

# Digital Project Delivery

## Alberta Infrastructure Asset Information Management Consultant Requirements

**Change History**

Date	Version	Description
March 2018	V1.0	First Release
March 2020	V2.0	Minor revisions/clarifications to the following: Related Requirements, 2.0 AIM Meetings, 4.2 Required Assets, 4.3 Record Drawings, 5.0 Quality Control, 6.0 AIM Submittals

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**Asset Information Management Objective**

The Province's objective for the use of Asset Information Management (AIM) is to capture, manage, and exchange asset information to increase efficiency for the Province's Facility and Operations Management. The objective of the AIM requirements is the delivery of this asset information for a project. The AIM Requirements expects that all consultants and sub-consultants have downloaded, read, and understood the organization and purpose of the Construction Operations Building Information Exchange (COBie) Standard and these instructions.

**Related Requirements**

Alberta Infrastructure's COBie Requirements

Alberta Infrastructure's COBie Instructions

Alberta Infrastructure's AIM Execution Plan Template

## 1. AIM Manager

- .1 The Consultant shall designate one individual, the AIM Manager, who will act as the single point of contact to the Province for the AIM submittals.
- .2 The Consultant AIM Manager shall be accountable for the following activities:
  - .1 Ensuring compliance with the Province's AIM Consultant Requirements.
  - .2 Coordinating and facilitating all project AIM meetings with the Province.
  - .3 Developing, maintaining, updating, distributing, and providing clarifications to/for the Consultant's AIM Execution Plan (AEP).
  - .4 Executing the AIM procedures as detailed in the AEP and ensuring the reliability of information in the Consultant's submittals.
  - .5 Executing quality control (QC) processes for accurate data creation, standards adherence and classification of all assets required.
  - .6 Coordinating and submitting asset information to the Province.

## 2. AIM Meetings

- .1 The Consultant shall hold one AIM kickoff meeting within two (2) weeks of project award
- .2 The Consultant shall lead and facilitate recurring AIM project meetings with project team members, including the Province, at a frequency defined in the AEP.

## 3. AIM Execution Plan (AEP)

- .1 The AEP is a process management document created by the Consultant in consultation with the Province. The Consultant shall:
  - .1 Use the AEP template (GOA-AI-TSB-SPE\_AEP\_Template) provided by the Province as the basis for the AEP, with additional modifications according to the needs of the Consultant.
  - .2 Revise the AEP to reflect changes to the following:
    - .1 Roles and Staffing
    - .2 Collaboration Procedures
    - .3 Quality Control and Quality Assurance
    - .4 Technology Infrastructure
    - .5 Delivery and Updates
  - .3 Deliver the AEP to the Province in accordance with Section 6 *AIM Submittals*.
  - .4 Resubmit the AEP to the Province following any revisions for review and confirmation of acceptance.

## 4. AIM Requirements

### 4.1 General

- .1 The International System of Units (S.I.) shall be used in all submittals. The unit for linear dimensioning is the millimetre, except where the scope requires the use of the metre. Integers shall indicate millimetres. Decimal numbers with three decimal places shall indicate metres.
- .2 All AIM submittals shall use English as the default language.
- .3 The Consultant shall capture all assets in the COBie file according to the Province's COBie Requirements and in collaboration with the Province.

### 4.2 Required Assets

- .1 The list of building assets to include in a COBie file cannot be stated for all buildings due to the varying design requirements for different buildings. The Consultant shall:
  - .1 Refer to the COBie standard list of excluded building elements (NBIMS-US V3, Chapter 4.2, Pages 218-219).
  - .2 Collaborate with the Province and Facility Management Staff to define a project specific list of required assets.
  - .3 Use the Maintainable Asset List template provided by the Province as the basis for the list of required assets, with additional modifications according to the needs of the Consultant.
  - .4 Deliver updates to the Maintainable asset list to the Province in accordance with Section 6 *AIM Submittals*.

### 4.3 Record Drawings

- .1 The Consultant shall submit Record Drawings in accordance with Section 6 *AIM Submittals*.
- .2 The Consultant shall update the Record Drawings throughout the construction phase of the project to reflect approved project changes, including:
  - .1 Project change orders.
  - .2 Site instructions.
  - .3 RFI responses and clarifications.
  - .4 Shop drawings.
  - .5 As-Built Drawings.

- .3 The Record Drawings shall contain:
  - .1 The accurate representation of all assets in the COBie file, as per the As-Built Drawings, including:
    - .1 The as-built quantity and size.
    - .2 The actual orientation, location, and elevation.
    - .3 Connections to the appropriate systems.
  - .2 Routing of major services.

## 5. Quality Control

- .1 The Consultant shall:
  - .1 Perform quality control procedures, as defined in the AEP and in accordance with the Province's COBie Requirements, prior to every AIM submission to the Province.

## 6. AIM Submittals

### 6.1 General

- .1 All AIM submittal files shall be named in accordance with the Project Codification Standard provided by the Province.
- .2 All COBie files shall be delivered in accordance with the Province's COBie Requirements.

### 6.2 Progress AIM Submittals

- .1 The Consultant shall provide the following submittals to the Province at a frequency defined in the AEP:
  - .1 Updates to the Design COBie XLSX file, in accordance with the Province's COBie Requirements.
  - .2 Updates to the AEP, in accordance with Section 3 *AIM Execution Plan*.
  - .3 Updates to the Maintainable Asset List, in accordance with Section 4.2 *Required Assets*.
- .2 The Consultant shall provide additional progress COBie XLSX files, in accordance with the Province's COBie Requirements, to the Province upon request.
- .3 The Consultant shall provide evidence of updated Record Drawings, in accordance with Section 4.3 *Record Drawings*, to the Province upon request.

### 6.3 Formal AIM Submittals

- .1 The Consultant shall submit:
  - .1 The AEP to the Province within 30 days following project award for review and confirmation of acceptance.
  - .2 Finalized Record Drawings, in accordance with Section 4.3 *Record Drawings*, within 30 days of receipt of the final As-Built Drawings.
- .2 The Consultant shall submit a formal AIM Submittal Package at each of the designated project phases defined in the AEP.
- .3 Formal Design AIM Submittal Packages shall include:
  - .1 One respective COBie Submittal Package in accordance with the Province's COBie Requirements.
  - .2 The current version of the AEP, in accordance with section 3 *AIM Execution Plan*.
  - .3 The current version of the Maintainable Asset List, in accordance with Section 4.2 *Required Assets*.