

# NPDP: Park and Facility Development (PFD) Process Overview

(The PFD process is a collaborative effort between Community and the City of Edmonton)

Park and Facility Development Team (PFDT) provides support throughout the Park and Facility Development Process

Strategy → Concept → Design → Build → Operate

Develop → Deliver



City Project Manager



Community Group



City Liaison

## Strategy



Community group leads with Project Proposal, City liaison supports prescreening

### Prescreening



Project Proposal



Assessment Form



Scalability Matrix

Categorizes project into  
• Basic (B)  
• Intermediate (I)  
• Extensive (E)

Viable NPDP projects advance into the City's Park and Facility Development Process

### Plan

Community group and City liaison meet to complete Strategy Checkpoint 1- Plan Step and understand the City's Park and Facility Development Process (Plan Step sign off by Community group and City)

### Do



NPDP Business Case Part 1

### Check



Strategy Checkpoint 1 Package (Community group, City liaison and City project manager review Checkpoint 1 for readiness and sign off)

### Approve

Director of City liaison approves Checkpoint 1 supporting the project moving into Concept (Coordinated by City Liaison)

Project handovers are assigned to City project manager at the start of the Concept phase. The NPDP handover meeting is held with the City liaison, the City project manager and community group at start of Concept.

## Concept



City project manager leads with support from community group and City liaison

### Plan

Identify deliverables for Checkpoint 2 with community group (Community group's deposit #1 (\$5k due), community group and City project manager sign off Plan Step)

### Do



NPDP Business Case Part 2



Complete and Submit Documents

- Costs and funding strategy
- Public engagement
- Concept drawings
- Concept plan/preliminary cost estimate and community group sign off
- Concept circulation

### Check



Concept Checkpoint 2 Package (Readiness, Business Case Part 2, and other requirements)



Review Funding Agreement and collect deposit #2 (10%) to advance project

### Approve

City Planning and Design director of City project manager approves Checkpoint 2 Funding Agreement is executed and sign off by community group and City (Coordinated by City project manager)

## Design



City project manager leads with support from community group and City liaison

### Develop (follows City of Edmonton Project Development Delivery Model (PDDM))

- Design drawings
- Community group sign off of site development plan and cost estimate
- Site development internal City circulation
- Utility coordination
- Permit applications and approvals
- Project equipment procurement
- Evaluation of project equipment by community group

Design is broken into preliminary and detailed.

At the end of preliminary, the community group submits the last NPDP funding deposit #3.

Community group's (100%) funding portion is required at this point to advance the project.

### Approve

City project manager coordinates internal Checkpoint 3 and 4 approval as guided by PDDM requirements and Funding Agreement

3

4

## Build



City project manager leads with support from City liaison

### Deliver (following the PDDM model)

- Award project contract
- Construction drawings and tender documents
- Installation of project equipment
- Construction Completion Certificate (CCC), one year prior to the FAC
- Final Acceptance Certificates (FAC)
- Tangible Capital Asset (TECO), acceptance of asset into City's inventory

### Approve

City project manager coordinates internal Checkpoint 5 approval as guided by PDDM requirements



Final Funding Agreement reconciliations completed

Funding Agreement concludes at the end of the Build phase

## Operate



City Operations assumes maintenance of the asset

Project completion and celebration (Ready for use)