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COORDINATING LICENSED PROFESSIONAL



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COORDINATING LICENSED PROFESSIONALS MANAGE THE COORDINATION OF THE DESIGN WORK OF ARCHITECTS AND ENGINEERS FOR BUILDINGS REQUIRED TO BE DESIGNED BY AN ARCHITECT, AN ENGINEER, OR BOTH AS PER THE *PROFESSIONAL ENGINEERS ACT* AND THE *ARCHITECTS ACT*. THE BEST PRACTICES DESCRIBED IN THIS PRACTICE BULLETIN ARE INTENDED TO SERVE AS A GUIDE TO ENGINEERS ENGAGED AS COORDINATING LICENSED PROFESSIONALS. THIS BULLETIN IS MODELED AFTER THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA (AIBC) AND ENGINEERS & GEOLOGISTS BRITISH COLUMBIA (EGBC) PRACTICE GUIDELINE PROFESSIONAL DESIGN AND FIELD REVIEW BY REGISTERED PROFESSIONALS. CONSEQUENTLY, PROFESSIONAL ENGINEERS ONTARIO (PEO) WOULD LIKE TO THANK THE AIBC AND EGBC FOR ALLOWING PEO TO USE THEIR MATERIAL.

On June 23, 2012, a portion of the rooftop parking deck of the Algo Centre Mall in the city of Elliot Lake collapsed onto the two floors below, resulting in two fatalities and injuries to 19 other persons. The Government of Ontario appointed the Honourable Justice Paul R. Belanger to lead an independent public inquiry into the collapse and the subsequent emergency response. The Commissioner released his final report on October 15, 2014, in which recommendation No. 1.27 states: “For the construction of any buildings requiring the services of more than one professional consultant, either a Professional Engineer or an Architect should be designated by the owner or the owner’s agent as the prime consultant to perform the roles and responsibilities of that position, as defined by one or the other or both of the Professional Engineers of Ontario (PEO) and the Ontario Association of Architects (OAA).” This bulletin is PEO’s response to this recommendation and uses the term Coordinating Licensed Professional (CLP) instead of prime consultant since prime consultant is a contractual term.

Currently, the Building Code does not mandate that an owner retain and designate a CLP who is either an engineer or an architect licensed to practise in Ontario. Nonetheless, under the circumstances described in Elliot Lake Inquiry Recommendation No. 1.27, it is recommended that the owner retain and designate a CLP to manage the coordination of the work of the various practitioners engaged in the multi-discipline project and that the various practitioners engaged in the project encourage the owner to implement this recommendation.

This practice bulletin sets out the role of the CLP as an integral member of the building project team for all multi-discipline projects that fall under the Building Code and describes the recommended best practices for this role. The CLP is responsible and accountable for the coordination of design activities during both the design and construction phases of the project. This responsibility over the coordination of the design work is, at its essence, a responsibility to protect the public interest; therefore, it follows that the CLP be either an architect or an engineer.

Projects that are exempt from the professional design and general review requirements of the Building Code, the *Architects Act* and

the *Professional Engineers Act* are outside of this bulletin’s scope. Engineers may still employ the recommendations contained herein for those projects as they see fit.

This bulletin describes the recommended practice for engineers in fulfilling their professional obligations when acting as the CLP. The engineer’s judgment should be used to determine whether variations in the application of this document are required to suit the project’s requirements.

Project Coordination

Project coordination begins at the inception of a project and continues throughout its duration. Coordination is an essential activity for every member of the project team. Each project team member is expected to have their work conform with the project requirements and integrate into the project as a whole.

Where an owner retains a prime consultant, coordination activities for the prime consultant involve many tasks not directly related to the coordination of the design work, such as coordination of the project requirements, budget, schedule and contract administration, to name a few. Those tasks are outside of the intended role of the CLP and remain for the prime consultant to manage. Where an owner does not retain a prime consultant, it remains the owner’s responsibility to ensure these tasks are completed.

Roles and Responsibilities

The CLP role fills a common gap in the project team: to formally facilitate, monitor and document the coordination of all design work. The CLP role aims to minimize foreseeable conflicts and interferences, errors and omissions in the design documents prepared by the project team, and to assist in providing an integrated design that meets the project requirements, follows accepted practice and complies with the Building Code and applicable codes, standards, guidelines, etc. The CLP is a key member of the project team working with the architect(s), engineer(s) and other professional(s) involved in the project design activities.

The CLP is an integral member and resource of the project team for all design activities. This includes preliminary design activities, design during the preparation of construction and tender documents, and deferred or revised design during construction, including contract change and field orders.

Design coordination requires establishing a plan, processes and procedures so that the various practitioners can communicate and validate the aspects of their designs among themselves, with the owner and other stakeholders as required. The CLP is responsible for bringing the complex activities, diverse skills and subject matter expertise necessary for building design together into a cohesive whole.

The CLP is responsible for establishing the project coordination plan, monitoring compliance with the coordination plan and for documenting that the coordination plan has been followed. In doing their work, the CLP is entitled to rely on the certifications of other design professionals that coordination tasks have been satisfactorily completed and that issues identified have been resolved; however, the CLP has to use professional judgment when considering these certifications in light of their knowledge of the project and the state of various team members work.

Except where the project coordination plan is found to be fundamentally deficient, the CLP is not responsible for issues resulting from the lack of coordination by project team members of their design work. Each project team member is responsible for the coordination of their own work with the project as a whole.

All phases of a project require a level of coordination appropriate to the level of the design completed. It is for the CLP to determine the level of coordination activities needed and how best to monitor and document these efforts at each stage of the project.

For the design phases of a project, it is recommended the CLP:

1. Develop and publish a coordination plan for use by the project team, owner and other stakeholders. This coordination plan may be a dynamic document that evolves throughout the design phases of the project;
2. Monitor and document the implementation of the coordination plan; and
3. Provide feedback to aid the project team in identifying any gaps at the appropriate points of the design phase to mitigate any foreseeable issues.

For deferred and/or revised design work completed during construction, it is recommended the CLP:

1. Compile a list of the deferred design work identified by the project team that needs to be added to the coordination plan;
2. Monitor and document the coordination of the deferred design work through the submittal processes; and
3. Monitor and document the coordination of modified or additional design work resulting from contract scope changes or revisions, such as those captured by change orders or resulting from the contractor opting to use alternate equipment suppliers than those on which a design was based.

Agreements

It is highly recommended that the CLP be engaged through a written agreement. The agreement should clearly outline the roles and responsibilities of all parties involved with the project.

The owner may engage either one of the licensed professionals already on the project team to fill the CLP role in addition to their design responsibilities provided they have the requisite knowledge, skills and time, or an independent licensed professional who joins the project team as the CLP.

Qualifications

It is recommended that the CLP be an engineer or an architect licensed in the Province of Ontario. CLPs must be competent by virtue of their training and experience to undertake this work.

The CLP must have knowledge and understanding of all pertinent aspects of the project. The CLP must have the skills to coordinate projects of a type, size and complexity on which they are engaged, and be familiar with the scope of work and design considerations for the disciplines involved. Since a CLP requires multi-discipline knowledge, management skills and an awareness of potential safety risks to the public, it is recommended that the CLP be an engineer who has significant experience in designing and managing multi-discipline projects.

Definitions

Building is as defined in the *Building Code Act*, 1992 Ontario including designated structures.

Engineer applies equally to a holder of a licence, temporary licence holders or limited licence holders as defined by the *Professional Engineers Act*.