

CBA Policy compliance checklist for general contractors of projects with a mandatory CBA

As the successful bidder on a development project with a Community Benefit Agreement, what is required of you? This compliance checklist covers the lifespan of the project from the moment the City of Vancouver’s CBA Policy becomes applicable through to the phases of CBA implementation. This tool is intended to support your ability to plan-ahead by providing a step by step guide to CBA implementation. The chart provides information on the following:

- CBA compliance actions in each phase of the development process
- Key details for general contractor planning, such as suggested representatives and anticipated time commitments
- Resources to support general contractors and contractors at each stage

Project phase	Key moments	Key CBA compliance actions	Key details for general contractor planning	Status	Key resources
1. Pre-Bid/ Design	1.1 Application for rezoning submitted	No action required from general contractor	No action required from general contractor	N/A	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy
	1.2 Rezoning application proceeds to Council	No action required from general contractor	No action required from general contractor	N/A	
	1.3 Rezoning application approved	No action required from general contractor	No action required from general contractor	N/A	
	1.4 Request for Qualification or	<ul style="list-style-type: none"> ➤ Bidders to review CBA requirements information in RFQ and RFP or other bid/tender documents received from developer 		<input type="checkbox"/> Completed	

	Request for Proposal issued	➤ Bidders to prepare any specific questions or clarification with developer		<input type="checkbox"/> Completed	
Project phase	Key moments	Key CBA compliance actions	Key details for general contractor planning	Status	Key resources
2. Design	2.1 Bid preparation	➤ Bidders to prepare bid including response to CBA implementation questions in the RFP	“CBA Implementation questions” and the weighting of these questions will be indicated in the RFP	<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Bid Language & Procurement Support Resources ■ CBA Compliance Projection & Reporting Tool
		➤ Bidders to review City of Vancouver’s CBA Toolkit materials		<input type="checkbox"/> Completed	
	2.2 Winning bids selected	➤ Successful bidder to assign internal staff member as representative to Project-Specific Working Group	<p>Suggested: Project Manager or Project Coordinator</p> <p>Anticipated time commitment: 2– 3 hours monthly</p> <p><i>(Note: this time commitment is for attendance of the Working Group only, this does not include data collection, implementation coordination and/or other compliance related tasks).</i></p>	<input type="checkbox"/> Completed	

	2.3 Application for development permit submitted	<ul style="list-style-type: none"> ➤ General contractor to work with the Developer to draft and submit a CBA Enactment and Implementation Agreement (to be submitted along with the application for development permit) to the City of Vancouver for approval 	Anticipated time commitment: 5+ hours as agreement is subject to negotiation with the City of Vancouver prior to being signed.	<input type="checkbox"/> Completed	
Project phase	Key moments	Key CBA compliance actions	Key details for general contractor planning	Status	Key resources
3. Build	3.1 Development permit issued				<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Compliance Projection & Reporting Tool
	3.2 Project build begins	<ul style="list-style-type: none"> ➤ General contractor to attend build phase “kick-off” project specific working group meeting 	Suggested personnel: Project Manager or Project Coordinator Anticipated time commitment on Project-Specific Working Group: 2– 3 hours monthly	<input type="checkbox"/> Completed	
	3.3 Project build continues	<ul style="list-style-type: none"> ➤ General contractor to attend regular Project-Specific Working Group meetings 	Suggested: Project Manager or Project Coordinator Anticipated time commitment: 2– 3 hours monthly	<input type="checkbox"/> Completed	
		<ul style="list-style-type: none"> ➤ General contractor to collect CBA compliance data and submit on a regular basis to the developer (reporting schedule will be determined by developer and general contractor) 	Reporting schedule will be communicated by the Project Developer	<input type="checkbox"/> Completed	

	3.4 End of build phase report submitted	➤ General contractor to work with developer to submit end of build phase report		<input type="checkbox"/> Completed	
	3.5 Application for operations permit submitted	➤ General contractor or selected Project management contractor to work with the developer to draft and submit a CBA Enactment and Implementation Agreement to the City of Vancouver for approval		<input type="checkbox"/> Completed	
Project phase	Key moments	Key CBA compliance actions	Key details for general contractor planning	Status	Key resources
4. Operations	4.1 Occupancy permit issued	➤ General contractor or building (Project management) management contractor to collect CBA compliance data and work with developer to report CBA compliance to City of Vancouver based upon agreed upon reporting schedule	Note: If General Contractor is not involved in Project Operations the compliance actions apply to the “building management contractor” as selected by the Developer	<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Compliance Projection & Reporting Tool
	4.2 Operations begin	➤ General contractor or building (Project management) management contractor to attend Operations phase “kick-off” project specific working group meeting	Time commitment: 2-3 hours	<input type="checkbox"/> Completed	
	4.3 Operations continue	➤ General contractor or building (Project management) management contractor to attend regular project specific working group meetings	Time commitment: 2-3 hours per month	<input type="checkbox"/> Completed	
		➤ General contractor or building (Project management) management contractor to collect CBA compliance data and submit on a regular basis to the developer (reporting schedule will be determined by developer and general contractor)		<input type="checkbox"/> Completed	
	4.4 End of operations phase report submitted	➤ General contractor or building (Project management) management contractor to work with developer to submit final CBA Compliance Projection and Reporting Tool		<input type="checkbox"/> Completed	