

PROCESS FOR THE ADMINISTRATION OF TRI-PARTY POST CONSTRUCTION PROJECT REVIEWS

1. Background

One of the action steps identified in the A.I./CEA/ARHCA Relationship Building Workshop held February 2, 1999 was the implementation of a three-way post project review. The purpose of this Bulletin is to outline the procedure and mechanism to be used for the reviews, effective immediately.

2. Purpose

- Provides opportunity for feedback.
- Provides formal method for communication between Department/Consultant/Contractor at the senior level.
- Provides input for Consultant Evaluation.
- Provides forum for input for areas needing improvement.
- Measures performance results (expectations as established at pre-construction meeting compared to end of project outcomes).

3. Attendance

The Contractor's and Consultant's corporate support personnel (as identified at the pre-construction meeting) are encouraged to attend. If this is not possible or practical, then the involved field staff should participate. In some cases, if identified by the Project Sponsor when setting the agenda, it may be beneficial to involve the field staff for at least a portion of the meeting to address specific issues that require background information, etc. (It was suggested that there is merit in field personnel being present at all meetings).

4. Procedure

The Project Sponsor will arrange and host a Post Project Review (debriefing session). This can either be held in conjunction with the final Construction Completion Inspection or, if this is not suitable, then a separate meeting will be called shortly after the final inspection.

The Project Sponsor will provide the agenda and chair the session. Notes of the meeting will be recorded by the Consultant, distributed to all parties and a copy will be forwarded to the Director of Professional Services. Professional Services will monitor the number of sessions held in each Region and prepare periodic summary reports to the Executive Director of Program Management Branch.

It will be the responsibility of the Project Sponsor to identify and arrange for the follow-up on any action items identified. The information gathered from this session will also be inputted into the formal Consultant Performance Evaluation.

5. Other Items For Consideration

- If the project is straightforward and no issues have been identified, the Project Sponsor may determine that no formal debriefing is necessary.
- A standard agenda will be provided (attached) that will form the framework for the reviews.
- The post project review will allow Contractors to have formal input into the project administration (Consultant and Alberta Infrastructure responsibilities) and also provide comments on Consultant's delivery. With this process, Contractor input would be accounted for.
- This review will also help to recognize the performance of Contractors (and their sub-contractors) in complying with the requirements of the Contract.

Typical Agenda

Tri-Party Post Construction Meeting

Project: _____ Contract No: _____ Contractor: _____

Consultant: _____ Alberta Infrastructure: _____

Date: _____ Time: _____ Location: _____

Distribution: Consultant, Contractor, Alberta Infrastructure Project Sponsor, Alberta Infrastructure Professional Services

1. Introduction
2. Traffic Accommodation & Safety
3. Project Team Effectiveness
4. Alberta Infrastructure, Consultant and Contractor Staff Relationships
5. Communications
6. Contract Quantities and Special Provisions
7. Contract Administration
8. Workmanship
9. Quality Control and Quality Assurance
10. Environmental Issues
11. Other