



**Lakehead**  
UNIVERSITY

**REQUEST FOR PROPOSAL**

**PRE-DESIGN CONCEPTUALIZATION STUDY  
MULTI-USE RECREATIONAL CENTRE  
THUNDER BAY CAMPUS ATHLETICS**

**Project Number  
LU17-260**

**LAKEHEAD UNIVERSITY  
955 OLIVER ROAD  
THUNDER BAY, ONTARIO  
CANADA P7B 5E1**

**Proposal Issue Date:  
December 21, 2017**

**MANDATORY Site Visit  
January 8<sup>th</sup>, 2018 @ 1:30PM**

**Last Date for Questions:  
January 18<sup>th</sup>, 2018**

**Date for Final Addendum:  
January 23<sup>rd</sup>, 2018**

**Proposal Submission Deadline:  
January 28<sup>th</sup>, 2018 @ 3:00:00PM Local Time**

## **Introduction:**

Nestled under the shadow of the stoic Sleeping Giant, the Thunder Bay campus of Lakehead University, ("LU"), is among the most picturesque in the nation. Fieldwork and hands-on learning are integral to a high number of our programs, taking advantage of the vibrant, natural laboratories right in our backyard. Our northern landscape also presents ample opportunities for world-class outdoor sports and activities. Students here can opt to take a ski break or hiking trip between study sessions and maintain an ideal work-play balance with ease.

It is our objective to further enrich the student experience by developing a multi-use recreational centre on the Thunder Bay campus. Lakehead University is therefore soliciting proposals from qualified Architectural proponents to assist the institution in the planning, approval, and development stages of this project.

This objective embraces the creation of a 'road map' for the expansion of student spaces. We seek to enlarge Student spaces in an effort to meet both current student and community demands while factoring in the projections for enrollment growth over the next ten years.

## **Materiel Disclosures:**

Initial discussions envision a new space, sized in proportion to budget allowances, for the following Athletic programming;

- Open and convertible space for court sports
- Space for treadmills and other aerobic machines
- Space for studio / yoga activities
- Meeting and Lounge area spaces
- Office spaces as appropriate
- Medical, Student amenities, and potentially Retail space.

The proposed centre is anticipated to be approximately 25,000 to 30,000 square feet in size. The project budget for this project is in the order of \$ 8.5 million. This amount includes design, construction, site development, FF&E, as well as escalation and taxes.

The funding for this project is not yet finalized or approved.

Proponents will note that this project will have significant involvement of the Student Body at the University. **Any decision to advance the project will be subject to the success of a student referendum currently scheduled for the end of February 2018, Board Approval, and to the availability of funding.**

**The conceptualization study delivered by the successful proponent, will be vital to the success of the Student Referendum.**

**In order to clearly divide this project into phases necessary to incorporate the student decision, this request for proposals identifies the first steps as “Phase A”, and incorporates proponent activity up to the completion of the student referendum.** The schedule for the first phase of the project must therefore accommodate the dates shown below in order to approach the Student Body with an appropriately framed referendum. Phase ‘B’ of the project will involve the based on the initial submitted pricing to realize the design concept.

**Given these constraints, this RFP is issued to the marketplace to obtain initial design concepts, conceptualization renderings, estimates of costs, and other details shown in the Appendices attached.**

Following the receipt of submissions, the University intends to award a contract to expedite the project to the Student Referendum stage with the objective of receiving Student support to proceed to the next steps. Should the referendum process, secured funding, or Board approval not be successful, the project will not proceed past the initial phase .

**If successful, the University will proceed to subsequent phases with the same proponent awarded the first phase of the project.**

The University anticipates we will have a draft site plan, a list of program narratives, a colourized floor plan with each level to scale, and with other details as defined following the award, no later than **February 12<sup>th</sup>, 2018**.

The draft conceptualization study will be available **February 23<sup>rd</sup>, 2018**, with final revisions completed by **February 28<sup>th</sup>, 2018**.

The centre will be designed, registered, and is to be constructed to meet LEED GOLD as per the University’s Sustainable Building Policy.

Additional details on the requirements for proponent submissions and the anticipated schedule are shown below and summarized in the Appendices.

**Criteria for the selection of a winning Proponent for this RFP:**

Given the nature and structure of this project, proponent submissions to this request will be evaluated based on Proponent experience, especially in relation to post secondary educational works, acceptance of scheduling timelines, athletic facility experience, proponent’s understanding of the scope and constraints under which the project may be realized, and its anticipated costs. Weighting of these components is shown below in the Table labelled ‘Phase A’.

**Deliverables / Scope of Work to be completed following the award of this RFP:**

**The Conceptualization for the Multi-Use Centre will include the following elements:**

- Collect, evaluate, and integrate input from various project stakeholders through discussions and meetings as required
- Incorporate a collaborative / creative approach to collect project information, seek input, and develop concepts through concentrated working group sessions
- Consider and coordinate the facility's site, traffic flow, parking capacity and connection to existing facility.
- Visualize form, siting, adjacencies and spatial relationships of uses within the new facility
- Complete site plan, a list of program narratives, a colourized floor plan of each level to scale, and square feet of major space.
- Complete building sections representative of space, exterior renderings, and interior renderings
- Complete site development in regards to size, location, existing infrastructure and feasibility while completing early stages of due diligence
- Identify unique project and systems performance requirements
- Recognize project constraints and risks, code requirements, as well as compliance requirements with agencies and authorities having jurisdiction
- Propose potential project phasing opportunities
- Establish initial project scope and priorities
- Develop a preliminary project schedule and budget
- Confirm projected allowable costs based on the elements outlined above.

**It is expected that the methodology for this study follows a creative approach to add value, eliminate waste, and incorporate lean principles to address the scope of work identified above.**

**Project Team Approach:**

Following the contract award, the Project Management Team will include the LU main project contact, project lead and all coordination will be done through the Project Management Team. All documents produced or used by the successful proponent shall bear the seal of an individual in good standing with their respective designation as required. All sub-trades/consultants must be included in the proponent's submission and included within the fixed fee.

**Project Schedule:**

As noted above, the successful respondent is required to provide a schedule of the design activities and working group sessions that is acceptable to LU. Conceptualization renderings to be completed for distribution to students by February 12, 2018, site plan, a list of program narratives, a colour floor plan, each level to scale, and square of major space by February 12, 2018. Draft of

Conceptualization Study by February 23, 2018. Final version of the Conceptualization Study to be submitted by February 28, 2018.

**Acknowledgement of Terms of Reference and Governing Law:**

In responding to this RFP, and to be eligible for consideration, the proponent acknowledges its acceptance of the following RFP Terms of Reference:

- a) This RFP process is not intended to create, and shall not create, a formal legally binding bidding process and shall not give rise to any legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract. This RFP and its identified process shall be governed by the common law applicable to direct commercial negotiations.
- b) No legal obligation regarding the procurement of any good or service shall be created until LU and the selected proponent have entered into a written contract for the Deliverables.
- c) The proponent may withdraw its proposal at any time during this RFP process prior to entering into a contract with LU. Proponents wishing to withdraw a submission shall send a written request to the purchasing manager on letterhead and signed by a duly authorized representative of the proponent.
- d) Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or a decision of the proponent to withdraw its proposal.
- e) The proponent shall keep this RFP and any contract that may result from this RFP process confidential.
- f) The proponent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.
- g) The proponent is advised that LU is governed by Ontario's Freedom of Information and Protection of Privacy Act ("FIPPA") and information submitted to LU in response to this RFP may be subject to disclosure under FIPPA. The proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by LU and is advised to consult with their own legal advisors regarding the appropriate way to identify such information. LU will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under FIPPA or any disclosure requirements imposed by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to LU's advisers retained to advise or assist with this RFP, including with respect to evaluation.
- h) The proponent consents to the collection and use by LU of the information as contemplated under this RFP for the uses contemplated under this RFP.

If a proponent has any questions about the collection and use of information pursuant to this RFP, questions are to be submitted to LU contact person.

- i) When evaluating proposals, LU may request further information from the proponents or third parties in order to verify, clarify or supplement the information provided in the proponent's submission, and LU may revisit and re-evaluate the proponent's submission or ranking on the basis of any such information.
- j) LU may disqualify a proponent for any conduct that compromises the integrity of the competitive process, as solely determined by LU.
- k) LU may elect not to consider a proponent if, as solely determined by LU, any conduct, situation or circumstance places the proponent in a conflict of interest in respect of submitting a response to this RFP or in providing the Deliverables.
- l) LU may elect not to consider a proponent, whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information.
- m) LU may prohibit a proponent from participating in a procurement process based on poor past performance or inappropriate conduct in a prior procurement process. This will include but not be limited to;
  - (i) illegal and unethical conduct. (ii) the submission of proposals containing misrepresentations or any other inaccurate, misleading or incomplete information. (iii) the refusal of the proponent to honour submitted pricing or other commitments. (iv) any conduct, situation or circumstance determined by LU, to have constituted a conflict of interest.
- n) LU may cancel this RFP process at any time.
- o) These terms are included for greater certainty and are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision). They are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations. This process and any resulting contract will be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

### **Communication:**

**All** communication regarding the content of this RFP will be directed to the office of Purchasing Services at Lakehead University, to the attention of:

Geoffrey Matte  
Manager, Purchasing & Contracts  
955 Oliver Road  
Braun Building, Room number BB-1002A  
807-343-8455  
[gmatte@lakeheadu.ca](mailto:gmatte@lakeheadu.ca)

Purchasing Services will direct any inquiries received from any proponent to the appropriate internal contact for response, and should the question and/or the response be applicable to all proponents, will provide a documented response to the inquiry in the form of an Addendum, posted in the same manner and the same location as the original solicitation. The final date for receipt of questions, and the publishing of Addendum is shown on the cover page. Proponents will note the requirement to acknowledge the receipt of any Addenda on the Bid Submission Form, **Appendix A**.

The University will not be responsible for any information, direction, or response (verbal or otherwise), to any external inquiry that does not take the above form.

### **Conflict of Interest**

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

(a) In relation to the bidding process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage,

1. including but not limited to:

(i) having, or having access to, information of LU in the preparation of its proposal that is not available to other proponents,

(ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process),

(iii) engaging in conduct that compromises, or which could be seen to compromise, the integrity of the competitive RFP process or render that process non-competitive or unfair.

(b) In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests:

(i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or

(ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the response; AND (b) were employees of LU within the twelve months period preceding the submission deadline.

Proponents will note the Bid Form requires a declaration of no conflict of interest to be completed in relation to the definitions herein.

## **Insurance Requirements**

The successful respondent shall maintain throughout the term of the contract the following liability insurances:

### **Commercial General Liability Insurance (CGL)**

General Liability Insurance from an insurer licensed in the province of Ontario, for Two (2) Million Dollars (\$2,000,000.00) per occurrence with an annual aggregate limit of no less than Five (5) Million Dollars (\$5,000,000.00) to LU against any liability for property damage or personal injury, negligence including death, which may arise from the Consultants operations under this contract.

In addition, the Commercial General Liability shall contain Cross Liability and Severability Clauses, products & completed operations and standard non-owned automobile coverage including a standard contractual liability endorsement. LU must be included as an 'additional insured' on the successful respondents relevant documents, and must submit a copy of same prior to commencement of work.

### **Professional Liability / Errors and Omissions**

Professional Liability / Errors and Omissions Insurance coverage, from an insurer licensed in the province of Ontario, for TWO (2) Million Dollars (\$2,000,000.00) per occurrence for services or activities that are professional in nature and thereby excluded under the CGL policy.

### **Additional information To Assist Proponents**

The Lakehead University website provides significant additional information for proponents. Some links are provided here:

Athletics website: [Thunderwolves.ca](http://Thunderwolves.ca)

Recent development projects:

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/physical-plant>

Lakehead Policies: <https://www.lakeheadu.ca/faculty-and-staff/policies>

## **Evaluation and Scoring of Bid Submissions**

The table below indicates how the bid submissions will be scored by the evaluators.



### Phase 'A'

Rated Criteria Category	Weighting (Points)
<b>General Requirements:</b>	
<b>Experience and Qualifications</b>	<b>50</b>
<b>Response to Scope of Work:</b>	
<b>Statement of Understanding</b>	<b>10</b>
<b>Methodology and Approach</b>	<b>20</b>
<b>Pricing</b>	<b>50</b>
<b>Total Available Points</b>	<b>130</b>

The decision to award the Phase 'A' contract will be made based on the highest scored proponent to the categories shown above. The University will present the conceptualized design from the highest scored proponent to the Student Body in the form of a referendum as noted above.

The University is also requesting Proponents provide costing for their conceptualized design. This phase of the project, if approved, would proceed under a negotiated CCDC2 standard contract documentation process.

Proposals must be submitted in the sequence and format shown immediately below to enable the evaluation team to effectively score the submission.

#### **General Requirements**

##### **Experience and Qualifications (50 points)**

- I. Provide a brief history and description of the firm(s) and the respective roles and responsibilities of the team members within the organization. Include resumes of all key team members.  
(10 points)
- II. Provide three (3) examples of projects where conceptualization studies (or similar works) were completed within the last five years. Include a brief project description, schedule, sampling of report and project outcomes.  
(30 points)
- III. Provide examples of past executive commitment to projects of a similar nature and identify each team member's commitment to this project.  
(10 points).

##### **Responses to Scope of Work / Statement of Understanding**

- I. Describe your comprehension of the requirements and how your proposal will meet LU's objectives.  
(10 points)

## **Methodology and Approach**

- II. Provide a brief description of the research, approach and methodology proposed for the completion of this assignment, include an outline of activities to ensure proper decision making and communication with LU, project stakeholders and project team; include the anticipated number of meetings/focus sessions for each activity.  
(15 points)
- III. Outline a brief project schedule with support Gantt Chart of the approach proposed for time control to ensure the proposed project schedule(s) is achievable. (5 points)

## **Pricing (50 points)**

The total available points = 130

## **Contract Award / Termination**

The University reserves the right to terminate any contract award with 30 days written notice should a serious violation of any University policy occur.

## **Bid Submission Requirements**

Proposals will have an introductory letter signed by an authorized representative of the firm legally allowed to bind the proponent. Proponents will ensure that the submissions contain telephone and email contacts for their assigned individuals.

**Proposals will be limited to no more than Thirty (30) pages**, including cover letter, but excluding the mandatory forms required by the University.

Proponents will supply **three (3) hard copies** of their submission, **plus one electronic copy**, on CD or data stick/jump drive, in a sealed package, with the project name and number clearly noted on the outside, as follows:

Lakehead University  
955 Oliver Road  
Thunder Bay, ON., P7B 5E1  
Attention: Geoffrey Matte  
Braun Building, Room number BB1002A

Project Number; LU17-260  
Pre-Design Conceptualization Study Multi Use Recreational Centre

End of RFP – See Attached Appendix.

**Appendix 'A'**  
**BID SUBMISSION FORM, Pg 1 of 4**

Please fill out the following form, naming one person to be the contact for this RFP response and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone:	
Fax:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

If applicable, please attach a listing of other individuals within the proponent's business who participated in the preparation of the bid submission and/or who may participate with the LU project team following award. Please include name, title, phone number, and current email address.

Declarations:

By signing below the proponent declares there is NO perceived, actual, or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent does not foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

The proponent has carefully examined this RFP and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the pricing set out below.

**Appendix 'A' continued:  
BID SUBMISSION FORM  
Page 2 of 4**

**PRICING:**

The proponent declares that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance or scoring of its proposal and/or its eligibility for future work.

The proponent acknowledges that the pricing quoted includes all applicable duties and taxes except HST, which will be itemized separately.

The proponent declares that the submitted pricing includes all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to LU, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

For the Professional services as detailed in this document, the fee, exclusive of GST, shall be:

**Professional Services**

	<b>Fee "A"</b>	<b>Fee "B"</b>
Architect Fee	\$_____	\$_____
Landscape Architect Fee	\$_____	\$_____
Civil Engineer	\$_____	\$_____
Structural Engineer	\$_____	\$_____
Mechanical Engineer	\$_____	\$_____
Electrical Engineer	\$_____	\$_____
Cost Consultant	\$_____	\$_____
LEED Consultant	\$_____	\$_____
<b>Total Fixed Fee (excluding GST)</b>	<b>\$_____</b>	<b>\$_____</b>

## Appendix 'A', Bid submission form, Pg 3 of 4

### Disbursements

Identify anticipated disbursements and expenses (i.e. travel & subsistence, printing, courier, long-distance telephone, car use, etc.) and estimate the costs for these. Note that disbursements and expenses are to be charged at cost (e.g. no mark-up.)

Anticipated Travel & Subsistence Disbursements	\$ _____	\$ _____
Additional Site visits	\$ _____	\$ _____
Anticipated Printing, Courier and Phone Disbursements	\$ _____	\$ _____

### Total Fixed Fee Allocation:

1.0 Preliminary Design Phase (Fee "A")	\$ _____	percent (___%)
2.0 Schematic Design Phase (Fee "B")	\$ _____	percent (___%)
3.0 Design Development Phase (Fee "B")	\$ _____	percent (___%)
4.0 Construction Drawings Phase (Fee "B")	\$ _____	percent (___%)
5.0 Bidding/Negotiation Phase (Fee "B")	\$ _____	percent (___%)
6.0 Construction Contract Admin Phase (Fee "B")	\$ _____	percent (___%)
7.0 Post-Construction Phase (Fee "B")	\$ _____	percent (___%)

### Project Budget

The project budget for this project is in the order of \$ 8.5 million.  
This amount includes design, construction, site development, FF&E, as well as escalation and taxes.

### SCOPE OF SERVICES TO BE PROVIDED

#### Project Description and Defined Scope of Services

The required services are as follows:

#### Preliminary Design Development

Review of existing program information and interviews/meeting with project team members to develop programme specifics for the new facility. Preliminary information has been included in this proposal. Additional information to be derived from user group meetings held as part of the service proposal.  
The focus of the Fee "A" work is to achieve a conceptual design complete with renderings to review, refine and present to a student referendum as part of the process of approval to move the project forward. See schedule for dates.  
This initial phase of work would be focused on items 3.1.1, 3.1.14, 3.1.15 of Section GC3 of the Document 600 menu of Architect Services (Appendix "B").  
Physical model not required.

## **Appendix 'A', Bid Submission Form, Pg 4 of 4**

Should the referendum pass, funding be secured and Board of Governors approval be obtained, the balance of Fee "A" investigation and work would be undertaken.

Architectural services include program review, development and co-ordination of schematic design, design development, preparation of outline specifications, and professional cost estimates.

### **Schematic/Design Development/Construction Documents- Fee "B"**

Architectural services include program review, development and co-ordination of schematic design, design development, preparation of outline specifications, and professional cost estimates and stages appropriate to facilitate cost control..

Construction drawings/Bidding& Negotiating/Contract Admin and Port-Construction as requested elsewhere in this document.

### **LEED**

LEED GOLD principles to be followed, registration of project required.

Proponents are to include LEED strategy and points recommended as part of the design and cost estimates.

### **Cost Consultant**

Engage and include costs for a professional Cost Consultant as part of this RFP. Cost estimate to be a Class "B" (expected degree of accuracy 10%).

Prepare and submit to Client a statement of probable cost at each stage of the design process, schematic design, design development and outline specifications.

### **Disbursements**

**Proponents who must travel are to clearly delineate the number of anticipated trips and an estimate for travel portion of their services. Please include details regarding personnel involved (# of persons, anticipated disciplines, etc.)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Affix Corporate Seal:

End of Appendix 'A'

## GENERAL CONDITIONS

### GC1 ARCHITECT'S RESPONSIBILITIES

1.1 The *Architect* shall provide professional services as identified in this contract and shall:

- .1 exercise such professional skill and care as would be provided by *Architects* practising in the same area in the same or similar locality under similar circumstances,
- .2 perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the *Project*,
- .3 identify a representative authorized to act on behalf of the *Architect* with respect to the *Project*,
- .4 include the *Consultant Coordination* of all *Consultants* engaged by the *Architect* and those other *Consultants* engaged by the *Client* listed in Article A10.2,
- .5 maintain records of reimbursable expenses, and for any services for which the fee is computed as a multiple of hourly rates. These records shall be maintained in accordance with generally acceptable accounting standards and made available to the *Client* for review upon request at mutually convenient times,
- .6 utilize key personnel where so identified and request the *Client's* approval of any change, which approval shall not unreasonably be withheld,
- .7 maintain the confidentiality of information so identified and provided by the *Client*, and
- .8 except with the *Client's* knowledge and consent, neither engage in any activity, nor accept any employment, interest or contribution that would unreasonably compromise the *Architect's* professional judgment with respect to the *Project*.

### GC2 ARCHITECT'S SCOPE OF BASIC SERVICES

2.1 The *Architect's* basic services consist of those services performed by the *Architect*, the *Architect's* employees, and the *Architect's* *Consultants* set forth herein or otherwise mutually agreed in writing. They include the provision of basic structural, mechanical and electrical engineering services by professional engineers when these *Consultants* are engaged by the *Architect*.

(Indicate in the table below each basic service to be provided by the *Architect* and the manner of compensation as indicated in Fee Reference for each as identified in Article A11.

2.1	ITEM	Service Provided:	Fee Reference:	Comments
	<b>SCHEMATIC DESIGN PHASE</b>			
.1	<b>Review Program</b> - Review the <i>Client's</i> Program of Requirements and other information furnished by the <i>Client</i> and the characteristics of the site.	✓	A	
.2	<b>Review Applicable Codes</b> - Review applicable statutes, regulations, codes and by-laws and where necessary review the same with the authorities having jurisdiction.	✓	A	
.3	<b>Prepare Initial Evaluation</b> - Prepare an initial evaluation of the <i>Client's</i> Program of Requirements, schedule, budget for the <i>Construction Cost</i> , <i>Project</i> site and the proposed procurement or delivery method and other initial information provided by the <i>Client</i> each in terms of the other, to ascertain the requirements of the <i>Project</i> . The <i>Architect</i> shall notify the <i>Client</i> of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the <i>Project</i> .	✓	A	
.4	<b>Review Initial Evaluation</b> - Present and review with the <i>Client</i> the initial evaluation and discuss alternative approaches to design and construction of the <i>Project</i> . The <i>Architect</i> shall reach an understanding with the <i>Client</i> regarding the requirements of the <i>Project</i> .	✓	A	

2.1	ITEM	Service Provided:	Fee Reference:	Comments
.5	<b>Preliminary Concept Design</b> - 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 preliminary concept design illustrating the scale and relationship of the <i>Project</i> components.	✓	A	
.6	<b>Schematic Design Documents</b> - Based on the <i>Client's</i> approval of the preliminary concept design, mutually agreed upon Program of Requirements, schedule and budget for the <i>Construction Cost</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 including as appropriate: • Site Plan • Spatial Relationship diagrams • Floor Plans • Elevations • Building Sections • Outline Specifications	✓	A	
.7	<b>Estimate of Construction Cost</b> - Prepare and submit to the <i>Client</i> an <i>Estimate of Construction Cost</i> based on current area or volume unit cost prepared in accordance with GC5.3.	✓	A	
.8	<b>Submit Schematic Design</b> - Submit the schematic design documents to the <i>Client</i> and request the <i>Client's</i> approval.	✓	A	
<b>DESIGN DEVELOPMENT PHASE</b>				
.9	<b>Design Development Documents</b> - Based on the <i>Client's</i> approved schematic design documents and agreed <i>Estimate of Construction Cost</i> , and any <i>Client's</i> authorization or adjustments in the <i>Project</i> requirements and the budget for the <i>Construction Cost</i> prepare for the <i>Client's</i> review and approval, design development documents, drawing 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: • Site Plan • Floor Plans • Elevations • Building Sections • <i>Project</i> brief detailing area calculations, building systems and outline specifications	✓	B	
.10	<b>Continue Review of Applicable Codes</b> - Continue to review applicable statutes, regulations codes and by-laws as the design of the <i>Project</i> is developed and where necessary review the same with the authorities having jurisdiction.	✓	B	
.11	<b>Update Estimate of Construction Cost</b> - Prepare and submit to the <i>Client</i> for approval an updated <i>Estimate of Construction Cost</i> .	✓	B	
.12	<b>Submit Design Development</b> - Submit the design development documents to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Estimate of Construction Cost</i> and request the <i>Client's</i> approval.	✓	B	
<b>CONSTRUCTION DOCUMENTS PHASE</b>				
.13	<b>Drawings and Specifications</b> - Based on the <i>Client's</i> approved design development documents and agreed updated <i>Estimate of Construction Cost</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 construction of the <i>Project</i> .	✓	B	



2.1	ITEM	Service Provided:	Fee Reference:	Comments
.14	<b>Review Applicable Codes</b> - Review statutes, regulations, codes and by-laws applicable to the design and, where necessary, review the same with the authorities having jurisdiction in order that the consents, approvals, licences and permits necessary for the <i>Project</i> may be obtained.	✓	B	
.15	<b>Bidding Information</b> - Obtain instructions from and advise the <i>Client</i> on the preparation of the bidding information, bidding forms, conditions of the construction contract and the form of construction contract between <i>Client</i> and contractor.	✓	B	
.16	<b>Update Estimate of Construction Cost</b> - Update the <i>Estimate of Construction Cost</i> .	✓	B	
.17	<b>Submit Construction Documents</b> - Submit the <i>Construction Documents</i> to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Estimate of Construction Cost</i> , including adjustments indicated by changes in requirements and general market conditions; take any action required under GC 5.2 and request the <i>Client's</i> approval.	✓	B	
<b>PERMITS AND APPROVALS</b>				
.18	<b>Building Permit Application</b> - Prepare documents for building permit application, for owner's signature as applicant and assist with submission of the application.	✓	B	
<b>BIDDING/NEGOTIATION PHASE</b>				
.19	<b>Bidding/Negotiation</b> - Following the <i>Client's</i> approval of the <i>Construction Documents</i> and the latest agreed <i>Estimate of Construction Cost</i> : assemble and provide bid documents to bidders, monitor and respond to enquiries regarding bid requirements, prepare and process addenda during bidding, arrange for receipt of bids, opening of bids, comparative review and report results for <i>Client's</i> direction on award. Assist the <i>Client</i> with construction contract negotiations, prepare construction contracts and assemble construction contract documents for signature by the contracting parties.	✓	B	
<b>CONSTRUCTION PHASE</b>				
.20	<b>General Review</b> - Provide <i>General Review</i> services during construction; examine, evaluate and report upon representative samples of the <i>Work</i> ; keep the <i>Client</i> informed of the progress and quality of the <i>Work</i> ; report defects and deficiencies in the <i>Work</i> observed during the course of the site reviews; and report in writing to the <i>Client</i> , contractor and chief building official.	✓	B	
.21	<b>Site Meetings</b> - Attend site meetings with contractor, major sub-contractors and <i>Consultants</i> , where appropriate, to review the progress of the <i>Work</i> .	✓	B	
.22	<b>WSIB Certificates, Bonds and Insurance Policies</b> - Arrange to receive from the contractor, as required under the construction contract, WSIB certificates, bonds and insurance policies and deliver to <i>Client</i> for <i>Client's</i> bond and insurance advisors to review.	✓	B	
.23	<b>Construction Schedule</b> - Receive construction schedule from contractor, review and forward to <i>Client</i> .	✓	B	
.24	<b>Schedule of Values</b> - Receive schedule of values from contractor, review and adjust, if required. Advise both <i>Client</i> and contractor that the agreed schedule of values will form the basis for factoring percentage of <i>Work</i> completed into certificates for payment.	✓	B	

2.1	ITEM	Service Provided:	Fee Reference:	Comments
.25	<b>Payment Certification</b> - When engaged to provide <i>General Review</i> , receive and assess contractor's applications for payment; determine the amounts owing to the contractor under the construction contract based on the <i>Architect's</i> observations and evaluation of the contractor's applications for payment having factored percentage of completeness against the contractor's schedule of values and issue certificates of payment to the <i>Client</i> in the value proportionate to the amount of the construction contract, of work performed and products delivered to the <i>Place of the Work</i> .	✓	B	
.26	<b>Construction Contract Documentation Interpretation</b> - On the written request of either the <i>Client</i> or the contractor, render written interpretations and findings within a reasonable time, consistent with the intent of and reasonably inferable from the construction contract documents, showing partiality to neither the <i>Client</i> nor the contractor, on claims, disputes and other matters in question between the <i>Client</i> and the contractor relating to the execution or performance of the <i>Work</i> or the interpretation of the construction contract documents.	✓	B	
.27	<b>Shop Drawings and Submittals</b> - Review and take other appropriate action with reasonable promptness upon such contractor's submittals as shop drawings, product data, and samples for conformance with the general design concept of the <i>Work</i> as provided in the construction contract documents.	✓	B	
.28	<b>Supplemental Details and Instructions</b> - Prepare and issue additional documents and supplemental instructions to the contractor, as required for clarification of the requirements of the contract documents, with reasonable promptness or in accordance with a schedule for such instructions agreed to by the <i>Architect</i> and the contractor.	✓	B	
.29	<b>Requests for information (RFI's)</b> - Receive requests for information (RFI's) from the contractor and process accordingly.	✓	B	
.30	<b>Proposed Change Notices/Change Orders and Change Directives</b> - Prepare proposed change notices, drawings, specifications and supporting data, evaluate contractor's proposals, prepare change orders and change directives for the <i>Client's</i> approval and signature in accordance with the construction contract documents.	✓	B	
.31	<b>Inspection &amp; Testing Services</b> - Provide assistance in having inspection and testing companies perform services as required by the construction contract documents, receive and review their reports and report to <i>Client</i> .	✓	B	
.32	<b>Substantial Performance and Completion</b> - As payment certifier prepare and issue at the appropriate time, a certificate of <i>Substantial Performance of the Work</i> and a statement of construction contract deemed completion in accordance with the provisions of the <i>Construction Lien Act</i> .	✓	B	
.33	<b>Contractor's Documentation at Completion</b> - Receive from the contractor and forward to the <i>Client</i> for the <i>Client's</i> acceptance the written warranties and related documents as required under the construction contract.	✓	B	
.34	<b>Takeover Procedure</b> - Arrange for takeover of the <i>Project</i> by the <i>Client</i> , including demonstration of operating equipment, handover of operating and maintenance manuals and replacement parts as specified.	✓	B	
.35	<b>Twelve Month Warranty Review</b> - Prior to the end of the period of one year following the date of <i>Substantial Performance of the Work</i> , review any defects or deficiencies which have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the <i>Work</i> in accordance with the construction contract between the owner and contractor.	✓	B	

### GC3 PROVISION OF ADDITIONAL SERVICES

- 3.1 The Additional Services listed below are not included in the *Architect's* basic services. The *Architect* shall provide the Additional Services indicated in the table below and the *Client* shall compensate the *Architect* in the manner indicated by Fee Reference and Article A11.

(Indicate in the table below Additional Services to be provided by the Architect and the manner of compensation as indicated in Fee Reference for each identified in Article A11.

3.1	ITEM	Service Provided:	Fee Reference:	Comments
	<b>PRE-DESIGN SERVICES</b>			
.1	<b>Pre-Design Study</b> - Provide pre-design study or services such as: to assist with analyzing the reasonable probability of the <i>Client's</i> objectives for the <i>Project</i> being reached within the <i>Client's</i> budget and advise on measures to align the <i>Project</i> requirements with the budget, assess the suitability of the <i>Client's</i> site to accommodate the <i>Project</i> taking into account known site constraints, ability to support future additions, and potential impact of known proposed developments in the vicinity.	✓	A	
.2	<b>Multiple Sites</b> - Provide pre-design site evaluations, planning surveys, or comparative studies of a number of multiple prospective sites.			
.3	<b>Programming</b> - Provide analyses of the <i>Client's</i> needs and prepare a written Program of Requirements as described in GC4.1.	✓	A	
.4	<b>Verifying Drawings</b> - Review drawings furnished by the <i>Client</i> , visit site and take measurements to satisfy that drawings are reasonably accurate in their representation of the premises.			
.5	<b>Measured Drawings</b> - Confirm with the <i>Client</i> the purpose of the measured drawings and the accuracy required, make measurements, augment with photographs and field notes as appropriate and prepare drawings.			
.6	<b>Survey, Geotechnical or Hazardous Materials</b> - Assist the <i>Client</i> in the engagement of a <i>Consultant</i> to obtain survey, geotechnical or hazardous materials reports referred to in GC4.3	✓	A	
	<b>GENERAL SERVICES, ALL APPLICABLE PHASES</b>			
.7	<b>Detailed Estimates of Construction Cost</b> - Provide detailed <i>Estimates of Construction Costs</i> .			
.8	<b>Detailed Quantity Surveys, Inventories, Operating Costs</b> - Provide detailed quantity surveys, inventories of material and equipment, or analyses of owning and operating costs.			
.9	<b>Future Facilities</b> - Provide services relating to future facilities, systems and equipment not included in the <i>Construction Cost</i> .			
.10	<b>Provision of Interior Design Services</b> - Provide or engage the services of an interior designer to provide interior design services commensurate with other architectural services under this contract.			
.11	<b>FF&amp;E</b> - Provide services for the selection and installation of furniture, fixtures and equipment (FF&E), including re-use of <i>Client's</i> inventoried FF&E.	✓	B	

3.1	ITEM	Service Provided:	Fee Reference:	Comments
.12	<b>Signage</b> - Provide services for design, selection, procurement and installation of graphics, signage and similar elements for interior or exterior application.			
.13	<b>Tenant Related Services</b> - Provide tenant layout and design services or documents not otherwise included in fees.			
.14	<b>Marketing</b> - Prepare promotional presentations or special marketing materials.	✓	A	
.15	<b>Model/Rendering/Video</b> - Provide specifically commissioned physical model (maquette), architectural rendering, computer rendering or video, which become the property of the <i>Client</i> .	✓	A	
.16	<b>Photography</b> - Provide specially commissioned photography or photographic records of site, existing conditions, construction or other.			
.17	<b>Language Translation</b> - Provide language translation services for <i>Construction Documents</i> or other documents.			
.18	<b>Value Engineering</b> - Provide services in connection with value engineering or analysis.	✓	A/B	
<b>PERMITS AND APPROVALS</b>				
.19	<b>Special Approvals of Authorities</b> - Provide studies, prepare drawings and other documents, attend meetings or public hearings, arrange for engagement of specialist <i>Consultants</i> if required and assist <i>Client</i> in submission of application for:			
.1	<b>Zoning or Land Use Amendment:</b>			
.2	<b>Committee of Adjustment or variance from by-laws:</b>			
.3	<b>Site Plan Approval:</b>			
.4	<b>Other Approvals:</b> (list and describe)			
<b>BIDDING/NEGOTIATION PHASE</b>				
.20	<b>Pre-qualification of Bidders</b> - Prepare parameters of pre-qualification process, advise participants of rating criteria, receive responses from interested parties, prepare analysis spreadsheet and report results to <i>Client</i> for <i>Client's</i> decision.	✓	B	
.21	<b>Multiple Bid Packages</b> - Provide services and prepare multiple bid document packages in connection with alternative, separate or sequential bidding or negotiation of trade contracts.			
.22	<b>Issued for Construction Drawings</b> - Prepare Issued for Construction drawings incorporating relevant addenda or negotiated changes during bid/negotiation phase.	✓	B	
<b>CONSTRUCTION PHASE</b>				
.23	<b>Additional On-Site Representation</b> - Provide extensive or full-time on-site review or representation.			

3.1	ITEM	Service Provided:	Fee Reference:	Comments
.24	<b>Multiple Contracts</b> - Provide additional construction contract administration services in connection with Construction Management, Fast track or Design Build delivery.			
.25	<b>Multiple Phases</b> - Provide services in connection with multiple phased occupancies.			
.26	<b>Client's Own Forces</b> - Coordinate work performed by the <i>Client's</i> own forces and coordinate the services required in connection with construction performed and equipment supplied by the <i>Client</i> .			
.27	<b>Updated Drawings</b> - Prepare Updated Drawings incorporating supplemental instructions, change orders and other changes issued during construction.	✓	B	
.28	<b>Record Drawings</b> - Prepare Record Drawings incorporating changes in the <i>Work</i> made during construction based on as-built drawings (marked-up prints), drawings, and other data furnished by the contractor to the <i>Architect</i> ; the accuracy of the information supplied by the contractor shall not be the responsibility of the <i>Architect</i> .	✓	B	
.29	<b>Commissioning</b> - Provide services related to commissioning in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training operation or maintenance personnel for operation and maintenance and consultation during operation	✓	B	

- 3.2 Upon recognizing the need to perform the following unforeseen Additional Services the *Architect* shall notify the *Client* with reasonable promptness explaining the facts and circumstances. The *Architect* shall not proceed to provide the following services until the *Architect* receives the *Client's* written authorization. Compensation shall be at hourly rates identified in Article A11 unless mutually agreed otherwise. This shall include providing services, reviewing, evaluating, revising or providing additional drawings or specifications including proposed change notices, change orders, change directives or other documents which are:
- .1 caused by instructions that are inconsistent with instructions or written approvals previously given by the *Client*, including revisions made necessary by adjustments in the *Client's* Program of Requirements or budget for *Construction Cost*;
  - .2 required because of significant changes to the *Project*, including size, quality, complexity, the *Client's* schedule, or the method of bidding or negotiating and contracting for construction;
  - .3 caused by the enactment or revisions of statutes, regulations, codes or by-laws, subsequent to the preparation of such documents;
  - .4 caused by an interpretation by the authorities having jurisdiction which differs from the *Architect's* interpretation of statutes, regulations, codes and by-laws, which difference the *Architect* could not have reasonably anticipated;
  - .5 due to changes required as a result of the *Client's* failure to render decisions in a timely manner;
  - .6 in connection with evaluating substitutions proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting from them;
  - .7 required to evaluate an extensive or unreasonable number or size of claims or requests for information (RFI's) submitted by the contractor or others in connection with the *Work*;
  - .8 due to replacement of any of the *Work* damaged by fire or other cause during construction and furnishing services as may be required in connection with the replacement of such work;