

# **Alberta Infrastructure**

**Digital Project Delivery  
Asset Information Management  
Consultant Requirements**



Infrastructure

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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.

## 1. AIM Manager

- .1 The Consultant shall designate one individual, the AIM Manager, who is accountable to the Province for the COBie deliverables throughout the design phase across all design disciplines and the Record COBie deliverable at the end of the project.
- .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 attending the AIM kick-off meeting with the Province within 2 weeks of project award.
  - .3 Developing, maintaining, updating, distributing, and providing clarifications to 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 deliverables.
  - .5 Leading and facilitating all Consultant’s AIM project meetings defined in the AEP with project team members, including the Province.
  - .6 Executing quality control (QC) processes for accurate data creation, standards adherence and classification of all required assets.
  - .7 Coordinating and submitting asset information to the Province.

## 2. AIM Execution Plan (AEP)

- .1 The AEP is a process management document created by the Consultant in consultation with the Province. The AEP shall define how the Consultant teams use AIM to meet the Province’s requirements. 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 Submit the AEP to the Province within 30 days following project award for review and confirmation of acceptance.
  - .3 Resubmit the AEP to the Province for review and confirmation of acceptance whenever it is revised.

## 3. AIM Requirements

- .1 The Consultant shall capture all assets in the COBie file according to the Province’s COBie Requirements (GOA-AI-TSB-SPE\_COBie Requirements) and in collaboration with the Province.