Professional Assurance Guidelines

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These guidelines have been prepared to define the roles and responsibilities of the various Professionals with respect to engineering design, from planning through construction phases, including design coordination and delivery on City of Courtenay projects

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Professional Assurance Guidelines

Purpose

These guidelines have been prepared to define the roles and responsibilities of the various Professional Engineers and Geoscientists with respect to engineering and geoscience design, from planning through construction phases, including design coordination and delivery of works and services within the City of Courtenay jurisdiction.

These guidelines:

- Apply to all works and services, as defined by the Subdivision and Development Servicing Bylaw, designed for the City of Courtenay or are a condition of subdivision and/or development related to works and services that will impact the City or that the City will eventually own and/or operate.
- Provide an overview of the responsibilities and interrelationships between the parties.
- Shall be used for works and services delivered by third parties, such as developers, property owners and municipalities.
- These assurance forms will only be required of Engineers and Geoscientists BC (EGBC) registrants, other required works from other professionals will be determined through other forms and City bylaw(s), Provincial and Federal legislation, regulations and guidelines. Where the City directly (or through application of requirements of senior levels of government) requires work by other professionals then a coordinating professional (as defined in the works and services agreement) will be responsible for coordinating those professionals' submissions.
- Apply in conjunction with the *BC Professional Governance Act*, regulations under that Act, the Bylaws of Engineers and Geoscientists BC, and the guidelines, standards, practice advisories and policies of EGBC.

Abbreviations & definitions

- **Assurance Forms** = The following forms are to be executed in accordance with this guideline:
    - Administrative Coordination Checklist
    - Commitment of Owner
    - Assurance of Coordination
    - Assurance of Design and Field Review
    - Assurance of Field Review and Compliance
    - Assurance of Record Drawings

- **Authenticate(d)** = Appropriate Professional seal, signature, and date requirements as per EGBC Guide to the Standard for the Authentication of Documents

- **City or City of Courtenay** = the Corporation of the City of Courtenay

- **Coordinating Professional Engineer (CPE)** = the Professional Engineer in good standing who is responsible for the overall coordination of Professionals of Record for the intended project

- **Design(s)** = the compendium of reports, drawings, plans, specifications, and other like material produced by the designers to calculate, determine, and define the items of work to be constructed. The final submission of design drawings and specifications to the City to be labelled for construction

- **Director of Development Services** = The Director of Development Services for the City or their designate

- **EGBC** = Engineers and Geoscientists BC, the business name of the Association of the Professional Engineers and Geoscientists of the Province of British Columbia

- **Field Reviews** = reviews of the construction or implementation conducted by Professional of Record, or by subordinates acting under the Professional of Record's direct supervision, at the construction site and/or other fabrication, manufacture, or implementation locations, where applicable

- **Professional of Record (POR)** = as defined by EGBC, see EGBC for definition of all related terms to the POR, and briefly summarized here as the professional registrant who is professionally responsible for activities, work, or documents related to the regulated practice.

- **Record Drawings** = final Authenticated drawing set reflecting the material Design changes made during construction per EGBC Guide to the Standard For the Authentication of Documents

- **Works and Services** = as defined and enabled by the *Local Government Act* and *Community Charter*

Note: Abbreviations and Definitions above are applicable to all Assurance Forms associated with the City of Courtenay Professional Assurance Model.

Roles and responsibilities

1. Coordinating Professional Engineer (CPE)

The City requires the CPE to be a Professional Engineer. Most projects involve multiple engineering disciplines, and the role of the CPE is to be the single-point engineer for the coordination and assessment of interrelationships between engineering disciplines and communicating with the City.

1.1. The CPE shall:

1.1.1. Submit both the “Commitment of Owner” and Part 1 and Part 2 of the Coordinating Professional Assurance” prior to acceptance of design drawings by the City.

1.1.2. Coordinate the work of the PORs for the preparation and submission of the Design for construction documents to the City.

1.1.3. Coordination of the preconstruction meeting with the PORs and City.

1.1.4. Ensure that there is a POR to Authenticate all aspects of the Design.

1.1.5. Ensure both a “Administrative Coordination Checklist” and “Assurance of Design and Field Review” are submitted to the City for each POR with the for-construction design drawings.

1.1.6. Where they have qualifications, take POR responsibility for certain aspects of the design as required.

1.1.7. Coordinate Field Reviews for the Designs with each POR as that POR determines is necessary, and that appropriate documentation is submitted to the City in a timely manner.

1.1.8. Coordinate the submission of an “Assurance of Field Review and Compliance” to the City for each POR prior to Final Acceptance.

1.1.9. Coordinate Record Drawings production, annotation and appropriate sign-off wording, authentication by the PORs, and that the originals are submitted to the City in a timely manner prior to Final Acceptance of the works as defined and required by the Citys Subdivision and Development Services Bylaw and any applicable Works and Services Agreement.

1.1.10. Coordinate the submission of an “Assurance of Record Drawings” to the City for each POR with the Record Drawings.

1.1.11. Coordinate all Assurance Form authentication and receipt from the respective PORs and submission to the City.

1.1.12. Where also acting as a POR for a discipline or for identified parts of the Design, be

responsible for the checking and independent review requirements for that discipline or those parts of the Design.

1.1.13. Not have the responsibility to undertake checking or independent reviews of project design and project design criteria for other POR's.

1.2. The CPE may:

1.2.1. Be a POR for one or more portions of the Design.

1.2.2. Be a Professional Geoscientist (P.Geo.), Professional Engineer (P.Eng.), or Professional Licensee (P.L.Eng. or P.L.Geo.), where there is only one POR and that POR shall perform the role of the CPE.

2. Professional of Record (POR)

All engineering and geoscience Design will have one or more specific PORs for each Area of Practice as listed by EGBC. Any work performed by other registered professionals (e.g. RP Biologist, RP Forester) is not explicitly covered under this document but should be captured by the POR who incorporates the recommendations into a Design.

2.1. The POR shall:

2.1.1. Be responsible for their final Design including any changes made during construction

2.1.2. Authenticate the Design for their respective Area of Practice and submit it to the CPE

2.1.3. Obtain acceptance of their proposed Design from the City

2.1.4. Submit both a "Administrative Coordination Checklist" and an Authenticated "Assurance of Design and Field Review" to the CPE to submit to the City for construction design drawings prior to the preconstruction meeting

2.1.5. Ensure Field Reviews for the Designs are coordinated with the CPE and carried out as the POR determines is necessary, and that appropriate documentation is provided to the CPE for submission to the City in a timely manner

2.1.6. Authenticate and submit "Assurance of Field Review and Compliance" to the CPE for submission to the City

2.1.7. Authenticate and submit the Record Drawings to the CPE for submission to the City

2.1.8. Authenticate and submit "Assurance of Record Drawings" to the CPE for submission to the City

2.2. The POR may:

2.2.1. Be the CPE

2.2.2. Be released from Field Review obligations when instructed in writing by the City where the City is constructing the work as per the guidelines in Section 3.7.2 of EGBC Guide to the Standard for Documented Field Reviews During Implementation or Construction

3. Director of Development Services

The Director of Development Services or their designate will be present at the preconstruction meeting, Construction Completion inspection and Final Acceptance inspection to review the construction with the CPE and PORs for adherence to City and other applicable standards and guidelines. The Director may change or require additional conditions of construction at their discretion through discussion with the CPE and POR prior to Final Acceptance of the works and Services.

4. Record Drawings

4.1. Shall be in accordance with:

4.1.1. Section 3.2.3.8.9 - Declaration from Version 4.0 of the EGBC Guide to the Standard for the Authentication of Documents. The example declaration wording provided by EGBC is recommended.

4.1.2. City of Courtenay Subdivision and Development Services Bylaw requirements for Record Drawings

Reference Documents

Reference Documents (current version and as amended):

- City Subdivision and Development Services Bylaw
- Engineers and Geoscientists BC (EGBC) Quality Management Guides listed as follows:
  - Guide to the Standard for the Authentication of Documents
  - Guide to the Standard for Direct Supervision
  - Guide to the Standard for Documented Field Reviews during Implementation or Construction
- EGBC Joint Professional Practice Guidelines - Erosion and Sediment Control