

Design Review Stages and Submissions

Community and Government Services

Technical Services Division

Version 2.0

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Table of Contents

- 1.0 General Design Review Objectives
- 2.0 Review Stages and Submission Requirements
- 3.0 Building Types
- 4.0 Design Review Team

Preamble

Design Review is intended to provide independent expert and impartial design advice on selected projects to assist those projects achieve design excellence. The Technical Support Services team tasked with providing Design Review services. It is an advisory group supporting the Project Management Process. In undertaking its role, the Technical Support Services team promotes and encourages design quality for significant public projects delivered by the Project Management Office on behalf of the Government of Nunavut. It acts as an enabler of design quality and enhanced value outcomes and promotes an enthusiasm for design by initiating and promoting a forum for discussing design-related issues.

The purpose of this document is to provide additional details regarding design submissions at each stage of the design process outlined in the A/E Contract. The A/E Contract provides little detail regarding the content of each submission. This document must be referenced in all Design RFP's. The intent of the document is to clarify what is expected at each stage of the Design Review Process. Doing so will not only ensure that all proposals received in response to an RFP can be compared equally, it will also provide a benchmark throughout the design review process. This document should be used by the A/E in the process of preparing their proposal and determining schedules. It should then be used throughout the design process as a guide for preparing each submission. Submissions made by the A/E shall be compiled and submitted from a single source. The intent is to ensure that the A/E has assessed the work and that the design effort has been coordinated with all of the disciplines. Each submission will be evaluated by the Project Officer for 'completeness' prior to being submitted for Technical or Regulatory review. An incomplete submission that does not include all disciplines is a direct indicator that the disciplines involved in a design have not been coordinated. Incomplete submissions will be returned to the A/E with a list of the incomplete items. Submissions will need to be completed and re-submitted. The result of this effort should be a consistent design approach shared by all firms providing service to the Government of Nunavut. In turn, the Government of Nunavut will respond with a consistent approach to Design Review.

1.0 General Design Review Objectives

The General Design Review Objectives are to produce buildings that:

- satisfy the spatial and functional needs of the users as described in the **Project Brief**;
- are designed specifically for the actual climate and other physical parameters of the site; and
- are designed for the minimum capital cost consistent with lowest life cycle costs.
- meet the requirements of the '**Good Building Practices Guideline**'
- meet all applicable Codes and Regulations

Guiding Principles:

Design review is independent: It is conducted by Technical Officers who are separate from the project. It offers impartial advice which is not influenced by the client, the local authority or the design team and is based solely on the design quality.

Good design review is advisory: It does not make the decisions, but offers impartial advice for decision makers. It offers constructive, impartial, peer advice that will help assess designs from a broader perspective and identify any fundamental weaknesses as opposed to providing alternative design solutions. It does not provide advice to redesign schemes, rather, it offers comments that will lead to their improvement.

Good design review is accessible: Findings should be clearly expressed in language that decision makers and clients can understand and use. The design review process is as transparent as possible.

Good design review is proportionate: It is used where projects are significant enough, at either a territorial, regional or local level, to warrant the public investment needed to provide the service. Other methods of appraising design quality should be used for less significant projects.

Good design is timely: It takes place as early as possible in the life of a design, because this is when changes can be made with the least time and cost implications.

Good design review is focused on outcomes for people: It evaluates how a building or place can better meet the needs of the people using it and of anyone who is affected by it. Design quality is an essential component of the creation of sustainable places.

Good design review aims to improve quality: It constructively seeks to raise the quality of all buildings and places by providing advice that enables better quality design solutions.

Project Brief

The Project Brief is a document which outlines project requirements for the client and delivery departments, establishes a basis (functional, spatial, and technical criteria) for evaluating design solutions/alternatives, provides a reference document for design consultants, and provides a reference for post-occupancy evaluations.

Good Building Practices Guideline

The *Good Building Practices Guideline* assumes an advisory role, while renewing the challenge to builders to be innovative in applying the practices. Builders are encouraged to present alternatives to the suggestions detailed in the *Good Building Practices Guideline*, or to present new or innovative ways of resolving technical problems or of reducing building life-cycle costs.

The *Good Building Practices Guideline* incorporates years of experience in northern construction practices. The *Good Building Practices Guideline* was refined through input from architectural and engineering consultants, building contractors, suppliers, facility operators, Community and Government Services and client department staff, who worked together to achieve a consensus regarding northern building practices that are appropriate, economic and realistic. Simple, straightforward examples are used to illustrate and validate the practices.

The guidelines are not intended to replace mandatory codes or regulations, but to supplement the *National Building Code of Canada*, specifically where the GN believes that:

- More stringent practices should be applied relative to those of the *National Building Code of Canada* or the local municipality;
- Code requirements should be clarified;
- Its experience has demonstrated that conditions particular to remote northern communities require an approach different from typical Canadian building industry practice; and
- Its proven preferences for specific products, systems or methods should be employed.

Regulatory Review

It is a requirement of the AE to submit construction documents for Regulatory review, including but not limited to review by the Office of the Fire Marshal and the Electrical Section of Safety Services. In addition to the submission requirements outlined in this document, any items identified at any time in the design that may be open to more than one interpretation should be submitted for Regulatory review and official response must be received.

Design Review Scope

"Design" is a word that encompasses a number of activities within the fields of Architecture and Engineering. During the design phase of any project several documents are usually produced, each with a specific scope and objective. The scope of the Design Review and the resulting report is limited by the scope of the design contract, specifically the Terms of Reference and other listed documents. The specific scope and objective at each Design Review stage varies based on the stage of design as outlined in *the Design Review Stages and Submissions* document with respect to the *Good Building Practices Guideline*.

Note that while issues related to improper application of applicable Codes and Regulations identified through the process are noted and included in the resulting report, the Design Review is not a comprehensive Code Review. It is assumed that all solutions proposed by the Design Firm meet a standard acceptable to the relevant Authority Having Jurisdiction. The Design Review references the Functional Plan or Operational Program as outlined in the Design Brief only when the service has been specifically requested. Typically, for the purposes of the Design Review it is assumed that all aspects of the Design Brief have been satisfied by the design submission.

The Design Review Scope is further defined by the Project Team by completing a Design Review Request for Services form. The form identifies the review services offered, allowing the Project Team to select the services it deems necessary. It also outlines the intended schedule and any specific Design Review requirements such as participation in design related meetings and special research requirements.

Design Review Output

The output of Design Review is a formal report. The report is cumulative and documents the full Design Review history of the project. Design reviews are represented in table form. The report is also collaborative. It contains both the comments offered by the Technical Support Services team and the related response from the Design Firm. Significant design decisions are recorded. Specific design elements that require additional research, such as the proposed use of new materials, technologies or methods that have not been proven, are documented in detail with specific recommendations. The intent is to provide the Project Team with the information that it requires to make design related decisions in a timely fashion to move the project forward.

Accessing Design Review Services

Design Review services can be accessed by contacting and consulting the Director of Technical Services or the Manager of Technical Support. This consultation should occur as part of the process of developing the Request for Proposal (RFP) for Architectural and Engineering services. The need

for specific submissions and the submission schedule is established at that time, ensuring that the schedule is reflected in the Project Plan and the RFP.

2.0 Review Stages and Submission Requirements

The building design is divided into three stages, such that each stage culminates in a distinct product requiring reviews and approval. The three stages are:

- .1 Schematic Design Phase – 2 Submissions (Part I – Schematic Alternatives, Part II Schematic Design)
- .2 Design Development Phase – 1 Submission
- .3 Construction Document Phase – 3 Submissions (Part I – 50% Construction Documents, Part II – 75% Construction Documents, Part III – 100% Construction Documents)

2.1 Schematic Design Phase

Part I – Schematic Alternatives

In this stage, the consultant is given an opportunity to demonstrate practical and imaginative responses to the **Project Brief**. Alternatives for site, functional layout, building sections, and elevations are developed considering the objectives, assumptions and criteria in the Project Brief and the governing codes and regulations. The alternatives are reviewed and evaluated. The most cost-effective and technically appropriate alternative is selected for development of a schematic design.

Schematic Alternatives Submission Requirements

The purpose of this submission is to review alternatives presented by the consultant exploring ways of achieving the owner's goals and objectives. Project cost, relative benefits, and project schedule, are reviewed for each alternative so the owner can make practical and informed decisions within the given budget restraints. Depending on the type of building, limitations created by site or specific program requirements there may need be one alternative submitted. In any project, there should be no need for more than three alternatives

Documents required for this review:

Drawings:

Freehand sketches are acceptable as long as they are to scale and the scale remains consistent.

- Site plan alternatives
- Floor plan alternatives
- Building section alternatives
- Elevation alternatives

Report/Written Information:

A formal report is not required. Report(s) on the following in a letter format is sufficient at this stage.

- Adequacy of site, program areas, and budget.
- Foundation/structural alternatives worth considering.
- Plumbing system alternatives worth considering.

- Heating system alternatives worth considering.
- Ventilation system alternatives worth considering.
- Power system alternatives (i.e. phase/loads) worth considering.
- Lighting system alternatives worth considering.
- Other electrical systems alternatives worth considering.
- A summary table or listing of applicable code requirements and proposed responses.
- Preliminary cost estimate information that will allow the owners to confirm the project budget
- **Class "D" Estimate**

Additional project information, clarification or elaboration requested by the consultant should be provided. Finally, the consultant accepts the provisions of the Functional Program, Technical Requirements, site information and cost objectives as the basis of the design before commencing any design work.

- **Technical Status Evaluation**

If the project brief calls for a **Technical Status Evaluation** of an existing building, the consultant should report on the following:

All building systems should be reviewed in terms of their current condition, performance and potential service life. Building systems include but are not limited to the following:

- Site (drainage and amenities)
- Foundation
- Structural systems
- Building envelope (roof, walls, floors) doors and windows (including hardware)
- Interior finishes
- Plumbing systems
- Heating systems
- Ventilation systems
- Electrical system
- Lighting
- Alarms
- Fire protection systems

Recommendations to repair or replace the above building systems should be made. Any recommendations made should be accompanied by a life cycle cost analysis. If alternatives are presented, a cost benefit analysis should be included.

If Community and Government Services has completed the **Technical Status Evaluation** on the existing building then it must be reviewed, analyzed and included in the development and the evaluation of alternatives.

A full Technical Status Evaluation template is available from:

Manager, Technical Support
Community and Government Services
P.O. Box 1000 – Station 620
Iqaluit, NU X0A 0H0

Phone: (867) 975-5400

Fax; (867) 975-5457

- **Evaluation of Alternatives**

All alternatives presented must be evaluated. Recommendations must be presented. The alternative selected must be technically feasible. It must also meet the specified objectives and criteria described in the **Project Brief**. In this document the consultant must:

- Present an evaluation of the alternatives. The consultant must limit specific recommendations to those matters related to the technical aspects of the project.
- Use the objectives, assumptions and criteria provided in the **Project Brief** and good architectural and engineering practice to evaluate alternatives. Although the selection and evaluation of alternatives must be thorough, it is not intended that the consultant undertake detailed design to evaluate alternatives.
- Document, and quantify the advantages and disadvantages of alternatives. Identify the apparent risks and potential problems with each alternative.
- Document and address community concerns.
- Ensure that proposed alternatives are technically feasible, practical, and economical. Serious problems or issues should not arise in the design development phase that would cause the alternative to be abandoned or to significantly alter the concept, design, cost, or cost effectiveness because of pertinent information were not collected.
- Prepare cost estimates for alternative concepts and systems. Prepare economic analysis of the alternatives.

Part II - Schematic Design

Based on the agreed criteria and the preferred alternatives established within **Part I**, the consultant prepares schematic design documents, consisting of drawings and other documents illustrating the general scope, scale and relationship of the project components. Designs produced will be conceptual in character, indicating the proposed plan form, site plan and appearance of the facility with relation to orientation, topography, adjacent land use and utilities, as well as general approach to structural, mechanical and electrical systems. Furthermore, the consultant outlines major mechanical, electrical, structural and architectural sub-systems to demonstrate that the preferred alternative can be implemented, that it represents the best solution to the requirements of the Project Brief, and that it complies with all governing codes and regulations.

Schematic Design Submission Requirements

The purpose of this review is to assess the suitability of the schematic alternative in meeting the requirements of the **Project Brief**, community aspirations, and budget objectives. Architectural, Mechanical and Electrical systems will be outlined in greater detail to clearly reveal project design direction, cost implications and how the building systems are integrated.

Documents required for this review:

Drawings:

- Location and site plan
- Schematic floor plans
- Preliminary furniture layouts
- Schematic cross sections
- Typical envelope assembly (roof, walls, and floor)
- Building elevations
- Structural plans
- Plumbing, heating and ventilation plan(s),
- Electrical and lighting plan(s)

Report/Written Information:

- Changes to any pre-design information prepared for the consultant and agreed to at the previous review are to be documented and incorporated into the Schematic Design.
- The Occupancy Classification under the National Building Code as approved by the Office of the Fire Marshal is to be stated.
- A summary table or listing of applicable code requirements and proposed responses.
- Description of any design "features" or important site conditions that may not be apparent from the drawings alone.
- The rationale behind any important design decisions that may assist in explaining choices, which may not appear to be appropriate.
- Summary of floor areas compared to program areas.
- Foundation/structural system description.
- Identify areas where the design deviates from the **Good Building Practices Guideline**, providing substantiation and costing.
- Mechanical and Electrical Information (and Drawings) required as part of Design Submissions:
 - Include a copy of preliminary design calculations for the heating load, ventilation rates, fuel oil storage, water tanks, sewage holding tanks, and expansion tanks.
 - Indicate approximate location of the exterior oil tank, sewage pump out connection(s), water fill connection(s), chimney(s), plumbing vent(s), intake(s) and exhaust hood(s).
 - Provide separate floor plans for each floor, including crawlspace and mezzanine.
 - Provide preliminary layouts of mechanical room(s) indicating all equipment to correct scale.
 - Provide information and description of major equipment and components to be used in the building.
 - Include location of main electrical service equipment and existing or proposed utility power locations (site plan).
 - Provide separate electrical drawings for each floor, including proposed lighting and power layout.
 - Description of existing and/or proposed electrical systems and sub-systems:

- Distribution
- Voice & Data
- Security
- O & M Considerations
- Specialized Electrical Systems
- Generator
- Public Address
- Engine Generator
- Power
- Exit & Emergency
- Lighting
- Music Systems
- Fire
- Television

- **Class “C” Estimate**

- **Preliminary Code Analysis**

A Preliminary Code Analysis to be provided. The Code analysis should identify the following:

- A list of applicable Codes and Standards
- A Building Description including:
 - Major Occupancies
 - Building Area
 - Number of Stories
 - Number of Streets
 - Building Classification
- Major Fire Protection and Life Safety Requirements including:
 - Building Construction
 - Spatial Separation and Limiting Distance
 - Fire Separations
 - Egress and Exiting
 - Occupant Load and Exit Capacity
 - Location of Exits
 - Water Supply
 - Sprinkler Systems
 - Fire Detection and Alarm System
 - Fire Department Access
 - Barrier Free Requirements
 - Discussions on any elements that may be open to interpretation or be of concern to the Office of the Fire Marshal.
- Drawings
 - Proposed Site Plan
 - Proposed Floor Plan
 - Proposed Elevations
 - Proposed Floor Plans (Identifying Fire Separations)
- Additional Reports and Studies as Required
 - Snow Study
 - Geo-technical Report

2.2 Stage 2 - Design Development Phase

In the Design Development Phase, the consultant prepares sketch drawings based upon the selected schematic design alternative, in order to determine more precise aspects of planning, appearance and construction. These documents illustrate and define the design concept in terms of site, plan form, character, materials, and the systems for structural, mechanical and electrical.

The drawings and preliminary specifications produced during this phase shall be based on the selected and approved schematic design alternative and typically will be of sufficient detail to allow for client and community reviews. Site plans, floor plans, elevations, representative sections, drawings outlining the mechanical and electrical systems, as well as a description of all the critical components of the building technology, materials, and equipment are presented. These documents will not, however, be sufficient to enable construction nor tendering of the project. Also, the interior and exterior color schemes are addressed along with the use of natural and artificial lighting and acoustical treatments.

Design Development Submission Requirements

The purpose of this review is to finalize design related issues, technical criteria, technical performance objectives, and budget forecasts so that the contract documents can be prepared. The Design Development submission must fully convey the design intent. **Further advances to the project documentation should not proceed until the design development has received approval.**

Documents required for this review:

Drawings:

- Site plan
- Floor Plan
- Foundation plan/floor framing plan
- Roof framing plan
- Building cross sections
- Roof, wall, floor sections
- Color Boards (at least 2 alternatives)
- Mechanical site plan
- Plumbing/heating/ventilation plan(s)
- Electrical site plan
- Power/other electrical system plan(s)
- Lighting plan
- Preliminary door and window schedules
- Preliminary hardware schedules
- Preliminary sign schedule
- Interior elevation details
- Furniture layout
- Preliminary finish schedule
- Exterior elevations
- Mechanical/electrical room plan detail
- Piping and/or system schematics
- Electrical details
- Main distribution single line diagram
- Fixture mounting details(s) (if usual)

Report/Written Information:

- Record of any revisions or clarifications to the project requirements made since the previous review.
- The Occupancy Classification under the National Building Code as approved by the Office of the Fire Marshal (reaffirmed or revised from previous submission).
- A summary table or listing of applicable code requirements and proposed responses (reaffirmed or revised based on previous submission).
- Description of any design "features" or important site conditions (reaffirmed or revised based on previous submission).
- The rationale behind any important design decisions (reaffirmed or revised based on previous submission).
- Summary of floor areas compared to program areas.
- Structural assumptions used to calculate both floor and roof loading.

- Mechanical and Electrical Information (and drawings) required as part of Design Submissions:
 - Indicate all plumbing fixtures, floor drains, plumbing and waste piping on floor plans.
 - Provide structural support details for all domestic/fire water and sewage storage tanks, if applicable.
 - Provide fire protection system detail, including level of coverage, type and zoning. Indicate hand held fire extinguisher locations.
 - Provide heating distribution system and ancillary component layouts including: complete boiler room piping schematics, heating coil piping takeoff locations, and heating coil piping and pumping configuration details.
 - Provide ventilation system layouts including: system schematics, sequence of operation, single line main, and branch duct runs, terminal devices, fire dampers, and accessories.
 - Provide equipment schedules on a dedicated mechanical drawing to include: all mechanical components such as boilers, pumps, coils, heaters, fans, tanks, control valves, diffusers, grilles, terminal heat transfer units, and other accessories. The schedule is to include information on equipment identification, model, size, flow, pressure, voltage, CV, capacity, and other remarks.
 - Provide control system schematics including system types, layouts, and sequence operation. Include a description of the mechanical alarm system.
 - Provide legible Product Data sheets on all major mechanical components.
 - Provide in the specification, detailed information of products intended for use including manufacturer, model numbers, type, style, phase, voltage, capacity for equipment components specified in the project.
 - Provide legible Product Data sheets on all major electrical components, and fixtures (Catalogue cuts are acceptable with visible indication of proposed product). Provide Main Distribution single line diagram.
 - Provide drawings of power, lighting and other electrical system locations with proposed device zoning, circuit number, panel designation, for:

- Power	- Lighting	- Switching
- Security	- Other	- Fire Alarm
 - Provide complete electrical room details with equipment layout.
 - Provide fixture-mounting details, if unusual.
 - Provide service and feeder calculations, c/w lighting and power demands.
 - Demand factors for existing or proposed building.
 - Panel & Motor schedules.
- An outline specification.

- Product information for all major equipment must be provided listing specific equipment manufacturers (catalogue cuts are acceptable).
- **Class “B” Estimate**
- **An Updated Code Analysis (if changes have occurred) – see ‘Schematic Design Submission’ for further details**

2.3 Stage 3 – Construction Document Phase

In this phase, the consultant prepares construction documents consisting primarily of working drawings and specifications. Working drawings are graphic representations that include plans elevations, sections, construction details and site plans. These drawings also illustrate coordination of structural, mechanical, electrical and utility plans and details where applicable.

A major part of working drawings consists of detail drawings, which are large scale representations of certain parts of the project, clearly showing arrangements, assemblies, profiles and dimensions: they may be furnished with the working drawings or when construction is in progress. Specifications are written descriptions of all elements that are best described rather than delineated, including requirements related to the manufacture, methods of installation, design, testing, commission performance criteria and workmanship of materials and equipment.

Part I – 50% Construction Documents

50% Construction Document Submission Requirements

The purpose of this review is to ensure that the design intent will be adequately communicated to potential bidders or those responsible for the construction of the facility. The documents, reviewed for completeness and coordination.

Documents required for this review:

Drawings:

A partial completed set of drawings and details is required which contains enough information to allow a full understanding by the review of the intended choices of materials, assembly, design features, spatial requirements of equipment, fittings and fixtures. The emphasis should be on providing basic information on almost all aspects of the project rather than issuing fully completed segments separated by near blank information gaps. Approximately 2/3 of the total effort devoted to construction documentation would normally have to be expended to convey this amount of information.

Report/Written Information:

Product selections and system descriptions should be complete.

Part II – Construction Documents

75% Construction Documents Submission Requirements

The purpose of this submission is to verify that all comments provided on 50% submission have been incorporated and that all issues have been resolved. At this stage, if all issues that were noted at prior stages have been resolved, no further review or comment should be required.

Part III – Construction Documents

100% Construction Documents Submission Requirements

The purpose of this submission is to ensure that all systems, products and assemblies are adequately communicated to potential bidders or those responsible for the construction of the facility. The documents are reviewed for completeness and coordination. All comments should be fully incorporated at this stage and documents should be ready for tender.

Class "A" Estimate must be submitted at this review.

3.0 Building Types

Reviews are intended to assist in advancing technically appropriate, functionally sufficient, economic solutions to building projects. Facility Planners and Project Officer shall use **Table 3.1** to identify review stages and submission requirements when preparing requests for proposals for Architectural/Engineering (A/E) services.

Table 3.1 – Design Review Stages

Building Type	Schematic Alternatives	Schematic Design	Design Development	50% Construction Documents	75% Construction Documents	100% Construction Documents
Schools – New & Renovated	X	X	X	X	X	X
Learning Centers	X	X	X	X	X	X
Arenas	X	X	X	X	X	X
Offices	X	X	X	X	X	X
Community Center	X	X	X	X	X	X
Libraries	X	X	X	X	X	X
Air Terminal Buildings - New & Renovated	X	X	X	X	X	X
New & Renovated Health Centers	X	X	X	X	X	X
Fire Halls			X			X
Maintenance Garages			X			X
Parking Garages			X			X
Prefabricated Buildings	X	X	X	X	X	X
Municipal Works	X	X	X	X	X	X
Petroleum Products Storage and Distribution Facilities	X	X	X	X	X	X

Note: For repeat designs, certain reviews can be eliminated. All reviews are coordinated through the Project Officer (or Project Manager).

For specialty projects a Preliminary Code Analysis may be submitted to the Office of the Fire Marshal for review to ensure that there is agreement regarding the occupancy classification and other key elements of the building.

4.0 Design Review Team

The Project Officer is responsible for effective team building to ensure the project is delivered in compliance with the **Project Brief**, applicable government codes, regulations and standards. Maintaining contact with the client, user, consultants, contractors, suppliers, Facility Planners, Technical Officers, and regulatory agencies, the Project Officer guides the delivery of the project in the community. By requesting project reviews, the Project Officer calls upon the resources of Facility Planners and Technical Officers who can bring the perspective and experience of other regions and similar projects to the table. A list of personnel and the stage at which they will participate in the Design Review process is shown in **Table 4.1**. Contact information is provided in **Table 4.3**.

Table 4.1 - Design Review Team

Design Phase	Project Officer	Technical Officer	Facility Planner	Client	User	Fire Marshal	Safety Services
Schematic Alternatives	X	X	X	X	X		
Schematic Design	X	X	X	X	X		
Design Development	X	X	X	X	X		
50% Construction Document	X	X					
75% Construction Documents	X	X					
100% Construction Documents	X	X				X	X

NOTE: Schematic Alternatives will be presented to the Technical Services Division of Community and Government Services well in advance of delivering Community consultations or client presentations that may inadvertently create false expectations.

Table 4.2 - Design Review Time Requirements

Time is required to complete a design review. During the course of technical and regulatory review, issues may arise that require redesign. Any work undertaken by the A/E during the design review period is performed at their own risk. All times commence from the day received at the office of the reviewer.

Design Phase	Time Required For Review
Schematic Alternatives	2 Weeks
Schematic Design	2 Weeks
Design Development	3 Weeks
50% Construction Document	3 Weeks
75% Construction Documents	2 Weeks
100% Construction Documents	2 Weeks

Table 4.3 – Design Review Team Contact Information

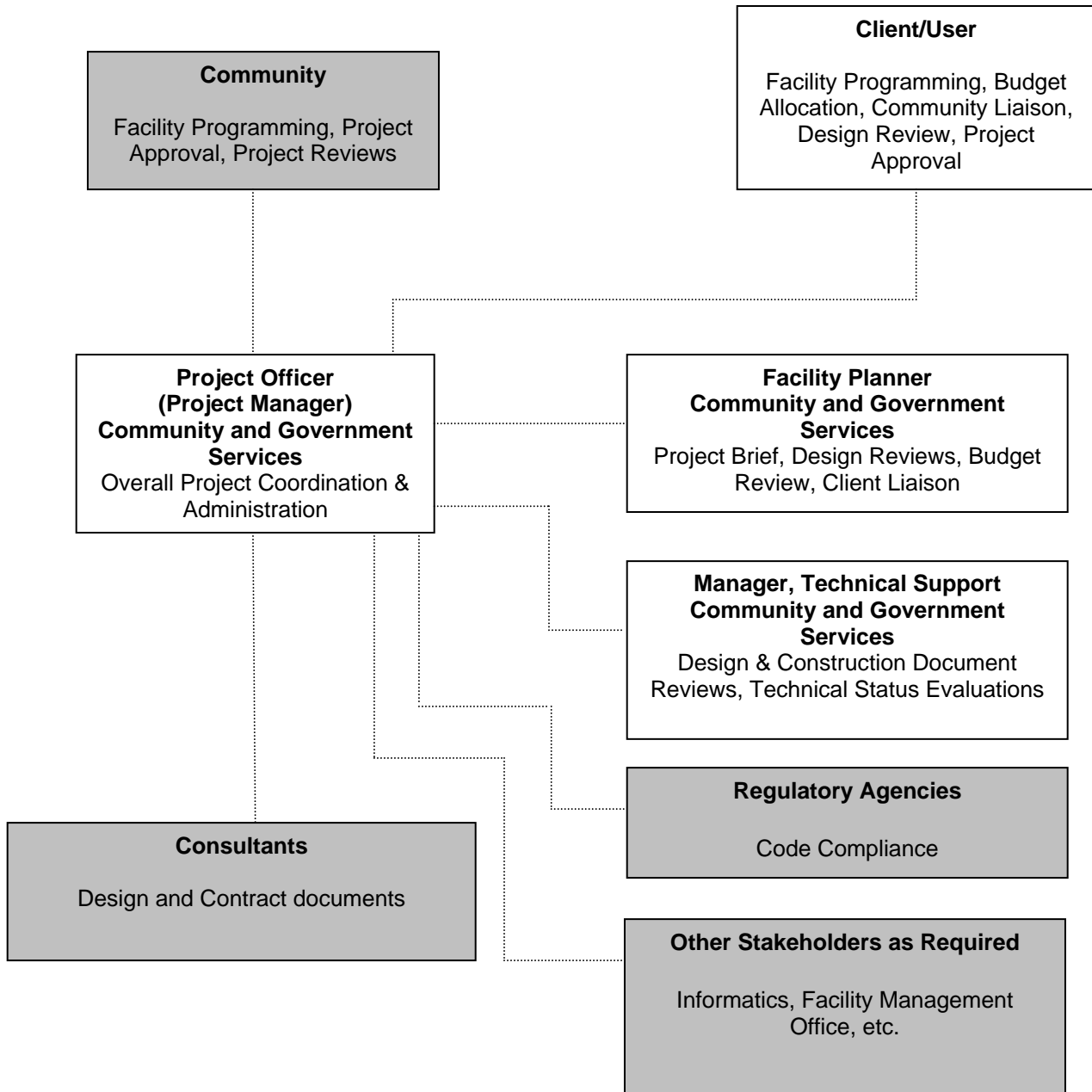
Team Member	General Address
Project Officer/Manager (Headquarters)	Community and Government Services Government of Nunavut P.O. Box 1000 – Station 620 Iqaluit, Nunavut, X0A 0H0 Phone: (867) 975-5400 Fax: (867) 975-5457
Project Officer/Manager (Baffin Region)	Community and Government Services Government of Nunavut P.O. Box 379 Pond Inlet, Nunavut, X0A 0S0 Phone: (867) 899-7302 Fax: (867) 899-7328
Project Officer/Manager (Kivalliq Region)	Community and Government Services Government of Nunavut P.O. Bag 002 Rankin Inlet, Nunavut, X0C 0G0 Phone: (867) 645-8150 Fax: (867) 645-8196
Project Officer/Manager (Kitikmeot)	Community and Government Services Government of Nunavut P.O. Bag 200 Cambridge Bay, Nunavut, X0B 0C0 Phone: (867) 983-4125 Fax: (867) 983-4124
Technical Services	Community and Government Services Government of Nunavut P.O. Box 1000 – Station 620 Iqaluit, Nunavut, X0A 0H0 Phone: (867) 975-5400 Fax: (867) 975-5457
Facility Planning	Community and Government Services Government of Nunavut P.O. Box 1000 – Station 620 Iqaluit, Nunavut, X0A 0H0 Phone: (867) 975-5400 Fax: (867) 975-5457
Client	Request Contact Information from Project Officer/
User	Request Contact Information from Project Officer
Office of the Fire Marshal	Community and Government Services Government of Nunavut P.O. Box 1000 – Station 700 Iqaluit, Nunavut, X0A 0H0 Phone: (867) 975-5318 Fax: (867) 975-5315
Safety Services	Community and Government Services Government of Nunavut P.O. Box 1000 – Station 610 Iqaluit, Nunavut, X0A 0H0 Phone: (867) 975-5423 Fax: (867) 975-5453

Additional Information

1. In order to allow time for proper document reviews, the Project Officer should advise and coordinate the scheduling of documents with the Design Review Team well in advance of meeting dates. A copy of the Design Schedule that forms part of the A/E Contract should be provided to the Manager of Technical Support
2. The Facility Planner is the primary contact in Headquarters for all matters related to the **Project Brief**.
3. All major projects should have a design start-up meeting. Those attending include the Project Officer, Client, Consultant(s), Facility Planner and a Technical Officer/Manager. Items for discussion include design requirements, interpretation of the **Project Brief**, budget, roles and responsibilities, and lines of communication. Unless otherwise requested, all communication to the various parties is through the Project Officer.
4. Meetings with consultants, communities, and/or the client are to be coordinated by the Project Officer. If the Project Officer or regional backup is unavailable, the Facility Planner can coordinate the meeting on behalf of the Project Officer if requested by the Regional Project Manager.

Table 4.3 - Lines of Communication for all Design Stages

All design submissions must be made through the Project Officer



The relationships between key stakeholders are illustrated in the above chart. Once again, design reviews; community consultation, regulatory approvals and client participation and input are coordinated by the Project Officer (or Project Manager).