

## Project Manager Scope of Work

### Qualifications

#### Firm(s):

1. Must hold a valid Clearance Letter from the Workers Compensation Board of Nova Scotia,
2. Must be able to provide a certificate for \$5,000,000 of General Liability Insurance and a certificate for \$5,000,000 of Professional Liability Insurance,
3. Must not have any conflicts of interest with the project, the department, and the service provider,
4. Must be able to provide individual(s) with the experience listed below.

#### Individual(s):

5. Must have experience in managing at least one healthcare or related capital project in excess of fifteen million dollars (\$15,000,000),
6. Must have a minimum of six (6) years' experience in managing and leading the development of capital projects in excess of fifteen million dollars (\$15,000,000) from initiation to occupancy.
7. Equivalent education or experience will be considered,
8. Must be certified in CSA Z317.13, Infection Control during Construction and Renovations in Healthcare Facilities,
9. Shall be experienced and skilled with respect to the development and execution of complex project plans,
10. It is recommended that the Project Manager (PM) has erosion and sedimentation control certification issued by the Province of Nova Scotia.

### Scope of Work

1. The Project Manager (PM) is to successfully submit requirements for the FDAP steps in the project, complete all work in the best interest of the project and project sponsors, including the Service Provider (SP), SLTC, and the Government of NS, as required.
2. The PM is to promote and provide evidence of health and safety, EDIRA (equity, diversity, inclusion, reconciliation, and accessibility), and community engagement in its project plan and across its contract and RFP developments, from initiation to occupancy.
3. The PM shall complete the Project Plan and Charter (see Appendix F: Project Plan & Charter) for approval by the Project Sponsors, defining project requirements to meet the outcomes of the SLTC guidance documents and the SP.
4. The PM shall lead the team in the development of the Total Capital Budget and Schedule. Submissions should include quantity surveyor estimates and be in the format provided by SLTC. The PM will provide regular updates and submissions to SLTC through the approval process, or upon request.
5. The PM shall ensure all submissions to SLTC are accurate, clear, and the most recent information. The PM shall ensure all team members are available and engaged in comments or concerns raised by SLTC, and ensure complete and satisfactory communications, including meetings as required.

6. The PM shall lead the procurement of all services required to deliver the project on behalf of the SP. The SP will hold the contracts, and the PM will administer those contracts to the satisfaction of the SP and the Project Sponsor. The PM will develop scopes and use RFPs that clearly define the work and duration of contracts in a way to mitigate risks. Solicitations will be in the form of publicly advertised RFPs, or potentially other methods upon approval from SLTC, demonstrating best value.
7. The PM shall provide project budgeting and cost control services to the SP, and, on behalf of the SP, shall provide any forecasting, commitments, and Total Capital Budget reporting required by SLTC, in addition to the standard approval process. The PM shall work diligently to ensure the project team is working towards a supported and approved budget. Additionally, the PM shall oversee financing-related responsibilities, including managing mortgage draws, processing invoices, and coordinating financial reporting to ensure timely and accurate funding disbursements.
8. The PM shall provide risk management services to the SP in the form of a Risk Register, which shall be updated regularly, and shall, on behalf of the SP, provide any reporting SLTC may require, in addition to the normal approval process. The PM shall ensure all contracts are executed with a minimal amount of schedule risk.
9. The PM shall oversee, manage, and coordinate all duties required to execute the project and actively engage and mitigate any potential development risks:
  - Satisfaction of Authorities Having Jurisdiction.
  - Code and design requirements are maintained, submissions compliant, advocate and report to SLTC on variances.
  - Site selection, which may include diligent review of site consultant reports, community meetings, zoning applications, and coordinating additional services as required in Steps 3 and 4.
  - Plan, procure, execute, and monitor all consultant and contractual services on behalf of the SP, and mitigate all financial, schedule, and quality risks.
  - Support SP to capture all and any other costs to inform SLTC's Treasury and Policy Board submission. Prepare to accept feedback and provide final budgets that align with SLTC benchmarks and standards.
  - Support tendering and negotiation. Provide advice to the project team on value engineering.
  - Work with the project team during the construction phase to ensure schedule, budget, and quality are maintained, up to and including substantial completion, commissioning, startup, project closeout, and warranty period.