

Technical Review Board Memorandum

Date: January 26, 2018

Issue: **Process for Updating Scope on Older SPIRs**

Discussion:

This memorandum is intended to provide guidance to Engineers of Record (EOR) and TRB members when faced with updating the retrofit scope and cost estimates provided in SPIRs that were completed under past versions of the Seismic Retrofit Guidelines, such as providing updates from SRG2 to SRG3.

SPIR documents that have been completed and have been through the TRB Technical and Cost Reviews are not to be amended. They are point in time documents that detail the scope, schedule and budgets of the seismic retrofits at the time they were completed.

Rather, changes that are needed to scope and budget because of updates to the SRG should be documented within a separate memo or letter. As with the SPIR process, the changes should also be discussed and signed off by the TRB Technical Reviewer. Guidance would also be provided to the project Quantity Surveyor to help update cost estimates.

When initiating a SPIR review process at the request of a school district, please advise your previous TRB Reviewer, as well as John Wallace (johnwallace@telus.net) and Phillip Chambers (phillipchambersconsulting@shaw.ca) of the TRB Steering Committee.

As the amount of effort required to update SPIRs will change dramatically from block to block, it is further recommended that work on updating SPIR scope should be paid for on an hourly fee basis negotiated between the EOR and the school district they are working with.