



## Project Administration Liaison Service Guide - 2

Repairing your “leaky co-op” is a complex project. Building envelope professionals, contractors, and project management consultants, and BC Housing’s support staff will help you deal with technical construction issues. However, you may also need help to coordinate communications, keep accurate records, track costs, provide financial analysis and advice, and handle overall administration. BC Housing has detailed this “Project Liaison” role in the attached scope of services.

CMHC has agreed to include the cost of providing project liaison services in the overall costs of your repair.

### How Can Cana Help?

#### 1. Primary Point of Contact

Effective and timely communication is critical to the efficient management of the renovations process. Cana will serve as the primary contact for information directed to the co-op. Cana will redirect the communication to the appropriate body in the co-op and provide recommendations for actions.

#### 2. Information and Records Management

A project this size will generate a tremendous volume of paperwork. To ensure proper record keeping and good communications, you’ll need to maintain all project records and information in an accessible, up-to-date, and audit-ready fashion. Cana will:

- Organize, catalogue, and secure the material,
- Ensure that copies are distributed to designated co-op representatives,
- Provide senior consultant review of all documents.

Documents to be tracked include:

- Engineers’ and Architects’ Contracts
- Building Envelope Reports
- CMHC Workout Analysis
- CMHC Loan Agreement
- Environmental Site Assessment
- Contractor Agreements
- Labour & Material bonds
- Correspondence
- Mortgage claims
- BCHMC Repair Strategy Summary
- Replacement Reserve Schedule
- Stabilization Fund Workout Proposal
- HPO Approval
- Insurance and Warrantee documents
- GST and PST rebate filings

#### 3. Enhanced Co-ordination Support

Inevitably, large-scale projects create additional work for Cana staff – more telephone calls to handle, more documents to route, more inquiries to direct, and more deadlines to manage. Our PALS contract includes an allowance for extra time so we can ensure regular contract tasks and assignments are not delayed due to these added project demands.

### **4. Contract Administration**

Typically, your project will include agreements and contracts with:

- BC Housing Management Commission (BCHMC)
- Canada Mortgage and Housing Corporation (CMHC)
- The Homeowner Protection Office (HPO)
- The Co-operative Housing Stabilization Fund
- The Building Envelope Engineer or Architect (BEP)
- Contractor(s)

Cana can help you understand, monitor, and administer these project contracts and agreements. Cana will:

- Track all project-related invoices
- Monitor progress of claims
- Monitor draws, deposits and payments
- Monitor project cash flow
- Initiate and monitor Lien Holdback account
- Monitor the approved budget
- Prepare, monitor, and manage GST and PST rebate claims

### **5. Funding Agent Liaison, Financial Analysis, and Decision Support**

The co-op's Directors and members must be in a position to make informed decisions on the various options available to them. On technical building issues, you'll rely on the advice and assistance provided by your engineering professionals, and BCHMC. Cana can help you evaluate your financial position and options, and can provide funding agencies with the financial and administrative information they need. In the attached BCHMC Scope of Services for the Project Liaisons the details of the work to be undertaken are listed. Cana will carry out all the services identified in the BCHMC Scope of Services including:

- Ensuring financial information requested by the funding agent (and others) is available in a timely fashion and in an acceptable format
- Evaluating impact on capital renewals and Replacement Reserve Plan
- Analyzing funding proposals and financial options and implications
- Coordinating project financing and budget preparation
- Assisting the Co-op to present the information to the membership in a fashion designed to promote informed decision making
- Working directly with the Co-op and the other parties as requested by the Co-op

### **Fees and Charges**

The following are estimates of the costs for a typical PALS program. Each co-op will have specific timing and logistics issues that will be individually addressed in the Additional

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Services Agreement. We will commit to an upset cost to this service tailored to each co-op's situation and based on the estimated duration of the project.

### **1. Primary Point of Contact, Information and Records Management, and Enhanced Coordination Support**

From start of PALS agreement to three months following substantial completion of the construction contract

Set-up (one-time charge).....	\$500.00
Monthly administration fee .....	\$400.00

### **2. Contract Administration**

From start date of construction to three months following substantial completion of the construction contract

Additional monthly administration fee .....	\$105.00
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### **3. Funding Agent Liaison, Financial Analysis, and Decision Support**

Meetings, decision support, and financial analysis services are subject to hourly charges at \$75.00 per hour. Time sheets will be provided to support all hourly billing charges.

Estimate of monthly expense pre-construction .....	\$600.00
Estimate of monthly expense during construction.....	\$900.00

### **Questions?**

If you have any comments, questions, or suggestions about any of Cana's services, please don't hesitate to give us a call at 604-524-8524 or visit us at [www.canateam.com](http://www.canateam.com).