



REQUEST FOR PROPOSALS

For

**Architectural Design and Construction Management Services
for the
Fort Kent Fire Hall and Ardmore Combination Fire Hall and
Grader shop**

March 14, 2019
Mrs. Caroline Palmer
Director of Planning and Development
Municipal District of Bonnyville NO.87
Bonnyville, AB, T9N 2J7

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1. INTRODUCTION

1.1 Purpose

The Municipal District of Bonnyville No.87 (the “**MD**”) is seeking to select a lead architect and consulting services team to perform architectural and professional Construction Management services for a new combined fire hall/grader shop in Ardmore and a fire hall in Fort Kent (the “**Project**”) to be located in the Hamlets of Ardmore and Fort Kent.

As described in this RFP, the services to be performed by the successful Proponent team include architectural, mechanical, structural, electrical, civil, commissioning and landscape architectural consulting services for the Project.

1.2 Definitions

In this RFP the following terms will have the meaning set out below:

- (a) “**MD**” has the meaning set out in section 1.1;
- (b) “**MD’s Representative**” has the meaning set out in section 3.5;
- (c) “**Closing Time**” has the meaning set out in section 3.1;
- (d) “**Contract**” means a formal written contract between the MD and a Preferred Proponent to undertake the Services, the preferred form of which will include the following documents:
 - (1) the Canadian Standard Form of Contract for Architectural Services Document Six 2018 (available at http://www.raic.org/practice/contract_documents/document6_e.htm) will be used for this contract
- (e) “**Evaluation Committee**” has the meaning set out in section 5.1;
- (f) “**Preferred Proponent(s)**” means the Proponent selected by the Evaluation Committee to enter into negotiations for a Contract;
- (g) “**Project**” has the meaning set out in section 1.1;
- (h) “**Proponent**” means an entity that submits a Proposal;
- (i) “**Proposal**” means a proposal submitted in response to this RFP;
- (j) “**RFP**” means this Request for Proposals; and
- (k)

-) **“Services”** means the services required to be provided by the architect as described in the Canadian Standard Form of Contract for Architectural Services Document Six 2018.

2. PROJECT BACKGROUND

2.1 Project Overview

The Project will be designed so that the Ardmore fire hall and the grader shop are included in a single building (with a useable area of approximately 8500 square feet), but with separation within the building as appropriate for the two users. The Project will have no shared areas between the users. The fire hall will have a kitchen and office space. The grader shop will be a 3 bay shop with a washroom and a separate industrial wash sink. In Fort Kent it will be a stand-alone fire hall (approximately 4500 square feet).

We currently have a blueprint of a similar building that was built in LaCorey in 2015 and we have the architect’s permission to use this blueprint as the basis of our new facilities. This blueprint will require some modifications to meet the requirements we are looking for in the new buildings.

2.2 Project Site

The Projects are to be located MD-owned sites in both Ardmore and Fort Kent, Geotechnical has not been completed on either site.

2.3 Project Budget

The estimated budget for the two projects is estimated \$4,200,000.00 this does not include Architecture Design and Services.

2.4 Construction Manager

The Proponent will act as a third party and provide construction management during the construction stage of the two facilities and will oversee all works completed by the successful Construction Contractor and the Proponent will coordinate inspections, weekly meetings and billing through the MD project Coordinator. It is expected that the Proponent will follow the responsibilities as set out in the Canadian Standard Form of Contract for Architectural Services Document Six 2018. Project Coordinator for the MD will be named at time of project award.

2.5 Services to be Performed by the Architect

The successful Proponent will be required to perform the Services described in the Contract. Proponents should refer to Schedule A to Document Six – Architect’s Responsibilities and Client’s Responsibilities],

2.6 Project Timing

An estimated schedule for the Project is set out in the table below, including key dates and associated milestones. These dates are estimates and are subject to change at the sole discretion of the MD.

Date

RFP Closes	March 28, 2019
Contract Awarded	April 11, 2019
Schematic Design Development & Working Drawings Complete	May 15, 2019
Building Tender (with specifications and comparable to streamline tender process) and award	June 5, 2019
Construction Starts	June 30, 2019
Construction Complete	November 30, 2019

3. INSTRUCTIONS TO PROPONENTS

3.1 Closing Time and Address for Proposal Delivery

Proposals will be received on or before the following date and time (the “**Closing Time**”):

Time: 3:00 pm local time

Date: March 28, 2019

at the following address:

MD of Bonnyville Office
4905-50 Avenue
Bonnyville, Alberta, T9N 2J7

3.2 Number of Copies and Packaging

Proponents should submit 2 hard copies of their Proposals plus one electronic copy (on a USB). Proposals should be in a sealed package, marked on the outside with the RFP title and reference number. No oral or electronically transmitted Proposals will be accepted.

3.3 Late Proposals

Proposals received after the Closing Time will not be accepted and will be returned to the sender unopened or may be included for evaluation at the MD's discretion. It is the sole responsibility of the Proponent to ensure its Proposal is received at the address indicated in section 3.1 by the Closing Time.

3.4 Amendments to Proposals

An amendment to a Proposal will be considered only if the amendment is received in writing at the location set out in section 3.1 before the Closing Time. Amendments should be signed by an authorized signatory of the Proponent.

3.5 Inquiries

All inquiries related to this RFP should be directed in writing to the person named below (the "**MD's Representative**"). Information obtained from any person or source other than the MD's Representative may not be relied upon.

Caroline Palmer

Director of Planning and Development

Municipal District of Bonnyville No. 87

Bag 1010

4905 – 50 Avenue

Bonnyville, AB, T9N 2J7

e-mail: cpalmer@md.bonnyville.ab.ca

Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the MD.

3.6 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the draft Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the MD's Representative. If the MD determines that an amendment is required to this RFP, the MD's Representative will issue an addendum in accordance with section 3.8. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

3.7 Time for Inquiries

Proponents should direct all inquiries to the MD Representative identified in section 3.5 before 3:00 pm local time on March 28, 2019. The MD reserves the right not to respond to inquiries received after this time.

3.8 Addenda

If the MD determines that an amendment is required to this RFP, the MD's Representative will issue a written addendum that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is contained in a formal written addendum issued by the MD's Representative.

3.9 Posting of Addenda

The MD will make addenda available to Proponents by posting a copy of the addenda on the following websites:

MD: <http://www.md.bonnyville.ab.ca>

APC: <http://www.purchasingconnection.ca>

It is the sole responsibility of Proponents to check these websites to ensure that the Proponent has received all available information, including any addenda, before submitting a Proposal.

4. PROPOSAL CONTENTS

4.1 Proposal Contents

Proponents should include in their Proposals responses to each of the items listed in Appendix A.

4.2 Signature

Proposals should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal.

5. EVALUATION AND SELECTION

5.1 Evaluation Committee

The evaluation of Proposals will be undertaken on behalf of the MD by an evaluation committee appointed by the MD (the "**Evaluation Committee**"). The Evaluation Committee may consult with others, including members of the MD's staff, third party consultants and references, as the Evaluation Committee may in its discretion decide is required. The Evaluation Committee will give a written recommendation for the selection of a Preferred Proponent to the MD.

5.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine the Proposal that provides the overall best value to the MD, based on the following:

- (a) the Proponent's understanding of and approach to the Project and Services;
- (b) the qualifications, experience and reputation of the Proponent, its key personnel, proposed sub-consultants and their personnel, including any past experience the MD has with the Proponent, its proposed sub-consultants or their personnel, and including experience with the design of comparable fire halls;
- (c) the Proponent's proposed deliverables and methodology;
- (d) the Proponent's fee proposal; and

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal.

5.3 Reference Checks, Clarifications, Interviews and Other

To assist in evaluation of the Proposals, the Evaluation Committee may, in its sole discretion (but is not required to):

- (a) conduct such internal or external reference checks and background investigations as the Evaluation Committee may consider necessary, and rely on and consider any relevant information from such references and background investigations in the evaluation of Proposals;
- (b) seek clarification or additional information from any Proponent with respect to any aspect of its Proposal and consider such additional information in the evaluation of the Proposal;
- (c) request interviews with any, some or all of the Proponents to obtain clarification of any Proposal and consider any information received from any interviews in the evaluation of Proposals; and/or
- (d) decide not to complete a detailed evaluation of a Proposal if the Evaluation Committee concludes, having undertaken a preliminary review of the Proposal, that the Proponent is not in contention to be selected as a Preferred Proponent.

5.4 Negotiation of Contract and Award

If the MD selects a Preferred Proponent, then it will enter into discussions with the Preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of a Contract. The MD may negotiate any aspect of the Preferred Proponent's Proposal or the draft Contract, including the scope of the Services, proposed fees, proposed sub consultants or other terms. If discussions are successful, the MD and the Preferred Proponent will finalize a Contract. If at any time the MD reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within 30 days of the MD commencing discussions with the Preferred Proponent (or such other reasonable time determined by the MD) then the MD may give the Preferred Proponent written notice to terminate discussions, in which event the MD may then either open discussions with another Proponent or terminate this RFP and, if the MD elects, commence a new procurement process or obtain the Services in some other manner. Award of a Contract is contingent upon funds being approved and the Contract award being approved by the appropriate MD authority.

6. GENERAL CONDITIONS

6.1 Reservation of Rights

This RFP is not a call for tenders or an agreement to purchase goods or services. The MD is not obligated to select a Proponent or to proceed to negotiations for a Contract, or to award any Contract. The MD reserves the right to take any of the following actions, and will not be liable for any such actions:

1. a defect or irregularity in a Proposal and accept that Proposal;
2. accept a Proposal which is not the lowest cost Proposal;
- (c) amend the scope and description of the Services to be procured as described in this RFP, terms of the draft Contract or any other aspect of this RFP;
- (d) assess the ability of the Proponent to perform the Contract and reject any Proposal where, in the MD's sole estimation, the personnel and/or resources of the Proponent are deemed insufficient;
- (e) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements;
- (f) cancel the RFP process at any time and reject all submissions;
- (g) not accept any Proposal;

- (h) reject a Proposal even if it is the only Proposal received by the MD;
- (i) reject any and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP;
- (j) reject or accept any or all Proposals at any time prior to execution of a Contract;
- (k) reject Proposals which are incomplete, conditional or obscure or contain erasures or alterations of any kind,
- (l) negotiate any aspect of a Preferred Proponent's Proposal or the draft Contract;
- (m) object to a sub consultant proposed by the Proponent and permit the Proponent to propose a substitute sub consultant acceptable to the MD; and
- (n) extend, from time to time, any date, time period or deadline provided in this RFP by addendum.

6.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the MD or its representatives and consultants, relating to or arising from this RFP.

6.3 No Claims

By submitting a Proposal, each Proponent agrees that the MD and its representatives, agents, consultants and advisors will not under any circumstances be liable for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP, including if the MD cancels this RFP, accepts any compliant or non-compliant Proposal or otherwise breaches any express or implied duty to the Proponent.

6.4 Conflict of Interest

Proponents should disclose any potential conflicts of interest and existing business relationships they may have with the MD, its elected or appointed officials or employees. The MD may rely on such disclosure. The MD may reject a Proposal from

any Proponent that the MD judges would be in a conflict of interest if the Proponent is awarded a Contract. Failure to disclose, or providing false or insufficient disclosure of, the nature and extent of any relationship the Proponent may have with any employee or elected or appointed official of the MD will be grounds for immediate termination of any Contract with the MD, in the MD's sole discretion, without liability to the MD. By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any undisclosed financial or personal relationship or affiliation with any elected or appointed official or employee of the MD or their immediate families which might be seen by the MD to create a conflict of interest.

6.5 No Lobbying

Proponents and their agents will not contact any member of the MD except for the MD's Representative with respect to this RFP at any time prior to the award of a Contract or the termination of this RFP, and the MD may reject the Proposal of any Proponent that makes any such contact.

6.6 Ownership of Proposals

All Proposals, other than late Proposals, become the property of the MD and will not be returned to the Proponent.

6.7 Confidentiality

All Proposals will be held in confidence by the MD unless otherwise required by law. Proponents should be aware that the Corporation is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act (FOIP Act).

6.8 Information Disclaimer

While the MD has made efforts to provide an accurate representation of information in this RFP, the information contained in this RFP is not necessarily comprehensive or exhaustive. Each Proponent will conduct its own independent investigations and interpretations and will not rely on the MD with respect to information, advice, or documentation provided by the MD. Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions in respect of the matters addressed in the RFP.

APPENDIX A PROPOSAL CONTENTS

Proponents should provide the following information in their Proposals and in the order that follows:

SECTION A: Cover Letter

Proponents should provide a cover letter referencing the RFP number and title. The letter should include the name(s) of the person(s) who will be authorized to make representations for the Proponent, their title(s) and telephone number(s) and email address(es). The cover letter should be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this RFP.

SECTION B: Table of Contents

Proponents should provide a table of contents referencing the applicable section, sub-section and page numbers. Pages should be consecutively numbered.

SECTION C: Experience, Reputation, Capacity, Architectural Firm Composition and Resources

Proponents should provide sufficient information that demonstrates the Proponent's experience, reputation, capacity, and availability of resources, including the ability to meet the requirements of this RFP, qualifications and competencies, track record, references of current and former clients for the types of services described in this RFP, including the following:

Part 1: Profile, Experience and Project Team

Part 1 should include the following information:

1. name and corporate profile of the architectural firm lead;
 - (b) names and resumes of the architectural firm lead's key personnel to be assigned to the Project and confirmation of their availability for the duration of the Project;
2. a detailed listing, with descriptions, of successfully completed projects that demonstrate the proposed architectural firm's experience with providing the types of services required by this RFP;

- (d) name and corporate profile of all sub-consultants who will be engaged by the Proponent to perform one or more of the following services as required for the Project:
 - (i) structural engineering;
 - (ii) mechanical engineering;
 - (iii) electrical engineering;
 - (iv) civil engineering;
 - (v) landscape architecture; and
 - (vi) any other consultants who will provide specialized services that the Proponent believes will add value to the Project;
- (e) for each sub-consultant: the name of the sub-consultant's design lead; a list of key staff members with a description of their assigned roles, a brief resume identifying their relevant qualifications and experience, and confirmation of their availability for the duration of the Project.

Note: The MD will not allow substitutions or changes to the Proponent's proposed team after the Closing Time, unless approved in writing.

Part 2: Additional Information

In this section, Proponents may provide any additional comments about the Proponent's experience, capacity and resources which they feel would be informative and beneficial to the MD.

3: References

Proponents should provide a list of former and current references for all customers for whom the Proponent has provided the similar services required in this RFP, with an emphasis on local municipalities, for the past five (5) years (list all). Proponents should include a brief summary of the services provided and the date of the services. Include the organization name and address, telephone number, and email address of primary contact. The MD may, during the evaluation process, contact the references to confirm statements made in response to this RFP.

SECTION D: TECHNICAL INFORMATION

Proponents should provide:

- (a) a short narrative (no more than two pages) that illustrates the Proponent's understanding of the Project, the MD's requirements, Project deliverables and how these will be achieved by the Proponent's methodology; and
- (b) a Project schedule in MS Project that includes planning and construction milestones.

SECTION E: DELIVERABLES AND METHODOLOGY

Proponents should:

- (a) confirm they will perform the services described in Schedule A to Document Six - Architect's Services and/or provide or suggested changes;
 - (b) respond and comment on the preliminary Project schedule included in Section 2.6 of this RFP;
 - (c) suggest a detailed design process and timetable given the fixed milestone dates already established by the MD for the successful delivery of the Project;
 - (d) include a proposed work plan illustrating all key tasks, duration, deliverables, the expected type of input and timeframe for MD user group reviews at key stages of the Project, critical presentations to the public if required and MD user groups, Council, and the MD's construction coordinator. Also indicate a preliminary schedule of the Proponent team's anticipated critical milestones for MD user group sign-off by the MD. Outline the Proponent's strategies to deliver the Project according to the critical milestone dates;
1. provide a solid commitment to deliver the Project within the budget outlined in Section 2.3 and indicate the approach, methodology and specialized resources to ensure successful cost control performance. It is the expectation of the MD that the Proponent team will commit to delivery of the project within 5% of the proposed Project budget. If cost estimates prepared by the owner exceed 5% of the approved budget at any stage of the Project, the successful Proponent team will be required to redesign the Project at the Proponent team's sole expense; and
- (f) provide any comments, thoughts and ideas regarding how this Project can be delivered ahead of time and under budget. The MD is particularly

interested in any comments and/or suggestions that the Proponent has to reduce the cost of the Project without significant sacrifices regarding the building program, function and long term performance.

SECTION F: FEES

Proponents should provide a fee proposal for the Services and identify any options and cost saving strategies that will benefit the MD. As described in this Section, the MD is seeking fixed fee proposals together with hourly rates for additional services.

Proponents should:

- (a) propose a fixed fee and a breakdown of their proposed fixed fee by discipline and Project phase and provide details for any additional consulting services that may be required;
- (b) indicate whether disbursements are included in the fixed fee or will be charged separately as Reimbursable Expenses.

Proposed fees should be in Canadian dollars and should include all applicable taxes, except for GST.

Note: Geo-technical Engineer will be retained by the MD.

SECTION G: WORKSAFE, INSURANCE(S), BUSINESS LICENSE

Proponents should provide:

- (a) confirmation of WCB coverage. Proponents not already having the appropriate WCB coverage will be required to obtain the appropriate coverage prior to award of a Contract and submit a copy with your proposal.

SECTION H: CONTRACT TERMS

Proponents should include as part of their Proposals a description of any provisions of the Contract [Architect's Services and Client Responsibilities] that the Proponent would require to be deleted or amended as a condition of entering into the Contract. If a Proposal does not indicate the Proponent requires a provision of the Contract to be deleted or amended, then the MD will be entitled to assume that the Proponent accepts that provision.

Schedule A – SERVICES

Editing Note: This Schedule must be reviewed line-by-line and edited to suit the circumstances of each individual contract. It is intended for use as a checklist in the first instance. Review each item to determine whether it is applicable/required, determine the applicable method of fee determination, and insert the appropriate alphanumeric designation in the far right column. Alternatively, at the user’s discretion, inapplicable items may also simply be deleted, although it is generally advisable to clearly indicate those Services that will NOT be provided by the Architect by leaving them in the schedule and designating them as “N/A” or “C”. The headings and descriptive language provided are intended to be generally appropriate for most required services but should be reviewed and edited for appropriateness to the needs of individual Architects, Clients and contracts.

The Services that the Architect is responsible to provide under the contract are as described in this Schedule A - Services. Other services that are not applicable, or that the Client is responsible to provide, are so indicated in this Schedule A -Services.

The method(s) of fee determination applicable to the contract is as stated in Article A12 of the agreement. The following designations are used to indicate the method of fee determination applicable to each line item, or the non-applicability of an item to the contract:

- F1** Indicates the service is the responsibility of the *Architect* and the fee for the service is included in the fixed fee stated in the agreement.
- F2** Indicates the service is the responsibility of the *Architect* and the fee for the service is included in the percentage-based fee stated in the agreement.
- F3** Indicates the service is the responsibility of the *Architect* and the fee for the service is payable on the basis of time-based rates as stated in Schedule C – Time Based Rates.
- N/A** N/A (or an item left blank) indicates the service is not anticipated to be required at the time of contract signing and will not be provided by the *Architect* nor the *Client*. If the item is subsequently determined to be required, it shall be an *Additional Service*.
- C** Indicates the service is required but will be the responsibility of the *Client* and not the *Architect*.

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1	GENERAL SERVICES, ALL APPLICABLE PHASES	
1.1	Structural Consulting Engineering Services - Engage a structural engineer for all services related to the structural integrity of the <i>Work</i> including building foundations and superstructure and minor secondary supports such as loose masonry and steel lintels. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing structural components and systems.	
1.2	Mechanical Consulting Engineering Services – Engage a mechanical engineer for all services related to mechanical systems and their controls including: plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing mechanical components and systems.	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.3	Electrical Consulting Engineering Services – Engage an electrical engineer for all services related to electrical systems and their controls including: normal and emergency power; lighting; communications; lightning protection; grounding; fire protection; access control; and other special systems. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing electrical components and systems.	
1.4	Civil Engineering Consulting Services –	
1.5	Landscape Architect Consulting Services –	
1.6	Lighting Design Consulting Services –	
1.7	Building Security and Communications Systems Consulting Services –	
1.8	Traffic Consulting Services –	
1.9	[] Consulting Services –	
1.10	Furniture, Fixtures and Equipment (FF&E) Selection, Procurement, and Installation Coordination – Provide services for the selection, procurement and installation of FF&E, including re-use of <i>Client's</i> inventoried FF&E.	
1.11	Graphic Design and Signage – Provide services for design, selection, procurement and installation of graphics, corporate logos, signage and similar elements for interior and exterior application.	
1.12	Commissioning - Services related to commissioning of the building.	
2	COORDINATION SERVICES, ALL APPLICABLE PHASES	
2.1	Project Protocols - Meet with <i>Client</i> and <i>Consultants</i> at the outset of the <i>Project</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
2.2	Client Meetings - Hold regular <i>Client</i> meetings with <i>Client</i> and, when relevant, with <i>Consultants</i> to review status of <i>Project</i> , exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
2.3	Consultant Coordination Meetings - Hold regular <i>Consultant</i> coordination meetings with <i>Consultants</i> and, when relevant, with <i>Client</i> to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
2.4	Project Dossier - Maintain written records of information flow between <i>Architect</i> , <i>Client</i> , <i>Consultants</i> , authorities having jurisdiction and other <i>Project</i> stakeholders. Document information requested and provided, recommendations made and accepted, advice given and decisions taken.	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.5	<p>Project Report - Prepare <i>Project</i> report, including key information flow between <i>Architect</i>, <i>Client</i>, <i>Consultants</i>, authorities having jurisdiction and <i>Project</i> stakeholders. Document <i>Project</i> status, design, proposed materials, components and building systems, schedule, <i>Construction Budget</i>, <i>Construction Cost Estimate</i>, information requested and provided, recommendations made and accepted, advice given and decisions taken. Obtain and coordinate input from <i>Consultants</i>. Provide to <i>Client</i> and <i>Consultants</i> at:</p> <ol style="list-style-type: none"> 1. end of Pre-Design Phase, 2. end of Schematic Design Phase, 3. end of Design Development Phase, 4. when Construction Documents Phase is 50% complete, and end of Construction Documents Phase. 	
2.6	<p>Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural services and with the services of all other <i>Consultants</i> identified in the agreement.</p>	
2.7	<p>Coordination of Multiple Constructors - Coordinate <i>Work</i> of multiple <i>Constructors</i>, including contract administration for multiple <i>Construction Contracts</i>.</p>	
2.8	<p>Coordination of Client's Furniture, Fixtures and Equipment (FF&E) – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&E with the <i>Constructor</i>.</p>	
2.10	<p>Computer-Aided Design and Drafting (CADD) – Utilize and coordinate the <i>Client's</i> CADD standards.</p>	
3	<p>AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES</p>	
3.1	<p>Review of Regulatory Requirements - Review applicable statutes, regulations, codes and by-laws, and where necessary review with authorities having jurisdiction, so that necessary regulatory consents, approvals, licences and permits may be obtained.</p>	
3.2	<p>Zoning or Land Use Amendment - Assist <i>Client</i> in preparation of documents for, application for, and attendance at public hearings for, amendments to land use or zoning by-laws.</p>	
3.3	<p>Variances - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.</p>	
3.4	<p>Site Development Review - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.</p>	
3.5	<p>Development Approval or Agreement - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.</p>	
3.6	<p>Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.</p>	
4	<p>PRE-DESIGN PHASE SERVICES</p>	
4.1	<p>Analyses of Client Needs - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.</p>	
4.2	<p>Program Confirmation - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.</p>	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
4.3	Initial Evaluation - Prepare and review with <i>Client</i> an initial evaluation of <i>Client's</i> program of requirements, schedule, <i>Construction Budget</i> , <i>Project</i> site, proposed <i>Project</i> delivery and procurement methods, and other initial <i>Client</i> provided information.	
4.4	Owner's Statement of Requirements - Set out fundamental objectives of the <i>Project</i> , including interrelation of space allocations, areas required for the spaces, specific materials and assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations.	
4.5	Furnishings, Fixtures and Equipment (FF&E) Inventory - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	
4.6	Construction Cost Estimate - Based on site conditions and constraints, time of construction, and known construction economics, prepare a <i>Construction Cost Estimate</i> . Advise <i>Client</i> accordingly.	
4.7	Measured Drawings - Prepare measured drawings of existing conditions.	
4.8	Verifying Accuracy of Drawings Furnished by Client - Review drawings, visit <i>Project</i> site and take measurements to satisfy that drawings are reasonably accurate in their representation of the existing premises.	
4.9	Drawing Conversion - Convert drawings provided by <i>Client</i> to an another appropriate format.	
4.10	Photographs - Prepare a photographic record of existing conditions.	
4.11	Engage Land Surveyor - Engage a land surveyor to provide a land survey.	
4.12	Assist Client Regarding Land Survey Information Required - Coordinate with land surveyor and other <i>Consultants</i> to identify information required from the survey.	
4.13	Assist Client Regarding Geotechnical Information Required – Coordinate with geotechnical and other <i>Consultants</i> as to identification of information required from the report.	
5	SCHEMATIC DESIGN PHASE SERVICES	
5.1	Design Approaches - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	
5.2	Schematic Design Concept(s) - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a concept design, or designs, illustrating the scale and relationship of the <i>Project</i> components. Prepare Class 'D' <i>Construction Cost Estimates</i> as appropriate for each concept design.	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
5.3	<p>Schematic Design Documents - Based on the <i>Client</i> approved schematic design concept and Class 'D' <i>Construction Cost Estimate</i>, prepare for the <i>Client's</i> review and approval schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other and including, as appropriate:</p> <ol style="list-style-type: none"> 1. site plan, 2. principal floor plans(s), 3. schematic sections and elevations, 4. massing representation, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare a schematic design report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. <i>Project</i> schedule, and <i>Construction Cost Estimate</i>. 	
5.4	<p>Submit Schematic Design - Submit the schematic design documents to the <i>Client</i> and obtain the <i>Client's</i> approval prior to proceeding to the Design Development Phase.</p>	
6	DESIGN DEVELOPMENT PHASE SERVICES	
6.1	<p>Design Development Documents - Based on the <i>Client</i> approved schematic design documents and agreed <i>Construction Cost Estimate</i>, and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the <i>Construction Budget</i>, prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and including:</p> <ol style="list-style-type: none"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. updated design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. outline specifications, 7. materials, finishes and preliminary colour schemes, 8. project schedule, and <p>Class 'B' <i>Construction Cost Estimate</i>.</p>	
6.2	<p>Update Project Schedule - Update and submit to the <i>Client</i> for approval a Project Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.</p>	
6.2	<p>Submit Design Development - Submit the design development documents to the <i>Client</i>, advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.</p>	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7	CONSTRUCTION DOCUMENTS PHASE SERVICES	
7.1	Drawings and Specifications - Based on the <i>Client</i> approved design development documents and agreed updated <i>Construction Budget</i> , prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the <i>Work</i> .	
7.2	Update Construction Cost Estimate - Advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> , including adjustments indicated by changes in requirements and general market conditions. Provide: 1. an updated <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are []% completed, and a <i>Construction Cost Estimate</i> when they are fully completed	
7.3	Update Project Schedule - Update and submit to the <i>Client</i> a <i>Project</i> schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	
7.4	Prepare Bidding Requirements and Construction Contract Conditions - Obtain instructions from and advise <i>Client</i> on the preparation of the necessary bidding requirements, bid forms, and form of <i>Construction Contract(s)</i> .	
7.5	Prepare Bidding Requirements for Alternative Prices – Identify and specify requirements for alternative prices to be submitted with bids.	
7.6	Prepare Bidding Requirements for Unit Prices – Identify and specify requirements for unit prices to be submitted with bids.	
7.7	Submit Construction Documents - Submit <i>Construction Documents</i> to <i>Client</i> for formal review at 50%, 75% and 100% completion. Submit final <i>Construction Documents</i> to <i>Client</i> and obtain <i>Client's</i> approval to proceed to the Bidding/Negotiation Phase.	
8	BIDDING/NEGOTIATION PHASE	
8.1	Assist Client with Pre-qualification of Bidders - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	
8.2	Assist Client in Calling for Bids – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	
8.3	Bidding Inquiries – Respond to and address questions raised by bidders during the bid period.	
8.4	Addenda - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	
8.5	Bid Receipt and Review - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	
8.6	Bidding/Negotiation - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	
8.7	Bonds and Insurance - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
8.8	Assemble Construction Contract - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	
9	CONSTRUCTION PHASE SERVICES	
9.1	Project Protocols - Meet with <i>Client</i> , <i>Constructor</i> and <i>Consultants</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
9.2	Architect Chaired Site Meetings - Organize and direct site meetings with <i>Constructor</i> , major sub-contractors, <i>Client</i> and <i>Consultants</i> to review the progress of the <i>Work</i> , address emerging concerns and coordinate efforts. Prepare and issue meeting minutes.	
9.2	Constructor Chaired Site Meetings - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	
9.3	Update Construction Documents - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	
9.4	Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	
9.5	Requests for Information (RFI's) - Receive RFI's from <i>Constructor</i> and respond.	
9.6	Supplemental Instructions - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	
9.7	Contemplated Change Notices, Change Orders and Change Directives - Prepare contemplated change notices with required drawings and specifications, evaluate <i>Constructor's</i> proposals, and prepare change directives and change orders for the <i>Client's</i> approval in accordance with the <i>Construction Contract</i> .	
9.8	General Review - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract.	
9.9	Additional Project Representation – Provide full-time on-site representation for the duration of construction.	
9.10	Inspection and Testing Services – Provide assistance in having inspection and testing companies perform services as required by the <i>Construction Contract</i> , receive and review their reports and report to <i>Client</i> .	
9.11	Enhanced Inspection and Testing Service - Provide assistance related to the inspection and testing of mock-ups, including witnessing testing of Project elements and systems	
9.12	Constructor's Proposed Substitutions – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.13	Services Necessitated By Default of Client or Constructor – Provide services necessitated by the default of the <i>Constructor</i> or the <i>Client</i> under the <i>Construction Contract</i> , or by major defects or deficiencies in the <i>Work</i> of the <i>Constructor</i> .	
9.14	Services Related to Replacement of Damaged Work – Provide consultation concerning replacement of <i>Work</i> damaged by fire or other cause during construction and provide services related to replacement of such <i>Work</i> .	
9.15	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	
9.16	Payment Certification - Receive and assess the <i>Constructor's</i> applications for payment and determine amounts payable by the <i>Client</i> under the <i>Construction Contract</i> .	
9.17	Deficiency Review - Review <i>Constructor's</i> list of outstanding and deficient <i>Work</i> . Identify incomplete <i>Work</i> and defects and deficiencies in the <i>Work</i> . Report in writing to the <i>Client</i> , <i>Constructor</i> , and <i>Consultants</i> .	
9.18	Record Drawings - Prepare record drawings showing changes to the <i>Work</i> made during construction based on as-built drawings (marked up prints) and other data submitted by the <i>Constructor</i> .	
9.19	Close-out Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	
9.20	Systems Demonstrations - At the completion of construction coordinate with the <i>Constructor</i> , and if appropriate, <i>Consultants</i> to conduct systems demonstrations for the <i>Client's</i> operations personnel.	
9.21	Lien Legislation Certification – Issue certification as and when required by lien legislation applicable at the <i>Place of the Work</i> .	
9.22	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	
10	POST CONSTRUCTION PHASE SERVICES	
10.1	Warranty Review - Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the <i>Constructor</i> in writing of items requiring attention by the <i>Constructor</i> .	