

4. PHASE 1 - PROGRAMMING / PRE-DESIGN PHASE

1. Programming refers to master planning, and functional requirements to deliver the client's program. Programming is considered complete once specific floor area requirements are defined, along with proximity relationships, planned usage and physical characteristics of the individual spaces and specialized equipment requirements.
2. Programming services are often performed by specialist Consultants, other than the Project Consultant team, and are completed in advance of the Consultant's engagement.
3. Pre-design site investigations and programming services are deemed to be additional services, outside the scope of the basic services fee. Pre-design site investigations are normally focused on investigating, assembling and evaluating existing building conditions and ancillary site infrastructure, where such information has not been compiled by TW.

4.1 PHASE 1, STEP 1 - NEEDS ASSESSMENT ROLE STUDY

1. This is the first step to project initiation and is completed internally by the Government of Newfoundland and Labrador's Owner, Funding Department and user groups. In some cases, specialty consultants are engaged to assist in the assessment.

4.2 PHASE 1, STEP 2 – OWNER'S PROJECT REQUIREMENTS

1. The Owner's Project Requirements (OPR) must be developed by the Owner, and submitted to the Design Manager prior to the start of design. The purpose of this document is to clearly document the functional requirements and expectations of the Owner for the project and serves as a touchstone for all subsequent commissioning activities. Updates during the design and construction process are the responsibility of the Owner.
2. The OPR document should address the following issues, as applicable to the project:
 - a. owner and user requirements
 - b. environmental and sustainability goals
 - c. energy efficiency goals
 - d. indoor environmental quality requirements
 - e. equipment and system expectations

3. Building occupant and operations/maintenance personnel requirements
4. The level of detail in the OPR can vary depending on the size and function of the facility, the Owner's preferences, and the design team experience. A template table of contents for the OPR can be found in Section **Error! Reference source not found.** This can be modified to be project specific.

4.3 PHASE 1, STEP 3 - MASTER PROGRAM

4.3.1 SPATIAL PROGRAM

1. Office standards for government offices and workstations are outlined in the Government's "Office Accommodations Guidelines". The Space allocation Table from this document can be found in Section **Error! Reference source not found.**
2. Special areas and office support areas have to be designed to achieve the Client's needs, based on general design principles.
3. Specific room sizing and details may be influenced by Owner requirements, predefined regulations, codes and standards. It is up to the designer to interpret all requirements and propose the best solution possible for consideration by the Owner, and TW design professionals.

4.3.2 ROOM DATA SHEETS

1. Preparation of room data sheets is deemed to be a programming activity.
2. The data sheets are a method of recording decisions on the individual spaces. Each data sheet represents a typical space.
3. Where spaces differ slightly from one another it is sufficient to refer to the prototype space for typical requirements noting the special requirements of the space.
4. The Consultant is encouraged to develop their own data sheets for recording required performance criteria for both general systems and specified areas.
5. Typical data sheets are also available in Section **Error! Reference source not found.**, and may be modified on a per project basis as necessary.

4.4 PHASE 1, STEP 4 - SITE EVALUATION AND SELECTION

1. Potential sites for a proposed facility are short listed and the merits of each are evaluated by the Consultant.
2. The completed evaluation is used as a resource for the final site selection process by TW and the client department.
3. Life cycle cost analysis shall be completed for each site to assist in the decision process.

4.5 PHASE 1, STEP 5 - EXISTING FACILITY CONDITION ASSESSMENT

1. The redevelopment of an existing building may encounter physical plant concerns which will impact the final project budget. To ensure all potential concerns are identified early in the project planning, a Facility Condition Assessment is to be performed prior to the end of the concept phase.
2. Experience reveals that most public buildings have incurred a high value of deferred maintenance. The cost of this deferred maintenance needs to be identified as it applies to the project.
3. The completion of a Facility Condition Assessment will minimize surprises during construction. Unexpected conditions can lead to costly change orders, as well as the potential for legitimate delay claims from the Contractor.
4. A Facility Condition Assessment (FCA) report must be prepared describing defective building systems and components, providing recommendations for renewal, identifying the associated costs, and its timing.
5. It should be noted that for certain TW buildings an existing ReCAPP Facility Condition Assessment report may be available.

4.6 PHASE 1, STEP 6 - MASTER PLAN

1. The majority of activities in the programming phase are generally led by the facility end User. The master plan is typically developed by the client group and delivered to TW. In certain cases the master planning can be included as a deliverable in the Consultant Service Agreement with the Project Consultant.

4.7 PHASE 1, STEP 7 - FUNCTIONAL PROGRAM

1. The Functional Program contains specific needs of the Client based on program delivery requirements. The functional program may be carried out by a Consultant.
2. The building layout and the layout within interior spaces will depend on functional requirements of the client as outlined in the program.
3. The design will acknowledge the need to provide space that treats public sector employees fairly and consistently, while providing a safe and healthy workspace. Reference Government of Newfoundland and Labrador Office Accommodations Guidelines for space allocations. The space allocation table from this document can be found in Section **Error! Reference source not found.**,
4. Considerations must be made for Barrier-Free construction of all facilities.

4.8 PHASE 1, STEP 8 - FURNITURE AND EQUIPMENT SELECTION

1. For major projects, furnishings and special equipment are normally included in the project budget. These may be included in the construction contract, a separate contract or supplied by the Client. Furniture and equipment selection is typically completed in consultation with the end user group. It is important to complete the furniture and equipment selection early in the design process to allow the Project Consultant to make any necessary design provisions to accommodate the selected equipment.

4.9 PHASE 1, STEP 9 - PRE-DESIGN

1. The Consultant team shall:
 - a. review the spatial and functional program, and other information supplied by TW or the Client
 - b. advise the Design Manager of:
 - i. additional professional service activities to be included beyond basic services
 - ii. delegation and authority respecting project design and quality assurance

- c. study the characteristics of the site, record the data including information on existing structures, and carry out the following:
 - i. produce measured drawings (as-found) for structures that will be affected by the construction program
 - ii. provide advice on cost factors or risks in proceeding with the site as selected at this stage
 - iii. provide advice on potential environmental concerns affecting the project
2. TW shall select an appropriate Environmental Consultant to carry out environmental assessments, with emphasis on existing hazardous materials, and co-ordinate execution of the environmental review program with the consulting team

4.10 PHASE 1, STEP 10 – LEED

1. A preliminary LEED® Score Card shall be completed to assess the viability of committing the design and financial efforts required for a LEED® project as defined by the Build Better Buildings Policy. In cases where LEED® is deemed to not be viable, an exemption must be requested to exclude the project from the requirements of the BBB. The exemption is to be written by the Client Department and submitted to the Build Better Buildings Assessment Committee.