+VG ARCHITECTS
THE VENTIN GROUP LTD

February 6, 2020 **Proposal No. 220027-3P**

Jocelyn Gill, Supervisor, Capital Projects Delivery,
Building & Property Management,
City of Kawartha Lakes
31 Mary Street East,
Lindsay, ON K9V 1V3

Dear Jocelyn:

RE: Proposal for Prime Consulting Services for HVAC System Replacement in Three (3) Construction Phases at Kawartha Lakes City Hall

Further to your recent request, we are pleased to provide the following proposal for provision of Prime Consulting Services for the design and construction administration of HVAC System Replacement at Kawartha Lakes City Hall. We understand the replacement will be based upon HVAC system design development drawings; November 2019 prepared by Integral Group.

We look forward to continuing to provide services to the City in the on-going management and maintenance of your property portfolio. Please do not hesitate to contact the undersigned with any questions you may have.

Yours very truly,
+VG Architects

Chris Hall, BES, B.Arch, OAA, MRAIC,
Partner

Attachment

Copy to: Jim Marshall, City of Kawartha Lakes

72 Stafford Street, Suite 200, Toronto, Ontario M6J 2R8 T: 416.588.6370 F: 416.588.6327
50 Dalhousie Street, Brantford, Ontario N3T 2H8 T: 519.754.1652 F: 519.754.0830
400 Slater Street, Penthouse 2102, Ottawa, Ontario K1R 7S7 T: 613.680.5557

SECTION 1
BACKGROUND

The historic Kawartha Lakes City Hall was renovated, selectively restored and added to in 1986 based upon a design prepared by our firm known at the time as C.A.Ventin Architect Limited. The building has been occupied since that time as the home of the municipal offices.

In general, the existing HVAC system has been problematic with ongoing complaints from staff leading to costly service calls and repairs as the HVAC systems are now at the end of the expected service life and replacement parts are becoming very difficult to obtain. Furthermore, the City of Kawartha Lakes (CoKL) would like to move towards a low carbon solution in keeping with Corporate Energy Management and Sustainability Plan objectives.

SECTION 2
UNDERSTANDING & PROJECT SCOPE

A portion of the design services related to the HVAC System replacement has already been completed including Design Development Drawings for the complete system and tender documents for the exterior infrastructure portion of the scope. The replacement cooling tower was sized by Integral Group and ordered and purchased by CoKL in the fall of 2019 and is stored for installation as part of this project.

The project consists of the design of the architectural aspects of affected areas of the building, working drawings for HVAC systems and associated architectural and structural scope, tender of HVAC Systems in 2020 and construction administration for the HVAC work over three phases (2020, 2021, 2022). Based upon information provided in a Class C Cost Estimate prepared by A.W. Hooker & Associates, January 16, 2020, we estimate that the construction cost for the HVAC system replacement project delivered over three fiscal years is $3,850,000 including a 10% Construction Contingency and excluding HST.

We will coordinate all disciplines and act as prime contact for the CoKL.

Based upon recent discussions, we understand that the project will be completed in three distinct phases to ensure continued partial occupancy of the building during each phase of construction. The areas being renovated will be vacated but the balance of the building will remain occupied during construction. We also understand that existing millwork affected by the HVAC removals and new installations will be removed but not replaced and flooring will be patched as necessary but not replaced wholesale as part of this project.

SECTION 3
PROJECT TEAM

Based upon our discussions and understanding of the project scope, we have obtained proposals from the following sub-consultants:

Mechanical & Electrical Engineer: Integral Group
Structural Engineer: Tacoma Engineering

These sub-consultants will provide services in the development of the contract documents in addition to the architectural services provided by +**VG Architects**.

No other consultants have been included on the project team.

SECTION 4
OUTLINE OF SERVICES

1.0 DESIGN STAGE

1.1 Prepare architectural design drawings and complete selections for new ceilings and wall and ceiling finishes impacted by the work.
1.2 Design of structural scope of work for new rooftop mechanical equipment.
1.3 Meet with CoKL Project Manager and stakeholders to review design approach to associated architectural and structural scope.
1.4 Prepare project schedule based upon design approach.
1.5 Obtain CoKL approval to proceed with contract documents.

2.0 CONTRACT DOCUMENT STAGE

2.1 Prepare contract documents including drawings and specifications for tendering.
2.2 Develop phasing diagrams delineating work in each phase.
2.3 Combine and format previously prepared exterior works drawings within drawing package.
2.4 Submit documents at 50% and 90% complete for CoKL review and comments.
2.5 Prepare Class A Cost Estimate at 90% complete.
2.6 Meet with client at 50% & 90% stages.
2.7 Issue documents for tendering by CoKL.

3.0 TENDERING PHASE

(Assume Q3 2020)

3.1 Assist in pre-qualification of General Contractor and Mechanical sub-Consultants.
3.2 Attend bidder site meeting during tendering period.
3.3 Respond to bidders' questions and prepare addenda as required.
3.4 Review tender submissions and provide recommendations.

4.0 CONTRACT ADMINISTRATION & SITE REVIEW PHASE

(Assume Duration of 4-6 Months per Phase)

4.1 Attend start-up meeting with contractor to ensure the contract requirements are fully understood and all site conditions are understood.
4.2 Conduct site visits to review the progress of the work and ensure it complies with the contract documents as follows:
- Architectural – 8 visits per phase (24 total visits)
- Mechanical – 4 visits per phase (12 total visits)
- Electrical – 2 visits per phase (6 total visits)
- Structural – 2 visits per phase (6 total visits)

4.3 Prepare and issue field review reports for each visit, including non-professional quality progress photographs of the work.
4.4 Attend site meetings and review the contractor's site meeting minutes.
4.5 Review shop drawings, samples and submissions to ensure conformity with the contract documents.
4.6 Issue Supplemental Instructions, Proposed Changes and Change Orders when required.
4.7 Review contractor's applications for payment and issue Certificates of Payment.
4.8 Review for substantial completion and issue deficiency list.
4.9 Follow up and confirm outstanding work is completed and review close-out document.

SECTION 5
FEES

+VG Architects Fee

Design	$ 7,500
Contract Documents Phase	$ 35,000
Tendering Phase	$ 6,500
Contract Administration and Site Review Phase	
Phase 1 (8 visits)	$ 19,500
Phase 2 (8 visits)	$ 19,500
Phase 3 (8 visits)	$ 19,500
Sub-Total +VG Architects Fee	**$107,500**

Sub-Consultant Fees

Integral Group (Mechanical & Electrical)	
Contract Documents Phase	$ 61,000
Tender	$ 4,000
Contract Administration & Site Reviews	
Phase 1 (4 Mech & 2 Elect visits)	$ 10,000
Phase 2 (4 Mech & 2 Elect visits)	$ 12,000
Phase 3 (4 Mech & 2 Elect visits)	$ 13,500
Integral Fee Total	**$100,500**

Tacoma (Structural Engineering)	
Design/Contract Documents Phase	$ 7,500
Contract Administration& Site Reviews	
Phase 1 (2 visits)	$ 2,500
Phase 2 (2 visits)	$ 2,500
Phase 3 (2 visits)	$ 2,500
Tacoma Fee Total	**$ 15,000**

SUB-TOTAL SUB-CONSULTANT FEE	**$115,500**

TOTAL FEES	**$223,000**

SECTION 6
HOURLY RATES

Our hourly rates for the current year are as follows:

Principal/Partner	$225.00
Project Architect/Manager	$175.00
Senior Engineer	$150.00
Lighting Engineer	$130.00
CADD Technician	$120.00
Clerical / Accounting staff	$ 75.00-90.00

SECTION 7
DISBURSEMENTS

All out of pocket expenses including long distance telephone, printing, photocopying, facsimile transmissions, plotting, travel at 60¢ per km. etc., will be in addition to the above fees and will be billed to you at cost. We would recommend that CoKL assume an allowance of $12,500 for disbursements.