



AQ0100 - ARCHITECTS, ENGINEERS AND QUANTITY SURVEYORS, USE OF

1.0 PURPOSE

To provide guidelines for Interior Health to authorize engaging the use of Consultants.

2.0 DEFINITIONS

Consultants: includes Architects, Engineers and Quantity Surveyors who provide Interior Health with assistance for consultative and/or design services relating to effective use of facilities, space planning, master planning, functional programming, feasibility studies, cost estimating, etc. for minor/major capital projects.

3.0 POLICY

Interior Health may engage Consultants to provide services in the following areas:

- consultative work related to effective use of facilities, space planning, master planning, functional programming, feasibility studies, cost estimates, etc.
- design work related to capital projects
- design work related to operating projects.
- preparation of cost estimates for capital and operating projects
- Engaging Consultants must be done through the Capital Planning & Projects (CPP), Plant Services or IMIT Departments. Authority to engage the consultants must be in accordance with the approved [Interior Health Signing Authority Policy](#).

A competitive procurement and selection process is to be implemented to evaluate and select consultants. Use of a Request for Proposal and approved standard industry client agreements are required when engaging Consultants. The terms and conditions for engagement and services required must be set out in advance of engagement of the Consultants.

4.0 PROCEDURE

Contact the appropriate Corporate Director (CPP, IMIT, Plant) prior to engaging Consultants.

5.0 REFERENCES

1. [Interior Health Policy AE0100 Signing Authority](#)
2. Standard practices related to Interior Health Administrative Policy, Purchasing/AQ-1000 Competitive Bidding Process for Supplies and Services Ministry of Finance, Core Policy and Procedures Manual (CPPM), Chapter 6.0 Procurement
http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm

Policy Sponsor: Vice President and Chief Financial Officer	1 of 2
Policy Steward: Chief Project Officer	
Date Approved: November 2004	Date(s) Reviewed(r)/Revised(R): January 2009 (R), March 2012 (r), January 2023 (r)



3. Ministry of Finance, Capital Asset Management Framework (CAMF)
<http://www.fin.gov.bc.ca/tbs/camf.htm>
4. Trade, Investment and Labour Mobility Agreement Between British Columbia and Alberta
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_08039_01
5. Agreement on Internal Trade http://www.ait-aci.ca/index_en.htm

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