

**INDIGENOUS SERVICES CANADA (ISC)
DESIGN APPLICATION REQUEST (DAR) for
INFRASTRUCTURE PROJECTS [BC REGION]**

Date: _____

Project Information

Submission No.: (is this the first submission (#1), (#2), etc.) _____

Project Number (ICMS/CPMS): _____

Project Name: _____

Funding Requested: _____

Asset Type: _____

Link to Community Profile: _____

First Nation Information

Band Number: _____

First Nation: _____

Reserve: _____

Chief: _____

Regional Information

Region: _____

Project Capital Mgmt. Officer: _____

Project/Technical Officer: _____

Regional Manager (ID): _____

Regional Manager (CP): _____

Regional Director: _____

Regional Director General: _____

Date Submitted to ISC: _____

Submitted To: _____

Submitted By: _____

SIGNATURES

First Nation

Chief (or person authorized by C&C)

Date

ISC Regional

ISC Regional Project/Technical Officer

Date

ISC Regional Manager

Date

ISC Regional Director

Date

ISC Regional Director General

Date

ISC Headquarter

ISC Senior Assistant Deputy Minister
Regional Operations
(High Risk Projects and all Projects above \$10M)

Date

Introduction

This guide is intended to assist those preparing Design Application Request for submission to Indigenous Services Canada, British Columbia Region. The Design Application Request replaces the Treasury Board Style Submissions, and is required for projects with a total cost over \$0.5 million.

The funding for the Design Stage is generally provided on the basis of Class “C” cost estimates for pre-design and Class “B” cost estimates for design. Approval of funding enables the initiation of a project and allows the spending of only those funds necessary to cover the costs to complete the pre-design and/or design.

- For the option chosen identify the project risk, recipient risk and the overall rating as per the Management Control Framework (ISC TO COMPLETE THIS BULLET).

- Estimated yearly cash flows and Total Estimated Cost (TEC) for design and engineering (use table below). Indicate estimated construction cost and schedule.

Project X Yearly Cash Flows – -Pre-design /Design				
	Year 1	Year 2	Year 3	Total
A-Base				
Targeted Funds				
Other ISC				
Total ISC Funding				
FN Funding				
Other Funding Source #1				
Other Funding Source #2				
Total Non-ISC Funding				
Total Estimated Cost (TEC)				

Notes:

1. If there are more than two other funding sources, then add the appropriate number of rows for the funding sources.
2. If the project will be completed in more than three years, add additional columns for the additional years. If the project will be completed in one year, use only one column.

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1.0 Identification of Need

1.1 Requirement of the Asset and Justification

- Description of the needs of the First Nation.

- Justification for the asset/project based on the findings of the feasibility study.

- Identify conformance to the applicable ISC Level of Service Standards (LOSS).

- Describe if the proposed works relate to a Physical Development Plan, Comprehensive Community Plan, Infrastructure Master Plan, or similar document.

- Description of existing facility or system, disposal of facility or system (as applicable), and applicable operation and maintenance (O&M) funding.

- Identify who will manage the O&M activities.

1.2 Priority Ranking Framework and other ISC Policies/Programs

- Reference of where the project is on the Project Priority Ranking Framework and why it is there (ISC TO COMPLETE THIS BULLET).

- Reference any other ISC policy or program that was applicable in identifying this project as a necessity (ISC TO COMPLETE THIS BULLET).

1.3 Space Allowance (applicable to Schools only)

- Space Allowance for the school building based on student enrolment using the most-recent School Space Accommodations Standards (SSAS).

- Use of allowable size based on SSAS (i.e. classrooms, gym size, special purpose rooms).

- Use of recreational area.

1.4 Previous Project Expenditures

- Identify budget and provide dates for feasibility stage project, including project allocations and expenditures.

- Explain any significant events that happened or issues raised that caused the project to be modified or delayed

Expand on each section and provide any additional information that would be pertinent to the Project being submitted

- Describe the level of certification of the existing operators.

2.2 Location

- Location and access – include a site plan (in the appendices).

- Identify location of asset/system on and or off reserve (as applicable).

- Identify access routes to the project site

- Remoteness Classification with reference to origin of classification.

- Zone Classification.

- Calculation of geographic and site indices.

2.3 Inspections of existing asset(s) related to the project (if applicable)

- What inspections of the existing asset(s) were completed (ACRS or others)?

- Provide a summary of the asset condition as reported in the ICMS Asset inventory (formerly Capital Asset Inventory System (CAIS)) and Asset Condition Reporting System (ACRS). (ISC TO COMPLETE THIS BULLET).

- What were the main findings that justify immediate replacement of the asset? For example, is it health and safety, fire, etc.?

3.0 Feasibility

3.1 Identification of options analyzed

- Identify each option analysed, including a brief description of each option and associated costs (capital, O&M and 40 year life cycle costs).

- Advantages and disadvantages of each option.

- Rank options and provide rationale for the recommended option.

- Identify any unique factors materially affecting the project (e.g. timing of funding approval, financial management plans, cost-sharing arrangements).

- Municipal Type Service Agreements (MTSA) (if applicable)

3.2 Proposed Design Criteria

- Summarize the proposed design objectives. Provide a rationale and proposed design parameters for the chosen option.

- Identify projected population (existing, 10-year and 20-year design horizon). Also identify the annual population growth rate. Provide supporting demographic studies, data or statistics for review

- Identify current and projected water demands, wastewater flows, fire flows, traffic volume, etc. (as applicable). Provide a rationale for the proposed demands or flows, i.e., the assumptions or data used for the projections.

- Provide a summary of the recommendations or findings from the following studies (typically undertaken during feasibility): geotechnical, soil contamination, environmental, archaeological, hydro- geological, etc.

- Summarize the required permits and approvals from all applicable regulatory agencies.

- Summarize land requirements or issues of concern.

- List the appropriate standards that will be followed (include in the appendices).

3.3 Technical Difficulties

- Identify complicating technical project difficulties which may be a factor in either increasing project costs or delaying the project schedule.

4.0 Project Management Framework

4.1 ISC Roles and Responsibilities

- Review of design application requests
- Processing project funding requests in the funding allocation process
- Generating a risk management framework
- Generating Aboriginal Recipient Funding Arrangement amendments
- Determine whether change orders are eligible for funding
- Ensuring funding is available for allocation to First Nations in accordance with the funding process

4.2 First Nation Roles and Responsibilities

- Ensuring that projects are kept on budget.
- Ensuring deliverables are met and project is on schedule.
- Issuing payments as recommended by the Project Manager
- Verifying the performance of the Project Manager and adjusting payments as required.
- Attendance at project meetings.
- Verifying a change in scope approval process and approving change in scope as required.
- Ensuring project expenditures are consistent with expected audit expenditures

4.3 Project Manager Roles and Responsibilities

- A guide on hiring a Project Manager is included in Appendix 1 of the ISC Practical Guide to Capital Projects.
- Verifying that the work is delivered as per contractual terms and conditions.
- Ensuring payments are controlled based on contractual obligations (proposal, project scope, quality, schedule and price).
- Reviewing and verifying all invoices and recommending payment to the Band and Project Team.
- Reviewing of significant project items.
- Overseeing the work's quality to verify that the designer(s) implement appropriate Quality Control and Quality Assurance.
- Reviewing and recommending to Band and Project Team draft contractual clauses, including but not limited to appropriate financial leverage (e.g., payment terms), warranty and process warranty clauses, insurance, scope definition, quality assurance/quality control expectations, and terms of payment's alignment with measurable/verifiable milestone deliverables.
- Ensuring deliverables are met and project is on schedule.
- Reporting.
- Attendance at Project meetings.
- Recommending change in scope requests.

4.4 Architect/Engineering Services

- Providing documentation (drawings, specifications, design reports, tender documents, etc).
- Providing completion documents that meet ISC requirements.
- Meeting required schedules.
- Verification of the work carried out by the sub-consultants.
- Conformance to funding amounts.
- Following all Federal Legislations.
- Following all Federal and Provincial codes, standards, regulations, etc., as applicable.
- QA/QC services.
- Budget control.
- Assessing changes in scope.

5.0 Financial

5.1 Project Costs

Pre-design/Design

- Present a summary of the proposed pre-design/ design costs, including Band administration fees, in a tabulated format. A detailed breakdown of the pre-design/design costs should be included in the consultant's proposal.

- Present a monthly cash flow for the pre-design/ design work.

- Indicate that expenditures and commitments will not exceed the budget shown in this submission without prior approval from the First Nation and assessment from funding agency (ISC) as to whether the requests for additional expenditures and commitments are eligible for funding.

Construction (from feasibility)

- Identify estimated construction costs for the recommended option, including engineering and Band administration fees during construction.

- Identify the O&M costs for the recommended option.

- Identify the 40 year Life Cycle Cost for the recommended option.

Provide a cost breakdown, **in the appendices**, for the recommended option, as follows:

- Tabular format separated into construction and non-construction costs.
- Where the project costs are shared, add lines after the “total project costs”, showing each party’s share, in current dollars, for each year as well as in total. Summarize sharing arrangements.
- If applicable, show the following non-construction costs: consultant design fees, site survey and geotechnical costs, inspection and quality control fees, First Nation project management and/or project administration costs, technical training, maintenance management system, hydro, telephone, etc.
- Provide a cost breakdown, in the appendices, of the estimated annual O&M costs and the amount allowed under ICMS Asset inventory (formerly Capital Asset inventory System (CAIS)).
- Indicate an increase/decrease of the O&M costs in comparison to those for the existing facility or system (if it is being replaced).

5.2 Cost Sharing Agreements (if applicable)

- Explain any project cost sharing arrangements and the rationale for the cost-sharing proportion, for capital, O&M and future works.

5.3 Municipal Type Service Agreements (if applicable)

- Summarize any municipal type service agreements generated during the project

- Identify on-going impacts of the agreements and cost implications

- Identify roles and responsibilities for parties to the agreement.

5.4 Risk Elements

- Clearly state in lay terms major risks for the project (if any), followed by the percentage figure, and the base cost used to calculate the dollar amount allocated for each risk item.

5.5 Payment

- Identify the procedures (including roles and responsibilities) for managing payments to consultants or other professionals providing design services. Also identify the process for request for additional expenditures/change orders.

6.0 Impact Assessment Act

- Briefly identify the main objectives of the impact assessment detailed study to be completed;

- Identify any ‘environmental’ studies and information required to assess the impacts of this project considering the requirements of the Impact Assessment Act;

7.0 Risk Assessment

Summarize the findings of the risk assessment for this project stage and include a copy of the Risk Assessment Tool (RAT) in Appendix 7.

8.0 Project Schedule

- Provide an estimate for completion of each project milestone identified in the following table (as applicable):

Project Milestone	Completion Date	Responsibility*
Feasibility Study		
Selection of Design Consultant		
Pre-design/Design Funding Submission (DAR)		
Funding for Pre-design/Design		
Draft Pre-design Report		
Draft Pre-design Report Review		
Final Pre-design Report		
60% Detailed Design Submission (schools only)		
90% Detailed Design Submission (schools only)		
Draft Design Report Submission		
Draft Design Report Review		
Final Design Report and Tender Documents		
Construction Funding Submission (PAR)		

* The responsibility will fall under one or more of the following: Indigenous Services Canada (ISC), First Nation (FN), Design Consultant (DC), Supplier/ Manufacturer (S/M)

Appendices

1. Feasibility Study Report
2. Site Plan and facility or system layout
3. Site plan reduced to 8 ½ by 11 inches, but no larger than 11 by 14 inches
4. Facility or system layout plan to give general outline and location of major elements of the project;
5. Land Encumbrance Check and any land access issues;
6. Relevant correspondence and information from associated organizations and agencies
7. Terms of Reference for independent Project Manager [if applicable];
8. Project Manager proposal [if applicable]
9. Construction Manager proposal [if applicable]
10. Terms of Reference for professional consultant services [if applicable];
11. Professional consultant services proposal for pre-design/design (including fee tabulation and schedule). Including proposals from sub-consultants.
12. Impact Assessment Scoping Study
13. Recommended Option Detailed Cost Breakdown (refer to Section 5.1.2; tabular format)