**Administrative Coordination Checklist** Version 7

Per the Works and Services Agreement a coordinating professional is to consolidate submission requirements including a checklist of all required items from each area of practice and submit to the City with a complete submission of all designs.

**General - Requirements to be provided with Professional Assurance documents per Works and Services Agreement**

- ☐ Vertification from the Ministry of Transportation and Transit (MOTT) provided regarding whether any frontage improvements are required, what they are and when they are to be constructed.
- ☐ Conditions and approval provided from Ministry of Environment for any applicable stormwater, identified natural area/habitat.
- ☐ Confirm and provide conditions and approval provided from Ministry of Environment related to contaminated sites
- ☐ Conditions and approval provided from Canada Post related to mail delivery requirements
- ☐ Provided Environmental Development Permit, and or any reports/studies required by the City where the City/Province requires a Qualified Environmental Professional
- ☐ Provided Tree Removal Permit
- ☐ Erosion and Sediment Control Plan including identifying the "Erosion and Sediment Control Professional" responsible for installation and maintenance. Plan/installation and maintenance to meet City standards and EGBC Joint Professional Practice Guidelines - Erosion and Sediment Control. Definitions per that guideline.

**General - City Requirements to be coordinated by the CPE**

- ☐ Ensure a Professional of Record cost estimate and Security Calculation Sheet is provided for each area of practice
- ☐ Identified and provided legal plan(s) for any Statutory Right-of-way or Easement dedications

  Verification provided from a Qualified Professional that any SRW/Easement is sufficient to permit an open excavation with side slopes in accordance with the WorkSafe BC requirements for excavation and trenching safety, without impacting on or endangering adjacent structures/properties.

CPE to confirm with each POR that all design drawing submission for construction from each area of practice includes the following:

- ☐ Provided note on plans generally stating that 'a pre-construction meeting with City staff is to be held prior to commencement of construction.'.
- ☐ Provided note on civil plans to clarify the Environmental Monitor shall attend the pre-construction meeting.
- ☐ Provided note on civil plans generally stating that the contractor is required to submit all necessary project information to the City of Courtenay Development Services Department a minimum of 48 hours prior to start of construction.
- ☐ Provided note on plans generally stating that the Contractor is required to submit all necessary permits (road excavation and project information) to the City of Courtenay prior to scheduling a pre-construction meeting.
- ☐ Provided note on plans generally stating 'if not specifically indicated in the typical sections, restore disturbed softscape areas with 300mm of topsoil and hydroseed grass mix per MMCD 32 92 19.'
- ☐ Provide note on plans generally stating that the Contractor shall obtain a permit from the City of Courtenay Public Works Department prior to constructing works within a municipal road allowance, statutory right-of-way and/or municipal property.
- ☐ Provided City File Number 3320-20-XXXX on cover sheet and at lower right corner within titleblocks of each drawing sheet.

**Transportation/Roads/Traffic Signage to be coordinated by the CPE**

- ☐ Identify all proposed road designations and standard cross sections
- ☐ Notes and/or details on plans provided stating that all cracked or damaged curb and/or sidewalk immediately adjacent to the property frontage shall be replaced prior to Occupancy at the Developer's expense.
- ☐ An exhibit demonstrating the applicable design vehicles are able to access and turnaround as necessary is provided
- ☐ Road horizontal and vertical alignment geometry, lines and signs, width and grade of sidewalks and boulevards, alignment and grade of curbs and gutters
- ☐ Design intersections per TAC Guidelines and City and/or MOTT requirements
- ☐ Design to consider and accommodate active transportation such as bicycle and pedestrian facilities
- ☐ Traffic engineering / Transportation Impact Assessment reports as required by MOTT and/or the City
- ☐ Design the material, grade & size selection for strength of components including concrete, asphalt, base, sub-base and subgrade gravels

**Hydraulics/Hydrotechnical/Water Resources (Stormwater) to be coordinated by the CPE**

- ☐ Integrated Stormwater Management Plan provided and recommended measures identified (Professional of Record Seal required)

  Design calculations provided identifying quality and quantity management

- ☐ Major Flow Path and downstream impacts identified and downtream mitigation measures identified where necessary
  a. HGL to be shown ensuring flow is maintained within proposed facilities (gutter max. 150mm depth, ditch, etc.)
  b. Idenitfy minimum freeboard

- ☐ Sealed stormwater design calculations to include how minimum/maximum grades and velocities of proposed storm sewers will be met/mitigated.

- ☐ Verified numbering of (municipal system) storm manholes and other storm features on design drawings

- ☐ Provided note on design drawings stating connections to City infrastructure are done under the supervision of a Professional of Record and witnessed by City staff.

- ☐ Indicate the location, alignment, size and grade of all pipes and culverts on design drawings

- ☐ Indicate the spacing of manholes and catch basins on the design drawings

- ☐ Indicate materials used for pipes, culverts, manholes, catch basins, pipe and fitting joints, service connections on design drawings

- ☐ Indicate materials used for pipe bedding and backfilling of trenches on design drawings

**Sanitary/Hydraulics to be coordinated by the CPE**

- ☐ Professional of Record Sealed servicing report to include sanitary calculations to verify the following:

  a. minimum velocity of proposed sanitary sewers is exceeded,
  b. maximum velocity of proposed sanitary sewers is within the standard
  c. design population (or equivalent) and PWWF of any trunk mains or upstream terminal pipe run(s) are provided

- ☐ Verified numbering of (municipal system) sanitary manholes and other sanitary features on design drawings.

- ☐ Provided note on design drawings stating connections to City infrastructure are done under the supervision of a Professional of Record and witnessed by City staff.

- ☐ Indicate location, alignment, size and grade of all pipes in reports and design drawings

- ☐ Indicate the spacing of manholes on the design drawings

- ☐ Indicate materials used for pipes, manholes, pipe and fitting joints, service connections on the design drawings

- ☐ Indicate materials used for pipe bedding and backfilling of trenches on design drawings

**Water/Hydraulics to be coordinated by the CPE**

- ☐ Provided notes and/or details on plans clarifying lids for proposed meter pits are without a touchreader hole.
- ☐ Provided note stating watermain connections shall be completed by the Contractor under the supervision of a Professional of Record and witnessed by City staff
- ☐ Indicate location, alignment, size and grade of all pipes in reports and design drawings
- ☐ Indicate spacing of hydrants and valves on design drawings
- ☐ Design details for construction of pumping stations and reservoirs on design drawings
- ☐ Indicate materials used for pipes, fittings, valves, valve boxes, hydrants, service connections, corporation stops, curb stop and boxes, air valves, stops and drains on design drawings
- ☐ Indicate materials used for pipe bedding and backfilling of trenches on design drawings
- ☐ Professional of Record Sealed servicing report to verify hydrant(s) installed in a suitable location to provide coverage over existing properties in accordance with "Water Supply for Public Fire Protection - A Guide to Recommended Practice" by Fire Underwriters Survey (where a Fire Department Connection is provided applicable BCBC requirements must be met)
- ☐ Conditions and approval must be provided from Ministry of Health for any watermain construction prior to start of construction
  - a. Professional of Record to apply for Permit to Construct to Vancouver Island Health Authority (VIHA)
  - b. Permit to Construct to be received from Vancouver Island Health Authority (VIHA)

**Geotechnology/Soils to be coordinated by the CPE**

- ☐ Sealed Geotechnical Assessment Report provided for the following:
  - a. steep slope mitigation and requirements
  - b. transportation structures
  - c. pipe bedding, trench slopes
- ☐ Sealed geotechnical assurance statements provided by a Professional of Record supporting the implementation of the proposed retaining walls per the EGBC Professional Practice Guidelines "Retaining Wall Design"
- ☐ Sealed statement by a Professional of Record provided supporting the implementation of any proposed stormwater retention galleries, perimeter drains, retaining wall drains and proposed swale(s) demonstrating the on-site source control facilities function as designed and will not result in downstream breakout.
- ☐ Sealed calculations and/or details provided to verify proposed Minimum Building Elevation has been compared to and meet or exceed applicable Provincial and Municipal regulations and standards.
- ☐ Bearing capacity of the soil, Backfill to be provided in a report and referenced on design drawings
- ☐ The geotechnical assessment report to identify if there is a need for any additional hydrogeological investigation, if required by the City terms of reference a hydrogeology report will be provided

**Electrical - Street lighting to be coordinated by the CPE**

- ☐ Streetlight analysis complete with a photometric plan of existing and proposed streetlighting levels as well as a table with the average illumination and illuminance demonstrating the design meets current City of Courtenay Bylaw requirements.

**Shallow Utilities - Coordination with other areas of practice**

- ☐ All required public/private utilities (BC Hydro, Fortis BC, Shaw Cable, Telus and Canada Post Corporation) within the rights-of-ways or City SRWs have design plans submitted to the City for acceptance. The Coordinating Professional Engineer will coordinate, or ensure the coordination of, all design work by all Utility Companies and provide a plan showing all 3rd Party Utilities with City infrastructure confirming that there are no utility conflicts.

- ☐ Shallow utility design plans are required prior to receiving Construction Drawing Acceptance.

- ☐ Design drawing to indicate number and spacing of street light poles and luminaires

- ☐ Design drawings to indicate materials used for street lighting, electrical and communications wiring and gas installations

- ☐ Indicate materials used for backfilling of trenches on design drawings