

### Project Team Scope of Work

The Service Provider shall retain the services of a Prime Design Consultant (PDC) who should retain and coordinate the Architect, Civil, Landscape, Structural, Mechanical and Electrical Engineers.

### 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/or the service provider.
4. Must be able to provide individual(s) with the experience listed below.

#### Individual(s):

1. The Prime Design Consultant, Architect, Mechanical Engineer, and Electrical Engineer must have a minimum of eight (8) years' experience in designing projects in excess of ten million dollars (\$10,000,000).
2. The Prime Design Consultant, Architect, Mechanical Engineer, and Electrical Engineer must have experience in leading at least one healthcare-related project in excess of fifteen million dollars (\$15,000,000).
3. The Prime Design Consultant or Architect must be certified in CSA Z317.13, Infection Control during Construction and Renovations in Health Care Facilities.
4. The Civil Engineer and Structural Engineer must have experience in designing projects of a similar scope, not necessarily in healthcare, and must be versed in sediment and erosion control.
5. All Architects and Engineers must be licensed to practice their profession in Nova Scotia.
6. The Prime Energy Modeler must use whole-building modeling software approved by Efficiency Nova Scotia and have experience modeling projects in healthcare.

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- The Service Provider is recommended to follow the most recent Royal Architectural Institute of Canada (RAIC) Schedule A-Service document for the Project Team's scope of work. This document should be modified to integrate with the Facility Development Approval Process. Contracts must be fixed fee; any additional services must be approved by SLTC prior to engagement or award.
- Other professional services and contracts held by the Service Provider will be necessary to deliver the project, requiring input, recommendations, and coordination from the PDC and their team. This may include cost consultants, commissioning agents, test fits, and coordination of FF&E. This work must be anticipated and included, and it should be made clear in the RFP issued by the PM and the Service Provider.
- All consultants must be committed to advancing designs in a timely manner to provide the level of detail, including subconsultant work, outlined in the FDAP.

- The PDC and other consultants will, at times, be required to present at meetings to SLTC or provide details to SLTC as required.
- Develop written reports during the construction administration to be provided to the PM, the Service Provider, and, upon request, SLTC at regular intervals not exceeding one month, or as appropriate for subconsultants.
- Please see the RAIC's website for the most recent version of the Schedule A-Service document ([www.raic.org](http://www.raic.org)).