



# Ontario First Nations Technical Services Corporation



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Communications



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Fire, Safety & Firefighting



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CRTP: Water



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CRTP: Water



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CRTP: Fuel Systems Management



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Infrastructure

First Nations Housing Conference 2018

# Housing Contract Administration

Valhalla Inn & Conference Centre  
Thunder Bay, Ontario  
February 6, 7, 8, 2018



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# FNHC 2018 Housing Project Administration



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FNHC 2018

# Housing Project Management

# Topics

- Define the Need
- The Plan
- Pre-Construction
- Construction
- Post-Construction



# Define the Need - The “Why”?

- What do we need and why?
- Community planning – Comprehensive Community Plan, Capital Planning Study, general meetings, etc.
- Strategic Planning

# The Plan

- What?
- When?
- Who?
- Where?



# The Plan

## Community Planning

- Housing
- Economic Dev.
- Infrastructure

## Funding Opportunity


- INAC
- CMHC
- Own Source, other



# The Plan

- “If you fail to plan... you plan to \_\_\_\_\_.”
- **Plan Plan Plan - the 7P’s**
- The plan is to build # homes in # weeks/ months and we have prepared by completing lot servicing, obtaining detailed & complete drawing sets, employing community members, and purchasing a material package with x supply company.

# The Plan – be SMART

- 
- **S**pecific
  - **M**easureable
  - **A**ttainable
  - **R**elevant
  - **T**ime-bound

# The Plan – the “How”

## What project approach fits for us?

- First Nation management
- General Contractor
- Design Build



## The Plan

- Scope
- Time / Schedule
- Cost
- Risk Management
- Human Resources
- Quality
- Policy
- Communication



# Scope

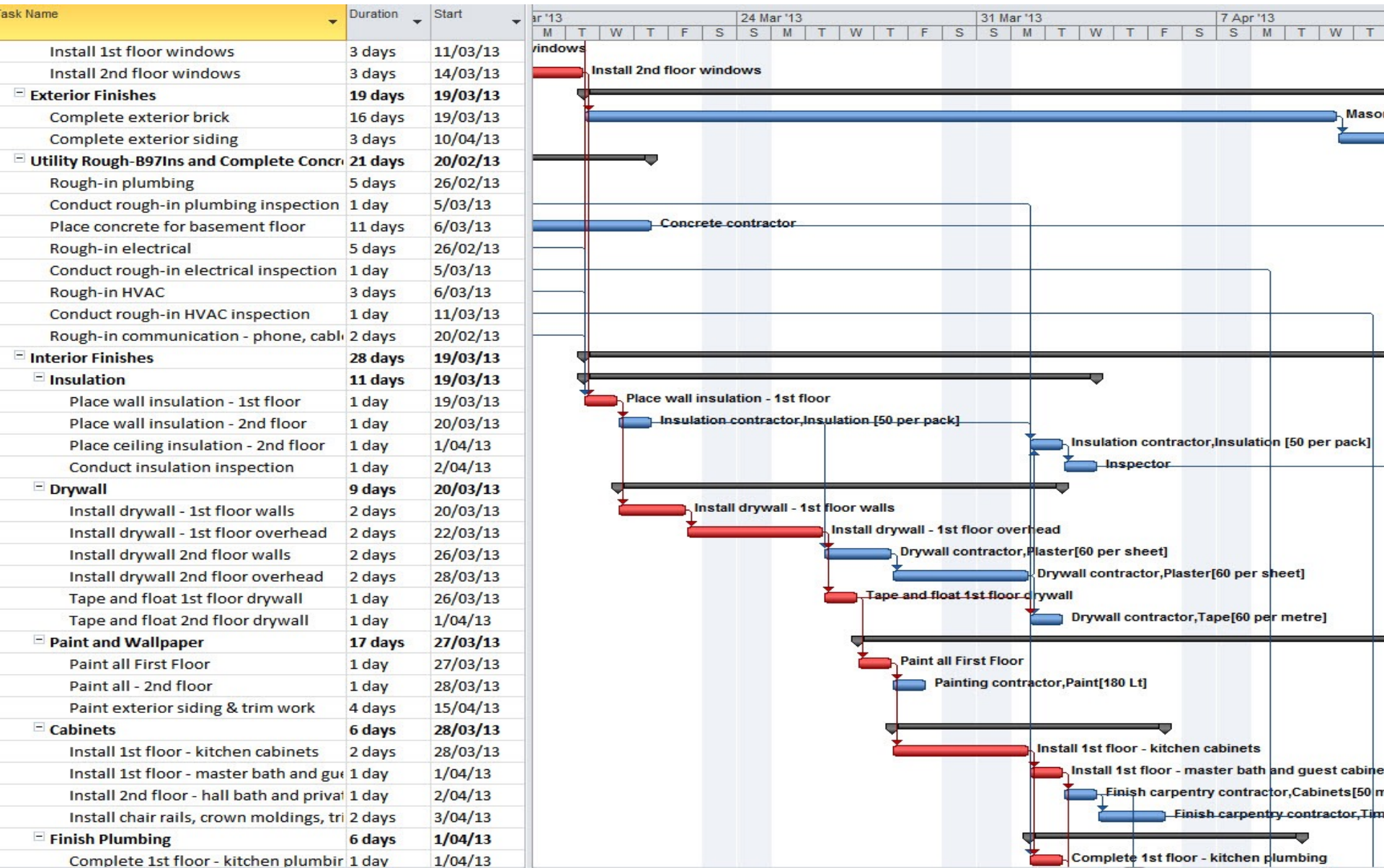
- What are we doing and not doing?
- How are we going to deliver the project?
- What are the major steps involved?
- How will we monitor progress?
- How will we work with changes along the way?

# Time / Schedule

- How will we manage time frames?
- Master schedule
- Who updates and when?
- Understand your Critical path vs non
- Get schedules from all team members/contractors.
- Approve changes to the schedule with respect to why the change is needed.



# Master/ Construction Schedule





# Cost

- Are we following a budget?
- What are my processes?
- How do we update or incorporate changes and adjustments?
- Approve changes to the budget with respect to why the change is needed.





# Risk Management



“Chance favours the prepared”

- Labour Force - availability
- Suppliers
- Community issues – election, disasters, interruptions, etc.

# Human Resources

## - Roles and Responsibilities

- Chief and Council
- Housing Authority / Committee
- Community Members
- Contractors / Subcontractors
- Housing Manager / Project Manager
- Carpenters & workers
- Suppliers

# Quality

“It’s better to do the right thing with intention than to do the wrong thing quickly”


- Record Keeping
- Materials
- Workmanship (How well is it installed?)
- Best Practice
- Manufacturer Specifications

## Policy

What policies do I have? What do I need?  
Whose policies? First Nation's or other?

- Housing Policy
- Procurement – FN / Funding agency
- Tendering
- Contractor / Vendor
- Seasonal Work/ Worker
- First Nation Employee policy

# Communication



Chief and Council  
Community Members, Workers  
Project Team – PM, Housing Department,  
General Contractor  
Contractors and Subcontractors  
Suppliers, Funding Agency (INAC, CMHC,  
Banks)

# Pre-Construction

Type of Construction;  
conventional wood frame;  
manufactured homes;  
innovative construction types (SIPs, ICF, Log  
built)

**Plans / Drawings – complete set**

# Pre-Construction

**Building Codes & Standards; OBC/ NBC  
CSA, ESA, WETT, HRAI, HVI**

**Materials – Specifications (acceptable for  
use in Ontario/ Canada)**



# Pre-Construction

Agreements

Contracts – RFP/ Tender; Lump Sum; Cost Plus, PM, Supervisor, Lead Carpenters, etc.

Legal reviews – agreements & policies

Insurance – for contractors & subs, for FN

Security – general contractors, subs, site security



# Documents - CCMC



## Evaluation Report CCMC 14073-R CUFCA Radon Mitigation System (RMS™)

<b>MasterFormat:</b>	07 26 23.01
<b>Evaluation issued:</b>	2017-10-31
<b>Re-evaluation due:</b>	2020-10-31

### 1. Opinion

It is the opinion of the Canadian Construction Materials Centre (CCMC) that “CUFCA Radon Mitigation System (RMS™),” when used as a soil gas (radon) barrier in accordance with the conditions and limitations stated in Section 3 of this Report, complies with the National Building Code (NBC) of Canada 2015:

- Clause 1.2.1.1.(1)(a) of Division A, as an acceptable solution from Division B:
  - Sentence 9.13.4.2.(1), Protection from Soil Gas Ingress (Air Barrier System for Floor Assemblies)
- Clause 1.2.1.1.(1)(b) of Division A, as an alternative solution that achieves at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the following applicable acceptable solutions:
  - Sentence 9.25.3.6.(1), Air Barrier Systems in Floors-on-ground (6-mil polyethylene)

# Documents - BMEC

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**Ontario**

**Building Materials Evaluation  
Commission**

**Commission d'évaluation des  
matériaux de construction**

## **BMEC AUTHORIZATION: 16-03-379** **SureSeal® Floor Drain Traps Seals**

**Date of Authorization: October 28, 2016**  
**Date of Expiry<sup>1</sup>: October 28, 2021**

### **1. Applicant**

RectorSeal  
2601 Spenwick Drive  
Houston, Texas  
USA 77055

Tel: 713 263-8001

### **2. Manufacturing Facility**

RectorSeal  
2601 Spenwick Drive  
Houston, Texas  
USA 77055

# Plans / Drawings

- Site Plan
- Floor Plans / Layouts
- Sections / Details – walls, floors, roof
- Window & Door schedule
- Structural Details & Notes
- Specifications, general & specific

# Plans / Drawings cont'd

- Electrical layouts
- Plumbing sketch/ layout
- HVAC layout – heating, HRV
- Other Manufacturer details – trusses, floor joists, Attic Ventilation
- Innovative Construction specifications – SIPs, ICF,

# Types of projects and agreements

- Tender / Request for Proposals – Public or Invited
- Sole Source
- Cost Plus
- Design Build
- Standing Offer



# What is a contract?

- A written agreement:
- An agreement (mutual understanding) between two or more parties
  - Voluntary
  - Deliberate
  - Competent
- Legal obligation
- Enforceable in court



# Construction - Carrying out the project

- Project meetings
- Subcontractors
- Schedule – critical path, delays,
- Materials – items with lead time (windows, doors, trusses, engineered structure, etc
- Plans / drawings – changes / updates
- Inspections – requesting, scheduling

# Construction – Project Meetings

Daily – carpenters, labourers, lead carpenters – safety & planning

Weekly – carpenters, contractors, PM / Housing Manager - planning

Monthly – PM, Chief and Council, Housing Committee members, General Contractor



# Construction - Inspections

- Plans evaluation
- Lot / site
- Foundation
- Framing
- Vapour Barrier /  
Insulation
- Final



# Quality



# Quality



# Quality





# Construction - Inspections

- Scheduling
- Call backs
- Expectations



# Health and Safety

Who is responsible?

What about risk?

Supervisors – site meetings, health and safety reviews

Contractor – training meetings, training records,



# Payment

**When?** Bi-weekly/ monthly/ on progress

**How Much?** Fixed amounts / on progress

**Security** – bid bonds, contract security

**Holdbacks**

**Budgeting** – Who is responsible? Update the budget, inform leadership

# Post - Construction

- Completion
- Final Payments (release holdback, etc.)
- Warranties & Details (who and time period)
- Equipment Manuals
- Tenant Selection
- Tenant Training
- Who is responsible for what?



## Contractors / Subtrades

- Plumbing, Electrical, Heating/ Ventilation
- Who is responsible?  
FN or GC
- Expectations: certified, apprenticeship opportunities, materials, quality of work, scheduling



# Project Completed

- Debrief / Review
- How did we do?
- What can we do better or differently next time?
- Record Keeping





Questions?

# Thank you



Ontario First Nation Technical  
Services Corporation

Website: [www.ofntsc.org](http://www.ofntsc.org)