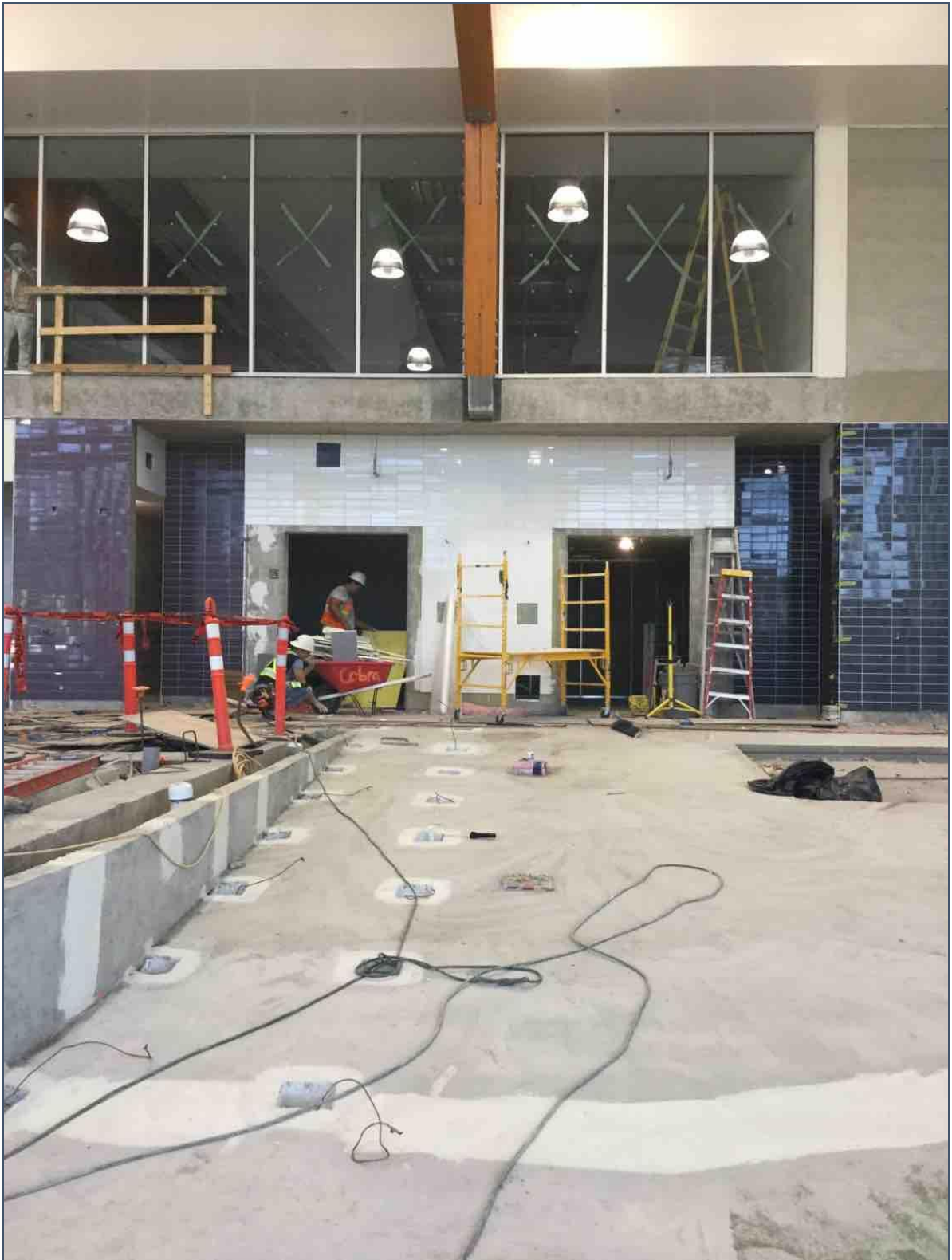


APPENDIX 2

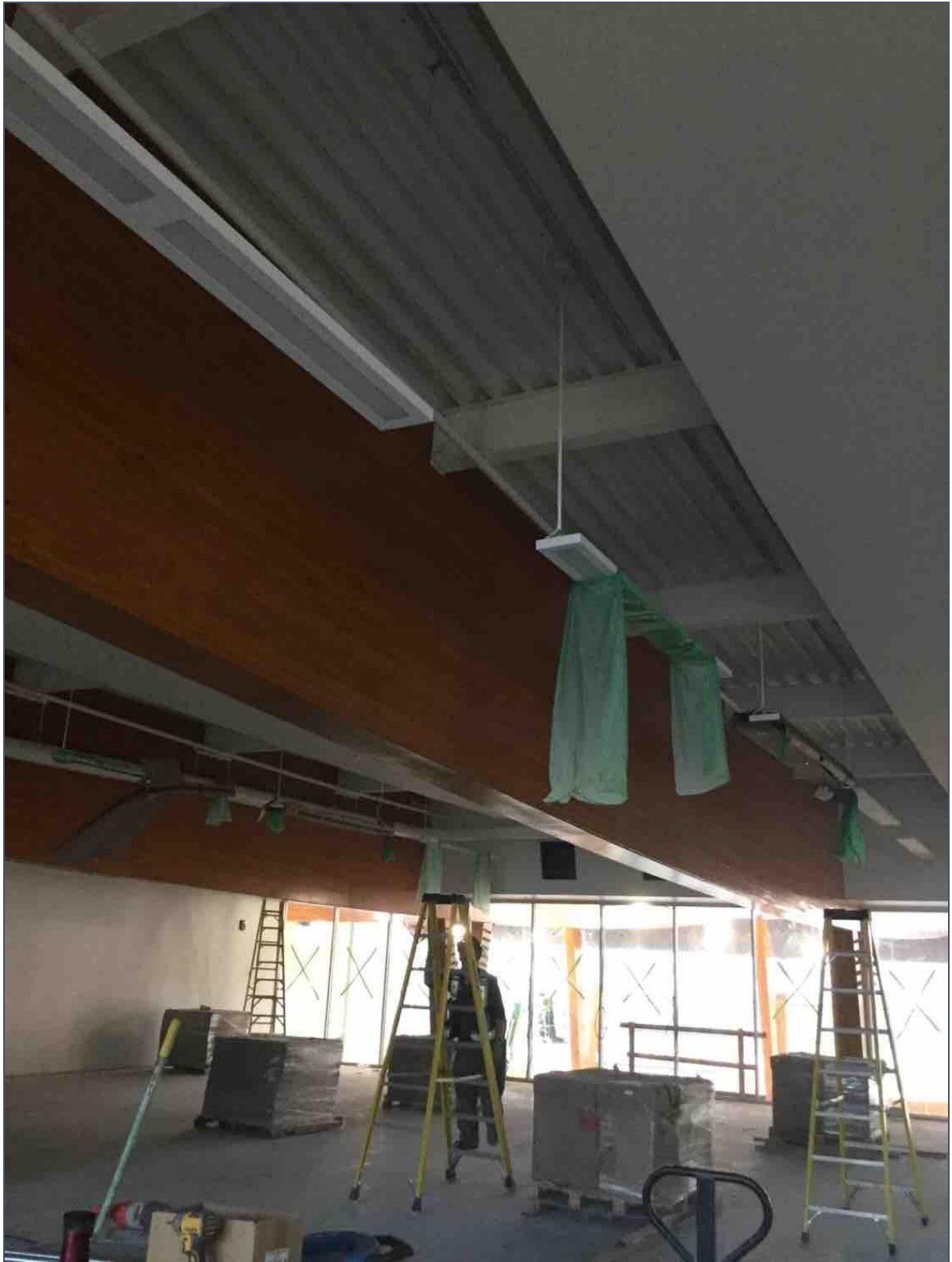
Progress Photographs – August 2019



Phase 1C – Tiling complete to changeroom corridor



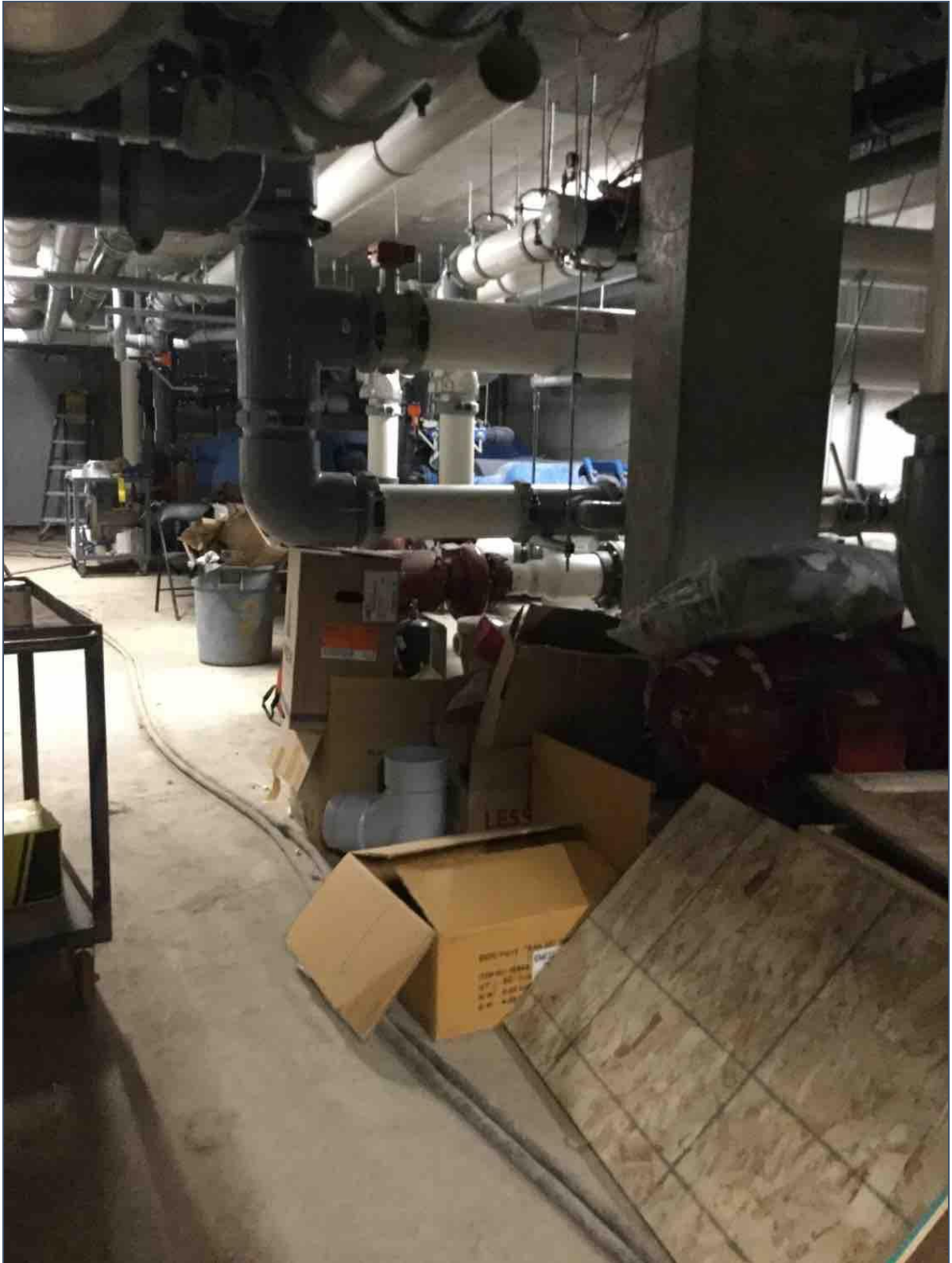
Phase 1C – Tiling to change room, steam room and sauna entrances



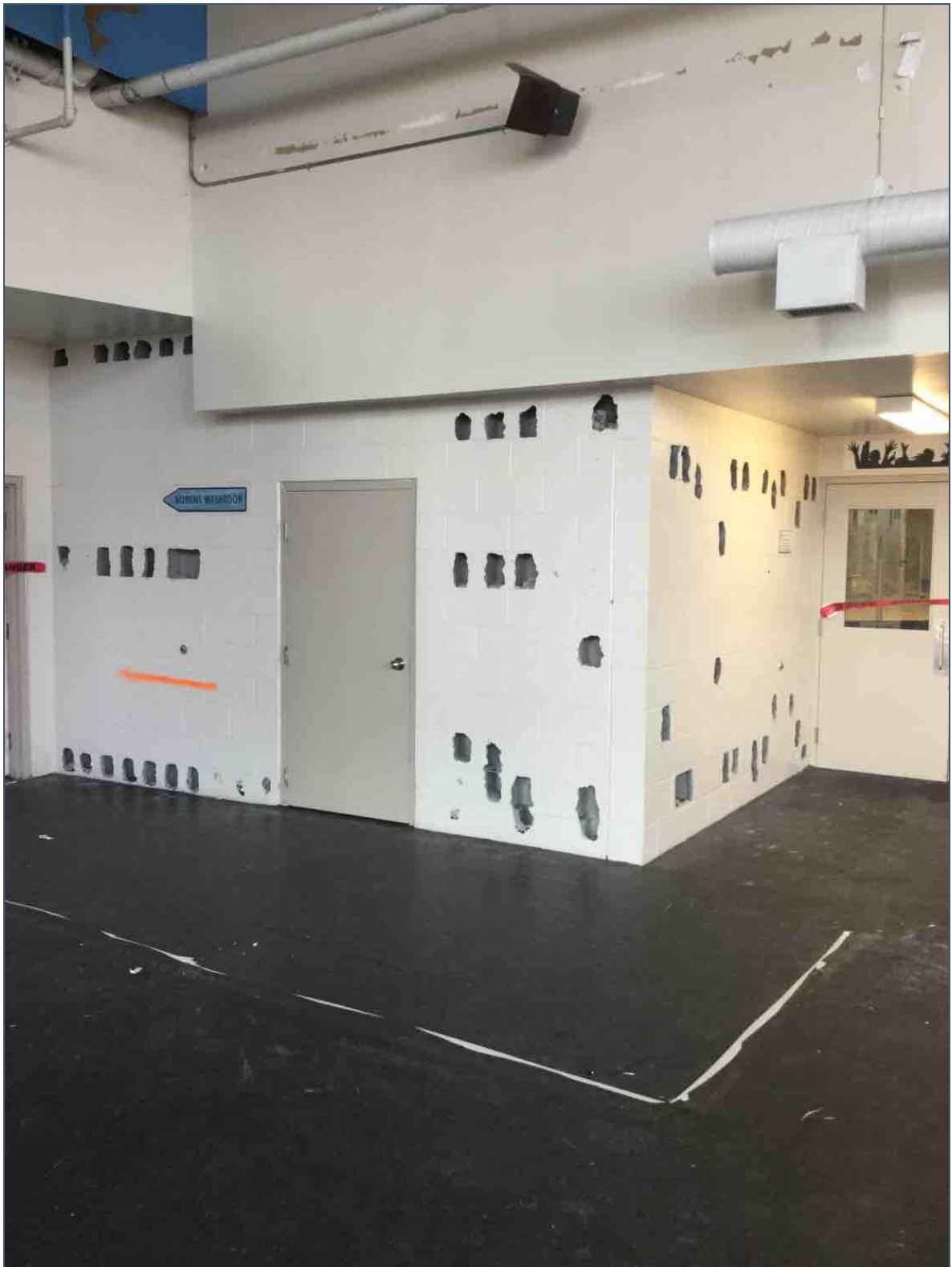
Phase 1C – Weights Area: Lighting install



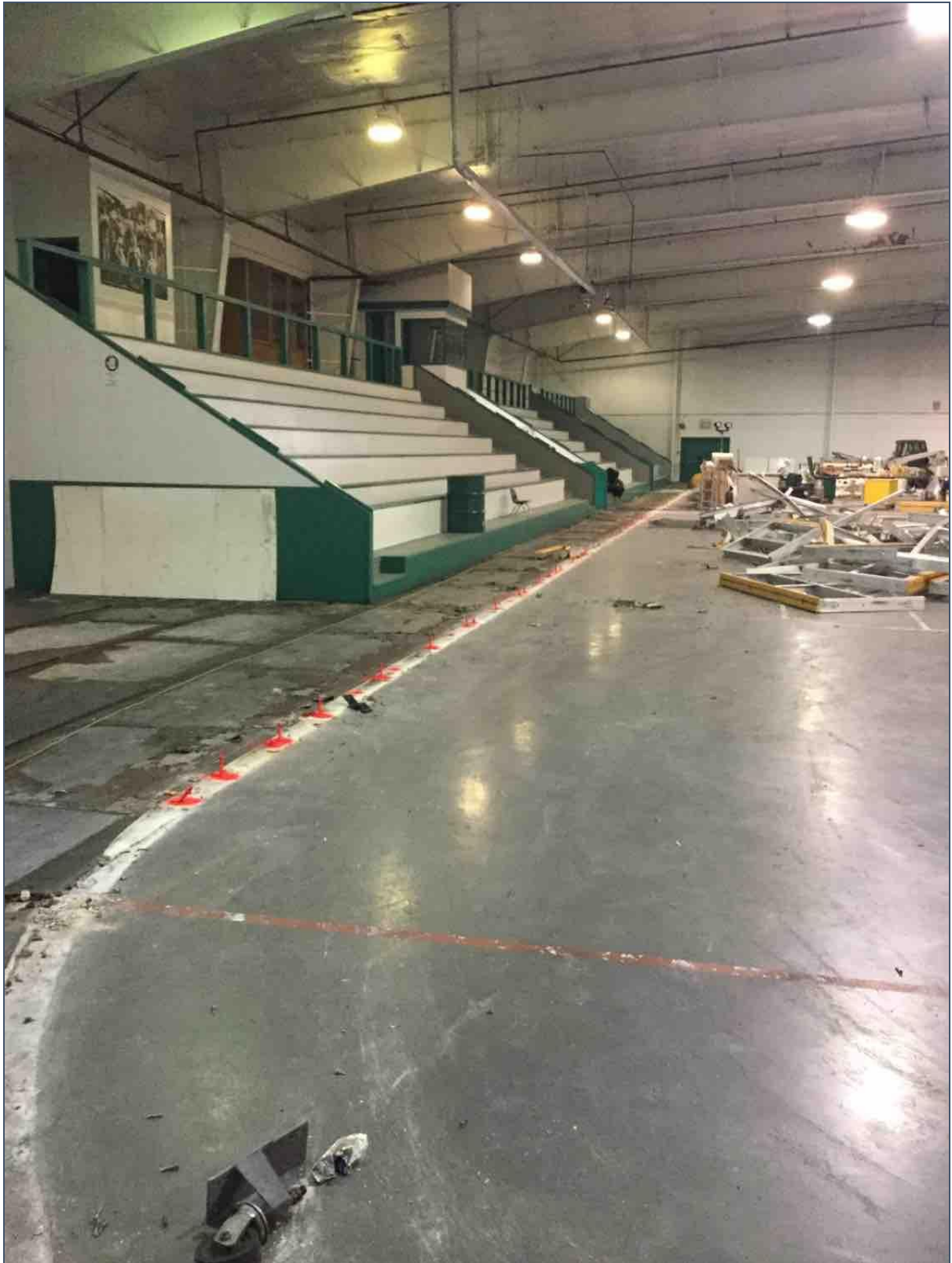
Phase 1C – TRX steelwork installation



Phase 1C – Pool equipment room



Phase 2 – Asbestos abatement in old facility



Phase 2 – Green Arena Demolition

APPENDIX 3

Site Inspection Reports: August 2019

Field Review Report



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

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 15
Low of: 29

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

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

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

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

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

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

QAQC

As previously noted and discussed with Ventana

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

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

Field Review Report



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

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 27
Low of: 13

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

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

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

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

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

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

QAQC

As previously noted and discussed with Ventana

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

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

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

Field Review Report



Project: PCCC
Reporting Date: 2019-08-19
Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 23
Low of: 15

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

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against updated May 16th schedule

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

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

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

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

QAQC

As previously noted and discussed with Ventana

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

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

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

Field Review Report



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

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

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

JOB DELAYS OR POSSIBLE DELAYS:

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

QAQC

As previously noted and discussed with Ventana

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

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

APPENDIX 4

Certificate of Payment No.32: September 12, 2019

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



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

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

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

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

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

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

APPENDIX 5

Occupancy Coordination Meetings No.9, 10 & 11 Minutes

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

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

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

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

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

2.0 Schedule

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

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

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

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

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

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

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

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

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

3.0 Occupancy Permits

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

4.0 Operating Permits

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

5.0 Training / O&M

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

6.0 FFE Awards

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

7.0 Deficiencies

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

8.0 AOB

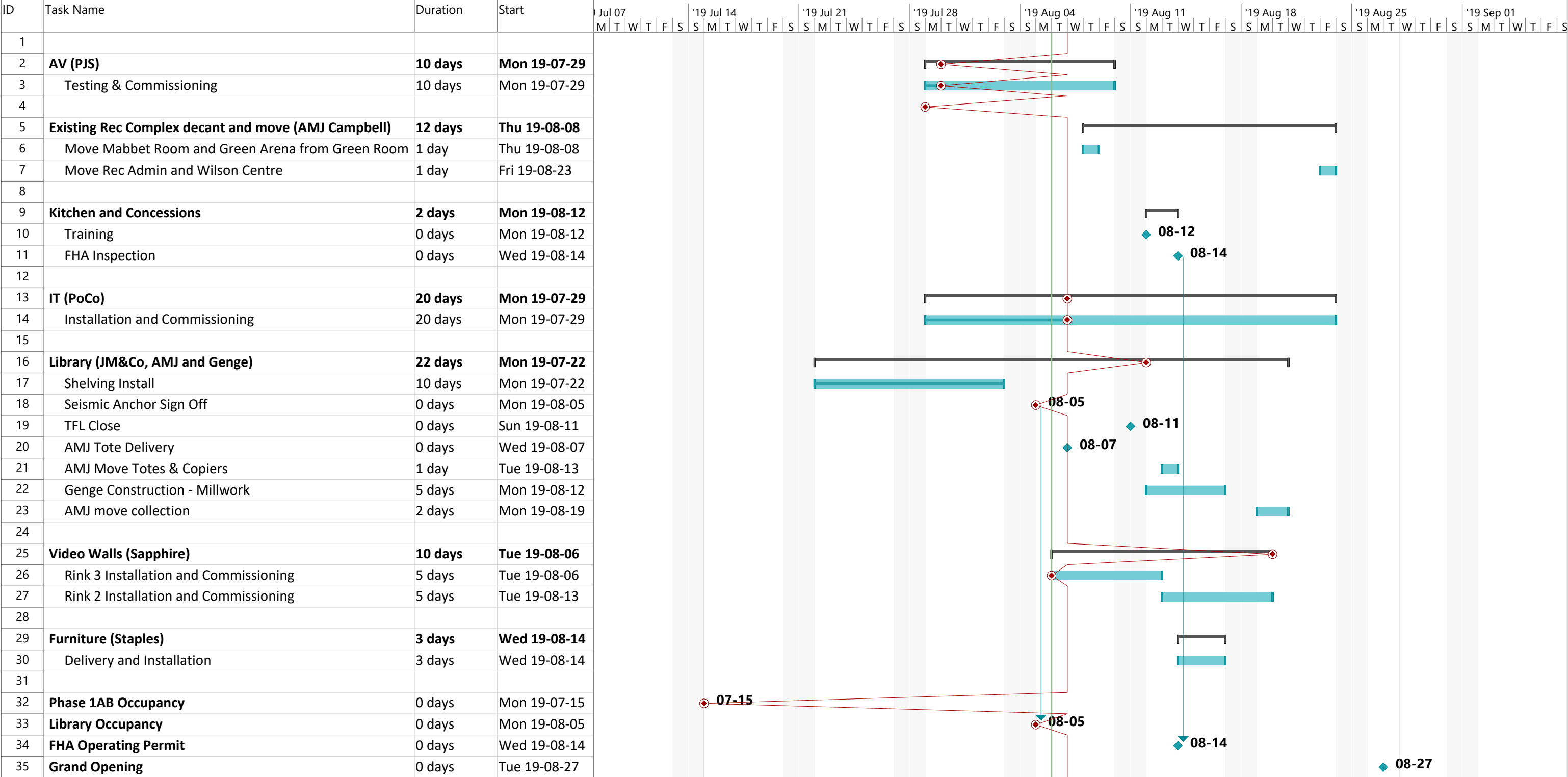
- 8.12 Grand Opening – August 27th @ 4pm to 7pm.
- 8.13 1- year warranty dates to be agreed and started post the completion of select training and handover of areas. **Action – VCC to provide a schedule of warranty start dates.**
- 8.15 Games Room – snooker lighting to be installed. **Action – VCC to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

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

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

Recorded by: Lewis Reilly – Tango Management

PCCC Occupancy Schedule - Update August 6, 2019



Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

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

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

Distribution: Andrew Cameron – VCC; Kristen Dixon - PoCo

ITEM SUBJECT

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

2.0 Schedule

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

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

3.0 Occupancy Permits

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

4.0 Operating Permits

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

5.0 Training / O&M

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

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

6.0 FFE Awards

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

7.0 Deficiencies

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

8.0 AOB

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

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

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

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

Recorded by: Joseph Lenz - VCC

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

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

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

Distribution: Kristen Dixon - PoCo

ITEM SUBJECT

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

3.0 Occupancy Permits

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

4.0 Operating Permits

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

5.0 Training / O&M

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

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

6.0 FFE Awards

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

7.0 Deficiencies

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

8.0 AOB

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

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

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

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

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

Recorded by: Lewis Reilly – Tango Management

APPENDIX 6

Architecture 49 Letter of Construction Conformance: September 12, 2019

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

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

September 12, 2019

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

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To whom it may Concern:

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

Sincerely,
ARCHITECTURE49 INC.



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

APPENDIX 7

Architecture 49 Site Report #54: August 23, 2019

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

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

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

Site Observation Report

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

Contents

#309 54.1.01 - Ext - P1C Curtain Wall Sill Detail Along North Elevation	3
#302 54.2.01 - Int - Pool Interior Painting	4
#303 54.2.02 - Int - Pool Fabric Duct Installation	5
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#309 54.1.01 - Ext - P1C Curtain Wall Sill Detail Along North Elevation

OPEN	CREATED Aug 21, 2019	DUE DATE
<p>Type / Subtype Observation / Observation</p> <p>Location P1C > Exterior > Wall > Fitness North</p> <p>Root Cause</p> <p>Checklist Source</p> <p>Reference Drawing</p> <p>Creator Adam Chambers Architecture49</p> <p>Issue Owner Adam Chambers Architecture49</p> <p>Assignee</p> <p>Description</p>		

PHOTOS



IMG_0101.JPG - Aug 21, 2019 - Adam Chambers



IMG_0100.JPG - Aug 21, 2019 - Adam Chambers

#302 54.2.01 - Int - Pool Interior Painting

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

PHOTOS



IMG_0090.JPG - Aug 21, 2019 - Adam Chambers

#303 54.2.02 - Int - Pool Fabric Duct Installation

OPEN	CREATED Aug 20, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

PHOTOS



IMG_0091.JPG - Aug 21, 2019 - Adam Chambers

#304 54.2.03 - Int - Pool Ceiling Installation

OPEN	CREATED Aug 20, 2019	DUE DATE
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Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

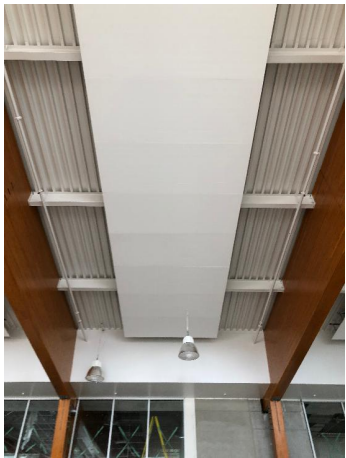
Issue Owner **Adam Chambers** Architecture49

Assignee

Description As discussed with Matt while on site, adjust ceiling panels to minimize gaps and height changes between panels.

Supporting structure for ceiling to be painted.

PHOTOS



IMG_0092.JPG - Aug 21, 2019 - Adam Chambers

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

OPEN	CREATED Aug 20, 2019	DUE DATE
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Type / Subtype Action Required / Action Required

Location P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

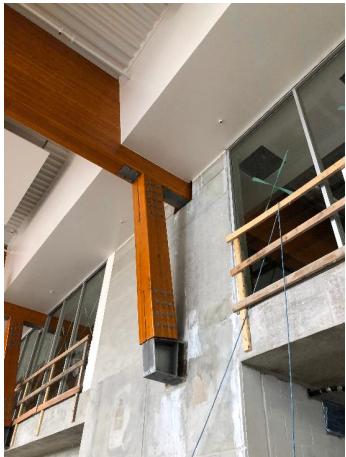
Issue Owner **Adam Chambers** Architecture49

Assignee

Description A49 to provide detail of penetration closure.

Post Review Note: Detail was issued as part of RFI-537 response.

PHOTOS



IMG_0093.JPG - Aug 21, 2019 - Adam Chambers

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

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

PHOTOS



IMG_0095.JPG - Aug 21, 2019 - Adam Chambers



IMG_0094.JPG - Aug 21, 2019 - Adam Chambers

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

OPEN	CREATED Aug 20, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

P1C > Level 1 > 1C125 - CORRIDOR

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

The glazing between the Level 1 Fitness Centre and the Pool Corridor is progressing with the frames nearing completion, and the majority of the clear and fritted glass installed.

PHOTOS

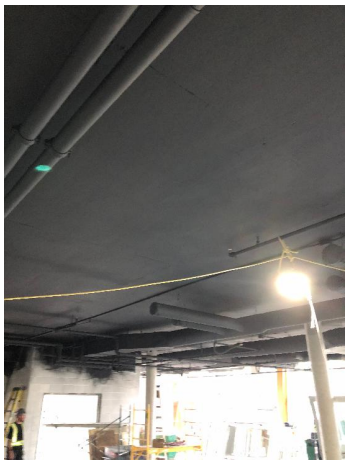


IMG_0098.JPG - Aug 21, 2019 - Adam Chambers

#308 54.2.07 - Int - Fitness Centre Ceiling Painting Progress

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

PHOTOS



IMG_0099.JPG - Aug 21, 2019 - Adam Chambers

#310 54.2.08 - Int - Curtain Wall Fire Stopping Detail

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

Location P1C > Level 2 > 1C230 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

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

PHOTOS



IMG_0105.JPG - Aug 21, 2019 - Adam Chambers

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

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

Location P1C > Level 2 > 1C230 - FITNESS STUDIO

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

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

PHOTOS



IMG_0107.JPG - Aug 21, 2019 - Adam Chambers

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

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

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

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

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

PHOTOS



IMG_0109.JPG - Aug 21, 2019 - Adam Chambers

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

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

Location P1C > Level 2 > S1C3 - STAIR 1C3

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

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

PHOTOS



IMG_0111.JPG - Aug 21, 2019 - Adam Chambers

#314 54.2.12 - Int - Cracked Gypsum Wall Board

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

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

Root Cause

Checklist Source

Reference Drawing

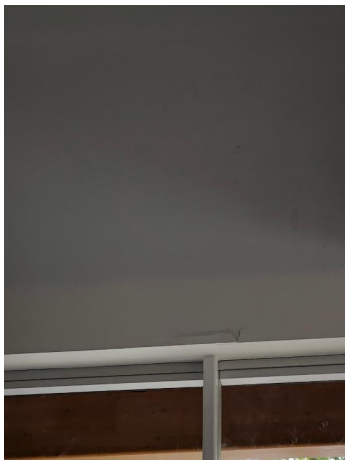
Creator Adam Chambers Architecture49

Issue Owner Adam Chambers Architecture49

Assignee

Description Repair and make good cracked gypsum wall finish.

PHOTOS



IMG_0112.JPG - Aug 21, 2019 - Adam Chambers

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

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

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

Root Cause

Checklist Source

Reference Drawing

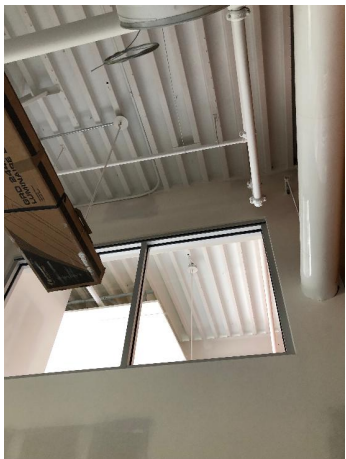
Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

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

PHOTOS



IMG_0113.JPG - Aug 21, 2019 - Adam Chambers

#316 54.2.14 - Int - Hot Tub Drainage Openings Required

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

PHOTOS



IMG_0115.JPG - Aug 21, 2019 - Adam Chambers

#317 54.2.15 - Int - Lazy River Progress

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

Location P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

Creator **Adam Chambers** Architecture49

Issue Owner **Adam Chambers** Architecture49

Assignee

Description Progress of the Lazy River construction.

PHOTOS



IMG_0122.JPG - Aug 21, 2019 - Adam Chambers



IMG_0121.JPG - Aug 21, 2019 - Adam Chambers

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

OPEN	CREATED Aug 21, 2019	DUE DATE
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Type / Subtype

Observation / Observation

Location

P1C > Level 1 > 1C139 - POOL

Root Cause

Checklist Source

Reference Drawing

Creator

Adam Chambers Architecture49

Issue Owner

Adam Chambers Architecture49

Assignee

Description

Glazing between the Level 2 Fitness Centre and Pool is progressing.

PHOTOS



IMG_0123.JPG - Aug 21, 2019 - Adam Chambers



IMG_0124.JPG - Aug 21, 2019 - Adam Chambers

ISSUES TO RESOLVE:

(Not to circumvent RFI process)

Previous Report Items:

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

This Report Items:

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

END OF ARCHITECTURAL SITE OBSERVATION REPORT #54

Prepared by:



ARCHITECTURE | 49

Adam Chambers, B.Arch.Sc
Building Technologist



MECHANICAL AND PLUMBING FIELD REPORT

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

Distributed to:

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

Date of Inspection: Aug 6, 2019

Weather: Sunny

Temperature: 31°C

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

General (Work Reviewed):

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

Work in Progress:

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

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

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

FIELD REPORT

Observations:

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

Information or Action Required:

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

FIELD REPORT

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

Issued by the Consultant:

Lowell Suelto, ASCT
Seann Caldwell, P.Eng.



Aug 7, 2019

Name and Title

Signature

Date