

NPDP Manual Manual Appendix

Edmonton

Topic	Definition
City of Edmonton (CoE) Liaisons -	City of Edmonton staff assigned to support Community Groups on an ongoing basis. Includes Neighbourhood Resource Coordinators, Park and Facility Project Specialists, Sport Partner Liaisons, Community Building Social Workers and Multicultural Liaisons.
Concept Drawing	Concept Drawings are based on the proposed program. They establish the scale, general size and distance between elements and the proposed location on site. They also indicate how people will use the site.
Construction Completion Certificate (CCC)	A certificate confirming the City's acceptance of the amenity or landscape built by the Construction Contractor. The CCC: <ul style="list-style-type: none"> ● marks the start of a warranty/maintenance period. ● confirms that the construction meets City standards and has been inspected by a qualified inspector of the City.
Construction Contractor	Contractor, selected from the City's pre-approved list, responsible for building the park based on the Site Development Plan and final design drawings.
Construction Documents	Highly detailed design drawings which will include specifications for construction details and materials. These drawings include all pertinent information required for the contractor to price and build the project. Includes Class 1 cost estimate (-10%/+15%).
Context Analysis	Analysis of the broader situation in which a group operates. Focuses on identifying both internal and external conditions which may impact the project.
Contingency	An estimated amount added to the project cost estimate to cover

	the unknown risks in the project and to prevent cost overrun. To be drawn upon if needed as the project progresses.
Cost Escalation	Cost escalation is defined as changes in the cost or price of specific goods or services in a given economy over a period. A cost estimate on multi-year projects needs to contain an escalation factor to account for increases in labour, materials, or both.
Cost Estimate and Classes	<ul style="list-style-type: none"> ● Cost estimate - predicting and assembling costs of a project through economic evaluation and consideration of project investment costs and future trends and costs . ● Estimate accuracy is traditionally represented as a +/- percentage range around the point estimate; with a stated confidence level that the actual cost outcome will fall within this range . ● The estimated accuracy is dependent on the phase of design. <ul style="list-style-type: none"> ○ Class 5 - 50%/+100% ○ Class 4 - 30%/+50% ○ Class 3 - 15%/+35% ○ Class 2 - 15%/+25% (Design Development) ○ Class 1 - 10%/+10%
Crime Prevention Through Environmental Design (CPTED)	Multi-disciplinary approach to deterring criminal behaviour through environmental design. For more information refer to the City of Edmonton Design Guide for a Safer City found online at www.edmonton.ca and search 'Safer City Guide'.
Deficiency	Characteristic or condition that fails to meet a standard, or is not in compliance with a requirement or specification.
Deliverable	A measurable, tangible and verifiable product, outcome, result, service or item to be produced to complete a project or part of a project .
Design Development	Design Development takes the design documents from schematic one step further. This phase lays out greater detail such as on a Facility project the mechanical, electrical, structural and architectural details. Deliverables consist of floor plans, sections and elevations with full dimensions. Drawings include door and window details and outline material specifications. On Open Space projects, Includes Class 2 Cost Estimate (-15% to +25% estimate accuracy).

Detailed Design	Part of the design phase that follows preliminary design and in which the design is refined and plans, specifications and estimates with a high degree of accuracy are created.
Development Permit	Written approval from the City of Edmonton that plans are in accordance to the Edmonton Zoning Bylaw regulations. Needed in order to proceed with the project prior to construction.
Environmental Review	Most development activities within the North Saskatchewan River Valley Area Redevelopment Plan (ARP) are subject to environmental review. An Environmental Review identifies potential impacts of an activity and suggests mitigation where required. The environmental report may require City Council approval. Where City Council approval is required, a Site Location Study is completed as part of the environmental review process. The City leads the council approval process with support from the community such as supporting documentation.
Environmental Site Assessment	May be a requirement of the project to determine if the site is suitable for the intended use.
Geotechnical Report	A geotechnical report is a tool used to communicate the site conditions and design and construction recommendations to the site design, building design, and construction personnel. Provides specific information on subsurface soil, rock, and water conditions and will be used to guide any structural parameters associated with the project.
Landscape Architect	Member of the City of Edmonton team assigned to support completion of the project. The Landscape Architect creates the concept plan, site development plan and construction drawings.
Indemnity	Security against or exemption from legal responsibility for one's actions.
Maintenance Agreement	An agreement that occurs if there is an enhancement to a City park or facility that requires City maintenance services which exceed the prescribed base level. The agreement will define who is responsible for the maintenance and any associated fees.
Activity Based Needs	A systematic process for identifying stakeholder needs or gaps

Assessment	between current conditions (what is) and desired conditions (what should be) . Needs assessments involve making decisions about how important the needs are, why they exist and how they can be addressed.
Negotiated Request for Proposal (NRFP)	Request for specific goods and services that can be negotiated (tweaked) once the preferred proponent is selected.
Out of Scope	Elements that are outside of the parameters of the project.
Park and Facility Development Process	The Park and Facility Development Process is the steps required to obtain the City’s approval to make changes or improvements to City of Edmonton parkland or facilities . It is in alignment with the City’s Project Management Framework (Project Develop and Deliver Model, P.D.D.M.) and follows five standard phases: Strategy, Concept, Design, Build and Operate.
Parkland	City, District and Neighbourhood park and school land and open space maintained by City of Edmonton including grassed boulevards and buffers within road right-of-way and pipeline right-of-way, and the River Valley.
Preliminary Design	The beginning of the design phase results in a site development plan - a design drawing of all project elements in relation to the overall park and a clear understanding of the scope of the project.
Procurement	Process to purchase goods and services for the project.
Project Charter	Describes the project to be undertaken. Sets out detailed project goals, roles and responsibilities and identifies the main stakeholders. The City of Edmonton Project Manager is responsible for developing the project charter.
Project Manager - Delivery	Member of the City of Edmonton team assigned to lead detailed design, build, and transition to operate phases of the project.
Project Manager - Develop	Member of the City of Edmonton team assigned to lead the project concept and design phases.
Request for Proposal (RFP)	An RFP invites interested approved vendors to submit a proposal to work on a project . The RFP contains project background, budget, information to be

	included in the Prime Consultant’s proposal (experience, design and technical skills, project understanding, project delivery and schedule, including sub-consultants and fee proposal) and how the proposals will be evaluated . Using the information in the RFP, interested consultants respond with a detailed proposal, not with only a price quotation.
Scope	Definition of the products and services to be provided by the project.
Site Amenity Vendor	Source for the playground equipment, park furniture and/or shelters.
Site Development Plan	A design drawing of all project elements in relation to the overall park and a clear understanding of the scope of the project.
Stakeholder	People impacted by the project are both internal and external stakeholders. Understanding the type of stakeholders helps to inform communications and public engagement requirements throughout the project.
Tender	Tendering is the process by which bids or proposals are solicited, received and evaluated.
Warranty	Warranties establish the standards for determining defective work and define and limit the responsibility of service or product providers for repairs.