



## REQUEST FOR PROPOSAL

**NWRFP-22-12**

**Massey Theatre Design Team**

**Closing Time:**

Thursday, August 04, 2022  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## PART 1

### RFP PROCESS & GENERAL REQUIREMENTS

#### **1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminster is seeking a qualified Architectural Firm to design and manage the phased renovations at the Massey Theatre over a four (4) year period. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
  - b) modify this RFP at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
  - b) Price; and
  - c) Specific contract details as deemed reasonable for negotiations by the City.

#### **2.0 COVID-19 GLOBAL PANDEMIC**

- 2.1** Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the Proponent.
- 2.2** In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

#### **3.0 PROPOSAL INSTRUCTIONS**

- 3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject "NWRFP-22-12 Submission" in the Subject to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

- 3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 3.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

### **4.0 CONTRACT REQUIREMENTS**

- 4.1** The City expects that the term of any Agreement negotiated between the City and a Proponent is the RAIC 6.

### **5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

- 5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

### **6.0 INSURANCE, PERMITS AND LICENSES**

- 6.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
  - b) Professional Liability Insurance of two million dollars (\$2,000,000)
- 6.2** The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

### **7.0 LIVING WAGE EMPLOYER**

- 7.1** Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$20.52 per hour, assuming the employer provides no benefits.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

**7.2** In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.

[http://www.livingwageforfamilies.ca/living\\_wage\\_calculator](http://www.livingwageforfamilies.ca/living_wage_calculator)

**7.3** The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**

**7.4** In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information.

### **8.0 EVALUATION AND SELECTION PROCESS**

**8.1** The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the services requested.

**8.2** The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

**8.3** Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Executive Summary	N/A
Key Employees	20%
Organization Experience	20%
Methodology	20%
Cost and Level of Effort	35%
Social and Sustainable	5%
<b>Total</b>	<b>100</b>

**8.4** The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

**8.5** The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

### **9.0 NEGOTIATIONS**

**9.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

- 9.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



Corporation of the City of  
**NEW WESTMINSTER**

**NWRFP-22-12**

**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 BACKGROUND**

**1.1** The Massey Theatre was designed and built in 1948 by E. Evans and Son and W.M. Bow Associate Architects of Vancouver and was previously owned and operated by the School District. In its original form, the building had a strong modern identity indicative of post war optimism. “Modernism,” as an architectural form, was realized in Canada tentatively in the 1930s and only became firmly entrenched in the 1950s coincident with the post war economic boom.

**1.2** In October of 2021, the City became the new owners of the Massey Theatre. City Council has identified the renovation of this building as a strategic priority. The structure and services are in need of a significant renovation and functional upgrades. The following attachments to the RFP are posted separately for historical context:

1. Appendix C - October 2021 Massey Theatre Lease Space Drawings
2. Appendix D - January 2020 Draft Massey Theatre and Gym Facility Assessment (Extract)
3. Appendix E - September 2020 Heritage and Geo-Environmental Technical Memorandum
4. Appendix F - March 2019 Mechanical System Assessment (Update)
5. Appendix G - September 2015 Electrical and Fire Alarm System Condition Assessment
6. Appendix H - August 2015 Hazardous Building Materials Survey
7. Appendix I - July 2015 Building Envelope Follow-Up Condition Assessment
8. Appendix J - July 2015 Mechanical System Assessment, inc. Mechanical Drawings
9. Appendix K - June 2015 Structural System Condition Assessment, inc. Appendix C
10. Appendix L - May 2015 Fire Sprinkler System Review

It is important to note that the final scope of renovation work, including recommended scope inclusions and facility upgrades within the existing reports, has not been developed, budgeted or approved by Council.

**1.3** The Massey Theatre Society (MTS) are the tenants who operate the facility, and recently signed a 25-year lease with the City. Since 1983, the society has contributed to artistic and cultural activity in a number of dynamic ways by presenting professional theatre, dance, music, visual arts and multidisciplinary performances, and also by serving the community through a variety of cultural development and participation-based arts and culture and social programs.

It is important to note that the phased renovation work is to be scheduled in conjunction with the MTS operating schedule.

### **2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK**

**2.1** The City is looking for an experienced architectural firm to work with City staff, external stakeholders, and other consulting firms to provide Architectural and Design Services and act as the Consultant on a CCDC contract.

**2.2** The firm should have experience providing Architectural and Design services on renovation projects within an operational facility for the performing arts. The facility is expected to be occupied and operational during the construction phase of the project. A construction phasing strategy, including options for Theatre shut-down and vacancy, will be developed with the successful Architect, Construction Manager and MTS.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

- 2.3** The scope of the project is under development and will be subject to the findings of detailed investigations of the existing building. Although not confirmed, the general scope of renovation work is expected to include:
- Immediate and necessary repairs to allow operation of the Massey Theatre to continue
  - Accessibility upgrades, including new passenger elevators
  - Internal reconfigurations and refurbishments, including lobby and washrooms
  - Fire and life safety system upgrades
  - HVAC system replacement
  - Demolition and reconfiguration of existing building components
  - Replacement of building services and utilities
  - Hazardous material abatement
  - Building envelope replacement, including roof, external walls and windows
- 2.4** The total project budget is \$14.1M as allocated in the City Capital Plan. This includes all hard and soft costs, as well as contingency reserves.
- 2.5** In RFP Phase I: Pre-Design Services, the Architect will support the City in the initial planning phase of the project. The Architect's initial task will be to coordinate the completion of detailed investigations of the existing building. Investigations will be performed by qualified sub-consultants of the architect to expand on existing building condition assessment reports. It is the City's strong preference to complete any destructive investigations on site by the end of September 2022 to avoid disruption to the MTS event programming schedule.
- 2.6** Based on investigation findings, the Architect will define a final scope of renovation work to achieve a 25-year service life of the Theatre. The Architect will provide recommendations for scope options that maximize value for money and advance the City's strategic objectives. Scope options will include Class D cost estimates, as well as phased construction options. Scope options will include a "minimum viable option" (MVO) that is required for effective Theatre operation and is achievable within the \$14.1M project budget. Expanded scope options may identify additional outcomes, such as total building envelope replacement, to meet the City's climate and energy performance goals. It is the City's preference to define a recommended final project scope by December 2022.
- 2.7** The Architect will support the City in evaluating potential funding/grant opportunities, as well as in the preparation of applications for grants/funding from senior levels of government, if required.
- 2.8** The RAIC Doc 6 2018 contract will be used to guide Architectural and Design Services awarded under this RFP. A draft RAIC Schedule A – Services is provided in Appendix B that indicates the anticipated scope of Architectural and Design Services. Note that RFP Phase I: Pre-Design Services will not use a RAIC Doc 6 2018 contract form.
- 2.9** RFP Phase I: Pre-Design Services will be performed on a Time & Materials basis (T&M) using the hourly rates and team member information provided within the response to this RFP. Sub-consultant services will be included within the Architect's scope of services. The targeted start date of Phase I: Pre-Design Services (T&M) is the first week of September 2022.
- 2.10** RFP Phase II: Full Architectural and Design Services will be performed using a fixed percentage fee under a RAIC Doc 6 2018 contract. RFP Phase II will service the remaining phases of the project from Concept Design through to Construction completion & Handover. The fixed fee will



## CORPORATION OF THE CITY OF NEW WESTMINSTER

be negotiated at the successful conclusion of RFP Phase I: Pre-Design Services, following Council approval to proceed with a final defined scope. Sub-consultant services will be included within the Architect's scope of services.

- 2.11** A proposed Work Plan illustrating RFP Phases I and II is shown below. Project phases and durations are estimates and will be refined with the successful Architect.

<b>RFP Phase I: Pre-Design Services (T&amp;M)</b>	<b>Phase 1.1 Project Initiation</b>	<b>Jun - Jul 2022</b>
	Council Decision - <u>completed</u>	Jul 11 2022
	Stage Gate 1 - Sponsor Sign-Off - <u>completed</u>	Jul 2022
	<b>Phase 1.2 Project Planning &amp; Pre-Design</b>	<b>Jun 2022 - Jan 2023</b>
	Design RFP	Jul - Sep 2022
	Complete Building Investigations	Sep - Oct 2022
	Develop MVO, Scope & Phasing Options	Oct - Nov 2022
	Develop Class D Estimate	Nov 2022
	Define Recommended Final Scope	Dec 2022
	Stage Gate 2 - Sponsor Sign-Off	Dec 2022
Council Decision - Final Scope	Jan 2023	
<b>RFP Phase II: Full Arch Services (Fixed Fee - RAIC 2018)</b>	<b>Phase 1.3 Concept Design</b>	<b>Jan - Mar 2023</b>
	Develop Concept Design Package	Jan - Feb 2023
	Develop Finance Strategy*	Feb 2023
	Stage Gate 3 - Sponsor Sign-Off	Mar 2023
	<b>Phase 2 Schematic Design &amp; Design Development</b>	<b>Mar - Oct 2023</b>
	<b>Phase 3 Construction Documents</b>	<b>Oct 2023 - Jan 2024</b>
	<b>Phase 4 Construction - Phased</b>	<b>Jan 2024 - Dec 2025</b>
	<b>Phase 5 CNW &amp; MTS Handover</b>	<b>Dec 2025</b>

\*Third-party funding application (TBD) timeframes not included

### 3.0 SUBMISSION REQUIREMENTS

- 3.1** Proposals should be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½" white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:

**Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.

**Question 1 – Executive Summary:** (2 pages max)

**Question 2 – Key Employee Experience:** (1 page max per key employee) Provide a brief bio of the key team member(s) that is expected to be working with the City as it relates to this RFP. Ensure to include the following:

- Aligned experience on similar projects, preferably phased projects with concurrent business operations
- Years of experience in the industry and within your organization

## CORPORATION OF THE CITY OF NEW WESTMINSTER

- Available capacity to service this project
- Back-up team member of equivalent skills and experience
- Employee or subcontractor status
- Include full resume within Appendix to your response (including back-up team members)

**Question 3 – Organizational Experience:** (max 2 pages per example) Using the Business Requirements located in this RFP, provide three (3) examples of where you provided a similar scope of services on a municipal project with comparable scope requirements. Include:

- High level overview of the project
- Project size, schedule and total budget, including construction cost
- Firm's role in the project
- Major risks and key lessons learned
- Stakeholder engagement strategy – internal and external
- Approach to working with a municipal organization

**Question 4 – Methodology:** (max 4 pages) Using the Business Requirements located in this RFP, provide an overview on how you will work with the City to provide your solution or meet the City's deliverables. Ensure you incorporate the following key points in your response:

- Project understanding, including City and MTS requirements
- Approach to working with uncertainty and to achieving scope definition in the initial Pre-Design phase
- High-level schedule, including estimated phases and project milestones
- Approach to project governance and managing stakeholder expectations
- Requirements of City staff
- Key personnel assigned to each project phase
- Anticipated major risks and risk mitigation strategies
- Approach to ongoing scope management and project phasing
- Approach to budget management and cost control
- Approach to sub-consultant coordination, including engineers and cost consultants

**Question 5 – Estimated Cost and Level of Effort:**

Using your response to Question 4 – Methodology and the draft RAIC Doc 6 2018 Schedule A – Services provided in Appendix B, provide an estimated cost and level of effort to provide architectural and design services to the project.

A. For RFP Phase I: Pre-Design Services, include the following:

- Key personnel
- Hourly rates of key personnel
- Estimated work effort (hours), for each key personnel member
- Disbursements and other costs as required, e.g. software licenses
- Total estimated fee summary, including total estimated work effort (hours)

**CORPORATION OF THE CITY OF NEW WESTMINSTER****B. For RFP Phase II: Full Architectural and Design Services, include the following:**

- Indicative fixed percentage fee based on a total project budget of \$14.1M, encompassing each project phase from Concept Design to Handover. Sub-consultant services are to be included within the Architect's scope of services.
- Any assumptions regarding project scope, phasing or schedule
- Key personnel
- Estimated work effort (hours), for each key personnel member
- Total estimated fee summary, including total estimated work effort (hours)
- Disbursements and other costs as required, e.g. software licenses

**Question 6 – Social and Sustainability:** Social and Sustainability is important to the City, for this question we are asking for your social and sustainable policy and process:

- a) Explain how your company addresses anti-racism, diversity, inclusion and equity;
- b) Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?
  - For best results in this section, be authentic, do not just copy and paste from your organizations marketing pamphlet. We want to clearly see how your organization is making a difference.

**Living Wage Declaration:** As per Part 1, section 7.

**References:** Complete the attached table of references below

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**REFERENCES**

Please provide three (3) references for companies whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

<b>Reference 1</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 2</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 3</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.



Corporation of the City of  
**NEW WESTMINSTER**

**NWRFP-22-12**

**APPENDIX A**

**DECLARATION – LIVING WAGE EMPLOYER**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**DECLARATION – LIVING WAGE EMPLOYER**

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

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

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_



Corporation of the City of  
**NEW WESTMINSTER**

**NWRFP-22-12**

**APPENDIX B**

**SCHEDULE A - SERVICES**

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## 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
<b>1</b>	<b>GENERAL SERVICES, ALL APPLICABLE PHASES</b>	
1.1	<b>Structural Consulting Engineering Services</b> - 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.	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.2	<b>Mechanical Consulting Engineering Services</b> – 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.	<b>F3 – Phase I</b> <b>F1 – Phase II</b>



## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.3	<b>Electrical Consulting Engineering Services</b> – 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.	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.4	<b>Acoustic Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.5	<b>Audio Visual Consulting Services</b> –	<b>C</b>
1.6	<b>Building (Envelope) Sciences Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.7	<b>Energy Modelling Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.8	<b>Civil Engineering Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.9	<b>Commissioning Agent Consulting Services</b> – Engage a commissioning agent for services over and above take-over at completion of construction.	<b>C</b>
1.10	<b>Cost Estimating Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.11	<b>Waste Management Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.12	<b>Public Relations + Engagement Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.13	<b>Archaeological Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.14	<b>Hardware Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.15	<b>Interior Design Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>
1.16	<b>Laboratory Design Consulting Services</b> –	<b>N/A</b>
1.17	<b>Landscape Architect Consulting Services</b> –	<b>F3 – Phase I</b> <b>F1 – Phase II</b>

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.18	Lighting Design Consulting Services –	F3 – Phase I F1 – Phase II
1.19	Microclimate Consulting Services –	N/A
1.20	Planning Consulting Services –	F3 – Phase I F1 – Phase II
1.21	Security Consulting Services –	F3 – Phase I F1 – Phase II
1.22	Building Security and Communications Systems Consulting Services –	F3 – Phase I F1 – Phase II
1.23	Traffic Consulting Services –	F3 – Phase I F1 – Phase II
1.24	Vertical Transportation Consulting Services –	F3 – Phase I F1 – Phase II
1.25	Building Code + Certified Professional Consulting Services –	F3 – Phase I F1 – Phase II
1.26	<b>Furniture, Fixtures and Equipment (FF&amp;E) Selection, Procurement, and Installation Coordination</b> – Provide services for the selection, procurement and installation of FF&E, including re-use of <i>Client's</i> inventoried FF&E.	C
1.27	<b>Graphic Design and Signage</b> – Provide services for design, selection, procurement and installation of graphics, corporate logos, signage and similar elements for interior and exterior application.	C
1.28	<b>Tenant Improvement Design Services</b> – Provide tenant layout and fit up <i>Construction Documents</i> coordinated with base building <i>Construction Documents</i> .	C
1.30	<b>Multiple Construction Contracts</b> - Additional <i>Construction Documents</i> and <i>Construction Contract</i> administration in connection with multiple bid packages, multiple <i>Construction Contracts</i> , and fast track <i>Project</i> delivery.	F1
1.31	<b>Multiple Phases</b> - Services in connection with multiple phased occupancies.	F1
1.32	<b>Coordination of Work of Client's Own Forces</b> – Coordinate <i>Work of Client's</i> own forces with that of <i>Constructor</i> .	N/A
1.33	<b>Coordination of Client's Equipment</b> – Coordinate delivery, receipt, and installation of <i>Client's</i> equipment with <i>Constructor</i> .	F1
1.34	Value Engineering Services –	F3 – Phase I F1 – Phase II

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.35	<b>Life Cycle Cost Analysis Services –</b>	F3 – Phase I F1 – Phase II
1.36	<b>Energy Modelling Services –</b>	F3 – Phase I F1 – Phase II
1.37	<b>Climate Change Analysis –</b> Analyse effects of climate change on building components and systems over the life of the <i>Project</i> .	F3 – Phase I F1 – Phase II
1.38	<b>Enhanced Sustainable Design -</b> Enhanced sustainable design services to incorporate advanced levels of sustainable design.	F3 – Phase I F1 – Phase II
1.39	<b>Sustainable Design Certification -</b> Services to document and prepare submissions to independent bodies for review and certification of achieved sustainable design objectives.	F3 – Phase I F1 – Phase II
1.40	<b>Commissioning -</b> Services related to commissioning of the building.	F1
1.41	<b>Multiple Language Services –</b> <i>Construction Documents</i> , and all other <i>Services</i> , provided in a language other than the language of this contract.	N/A
<b>2</b>	<b>COORDINATION SERVICES, ALL APPLICABLE PHASES</b>	
2.1	<b>Project Protocols -</b> 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.	F3 – Phase I F1 – Phase II
2.2	<b>Client Meetings -</b> 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.	F3 – Phase I F1 – Phase II
2.3	<b>Consultant Coordination Meetings -</b> 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.	F3 – Phase I F1 – Phase II
2.4	<b>Project Dossier -</b> 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.	F3 – Phase I F1 – Phase II

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.5	<p><b>Project Report</b> - 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"> <li>1. end of Pre-Design Phase,</li> <li>2. end of Schematic Design Phase,</li> <li>3. end of Design Development Phase,</li> <li>4. when Construction Documents Phase is 50% complete, and</li> <li>5. end of Construction Documents Phase.</li> </ol>	<p><b>F3 – Phase I</b></p> <p><b>F1 – Phase II</b></p>
2.6	<p><b>Coordination of Consultants</b> - Coordinate the services of each <i>Consultant</i> identified in the agreement with the Architectural and Design Services and with the services of all other <i>Consultants</i> identified in the agreement.</p>	<p><b>F3 – Phase I</b></p> <p><b>F1 – Phase II</b></p>
2.7	<p><b>Coordination of Multiple Constructors</b> - Coordinate <i>Work</i> of multiple <i>Constructors</i>, including contract administration for multiple <i>Construction Contracts</i>.</p>	<b>F1</b>
2.8	<p><b>Coordination of Client's Own Forces</b> - Coordinate <i>Work</i> of <i>Client's</i> own forces with that of the <i>Constructor</i>.</p>	<b>F1</b>
2.9	<p><b>Coordination of Client's Furniture, Fixtures and Equipment (FF&amp;E)</b> – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&amp;E with the <i>Constructor</i>.</p>	<b>F1</b>
2.10	<p><b>Computer-Aided Design and Drafting (CADD)</b> – Utilize and coordinate the <i>Client's</i> CADD standards.</p>	<b>N/A</b>
2.11	<p><b>Building Information Modelling (BIM)</b> – Utilize BIM in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	<b>F1</b>
2.12	<p><b>BIM Model Manager</b> – Function as the model manager in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	<b>F1</b>
<b>3</b>	<b>AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES</b>	
3.1	<p><b>Review of Regulatory Requirements</b> - 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>	<p><b>F3 – Phase I</b></p> <p><b>F1 – Phase II</b></p>
3.2	<p><b>Zoning or Land Use Amendment</b> - 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>	<b>F3</b>
3.3	<p><b>Variances</b> - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.</p>	<b>F3</b>
3.4	<p><b>Site Development Review</b> - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.</p>	<b>F3</b>

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
3.5	<b>Development Approval or Agreement</b> - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.	F3
3.6	<b>Public Hearings</b> – Assist <i>Client</i> in preparation of documents for, and attendance at, public hearings.	F3
3.7	<b>Building Permit Application</b> - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.	F1
<b>4</b>	<b>PRE-DESIGN PHASE SERVICES</b>	
4.1	<b>Analyses of Client Needs</b> - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.	F3
4.2	<b>Program Confirmation</b> - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.	F3
4.3	<b>Initial Evaluation</b> - 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.	F3
4.4	<b>Owner's Statement of Requirements</b> - 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.	F3
4.5	<b>Functional Programming</b> - Analyse <i>Client's</i> needs and prepare functional program.	F3
4.6	<b>Furnishings, Fixtures and Equipment (FF&amp;E) Inventory</b> - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	F3
4.7	<b>Financial Feasibility Study</b> - Analyze the reasonable probability of the <i>Client's</i> objectives for the <i>Project</i> being reached within the <i>Construction Budget</i> and advise on measures to align the <i>Project</i> requirements with the <i>Construction Budget</i> .	F3
4.8	<b>Technical Investigation</b> - Undertake technical investigations of existing building materials, components and systems and advise on a range of possible actions.	F3
1.9	<b>Building Condition Assessment</b> - Undertake a building condition assessment of entire building and provide a reserve fund study or similar type of report.	F3
4.10	<b>Construction Cost Estimate</b> - Based on functional program, site conditions and constraints, time of construction, and known construction economics, prepare a <i>Construction Cost Estimate</i> . Advise <i>Client</i> accordingly.	F3
4.11	<b>Site Evaluation Study</b> - Review <i>Project</i> site and assess its suitability to accommodate the <i>Client's Project</i> .	F3
4.12	<b>Comparative Studies of Prospective Sites</b> - Review a number of potential <i>Project</i> sites and assess the suitability of each to accommodate <i>Client's Project</i> .	N/A
4.13	<b>Investigate Existing Conditions</b> - Visit the <i>Place of the Work</i> and review characteristics of the site.	F3

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
4.14	<b>Measured Drawings</b> - Prepare measured drawings of existing conditions.	<b>F3</b>
4.15	<b>Verifying Accuracy of Drawings Furnished by Client</b> - Review drawings, visit <i>Project</i> site and take measurements to satisfy that drawings are reasonably accurate in their representation of the existing premises.	<b>F3</b>
4.16	<b>Drawing Conversion</b> - Convert drawings provided by <i>Client</i> to an another appropriate format.	<b>F3</b>
4.17	<b>Photographs</b> - Prepare a photographic record of existing conditions.	<b>F3</b>
4.18	<b>Engage Land Surveyor</b> - Engage a land surveyor to provide a land survey.	<b>F3</b>
4.19	<b>Assist Client Regarding Land Survey Information Required</b> - Coordinate with land surveyor and other <i>Consultants</i> to identify information required from the survey.	<b>F3</b>
4.20	<b>Engage Geotechnical Consultant</b> - Engage a geotechnical <i>Consultant</i> to provide a geotechnical or soils investigation report and advice.	<b>C</b>
4.21	<b>Assist Client Regarding Geotechnical Information Required</b> – Coordinate with geotechnical and other <i>Consultants</i> as to identification of information required from the report.	<b>F3</b>
4.22	<b>Engage Toxic or Hazardous Substances Consultant</b> –	<b>C</b>
4.23	<b>Assist Client Regarding Toxic or Hazardous Substances Information Required</b> – Coordinate with toxic or hazardous substances <i>Consultant</i> and other <i>Consultants</i> as to identification of information required.	<b>F3</b>
4.24	<b>Marketing</b> - Prepare promotional presentations or special marketing materials.	<b>F3</b>
4.25	<b>Basic Climate Analysis:</b> Review for sun paths, wind conditions, temperature and precipitation data, and climate change effects.	<b>F3</b>
<b>5</b>	<b>SCHEMATIC DESIGN PHASE SERVICES</b>	
5.1	<b>Design Approaches</b> - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	<b>F1</b>
5.2	<b>Schematic Design Concept(s)</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 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.	<b>F1</b>

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
5.3	<p><b>Schematic Design Documents</b> - 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"> <li>1. site plan,</li> <li>2. principal floor plans(s),</li> <li>3. schematic sections and elevations,</li> <li>4. massing representation, and</li> <li>5. other illustrative sketches or renderings to convey the intent of the design.</li> </ol> <p>Prepare a schematic design report incorporating, as appropriate:</p> <ol style="list-style-type: none"> <li>1. design approach or philosophy,</li> <li>2. site data,</li> <li>3. design area(s) comparison to functional program,</li> <li>4. design compliance with regulatory requirements,</li> <li>5. architectural, structural, mechanical and electrical building systems descriptions,</li> <li>6. <i>Project</i> schedule, and</li> <li>7. Class 'C' <i>Construction Cost Estimate</i>.</li> </ol>	F1
5.4	<b>Marketing Documents</b> - Provide or arrange for provision of promotional materials.	F3 – Support Client as Required
5.5	<b>Architectural Models</b> - Provide or arrange for provision of scale models.	F3
5.6	<b>Architectural Renderings</b> - Provide or arrange for provision of renderings and other special delineations.	F3
5.7	<b>Digital Modelling</b> - Provide or arrange for provision of 3D digital modelling.	F3
5.8	<b>Submit Schematic Design</b> - 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.	F1

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
<b>6</b>	<b>DESIGN DEVELOPMENT PHASE SERVICES</b>	
6.1	<p><b>Design Development Documents</b> - 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"> <li>1. site plan,</li> <li>2. floor plans,</li> <li>3. elevations,</li> <li>4. building sections, and</li> <li>5. other illustrative sketches or renderings to convey the intent of the design.</li> </ol> <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> <li>1. design approach or philosophy,</li> <li>2. site data,</li> <li>3. updated design area(s) comparison to functional program,</li> <li>4. design compliance with regulatory requirements,</li> <li>5. architectural, structural, mechanical and electrical building systems descriptions,</li> <li>6. outline specifications,</li> <li>7. materials, finishes and preliminary colour schemes,</li> <li>8. project schedule, and</li> <li>9. Class 'B' <i>Construction Cost Estimate</i>.</li> </ol>	<b>F1</b>
6.2	<b>Update Project Schedule</b> - 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.	<b>F1 – Design Schedule Only</b>
6.2	<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>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.	<b>F1</b>
<b>7</b>	<b>CONSTRUCTION DOCUMENTS PHASE SERVICES</b>	
7.1	<b>Drawings and Specifications</b> - 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> .	<b>F1</b>
7.2	<p><b>Update Construction Cost Estimate</b> - 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:</p> <ol style="list-style-type: none"> <li>1. an updated Class "B" <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are [ ]% completed, and</li> <li>2. a Class "A" <i>Construction Cost Estimate</i> when they are fully completed</li> </ol>	<b>F1</b>



## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7.3	<b>Update Project Schedule</b> - 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.	F1 – Design Schedule Only
7.4	<b>Prepare Bidding Requirements and Construction Contract Conditions</b> - 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> .	F1
7.5	<b>Prepare Bidding Requirements for Alternative Prices</b> – Identify and specify requirements for alternative prices to be submitted with bids.	F1 – Support Construction Manager
7.6	<b>Prepare Bidding Requirements for Unit Prices</b> – Identify and specify requirements for unit prices to be submitted with bids.	F1 – Support Construction Manager
7.7	<b>Bidding Requirements for Multiple Bid Packages</b> - Prepare multiple bid packages (minimum of two) as required for sequential bidding of trade contracts and multiple Construction Contracts.	F3 – TBD with Construction Manager
7.8	<b>Submit Construction Documents</b> - 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.	F1
8	<b>BIDDING/NEGOTIATION PHASE</b>	
8.1	<b>Assist Client with Pre-qualification of Bidders</b> - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	C
8.2	<b>Assist Client in Calling for Bids</b> – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	C
8.3	<b>Assist Client with Pre-Bid Meetings</b> - Organize pre-bid meetings for bidders.	C
8.4	<b>Bidding Inquiries</b> – Respond to and address questions raised by bidders during the bid period.	F1
8.5	<b>Addenda</b> - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	F1
8.6	<b>Bid Receipt and Review</b> - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	C
8.7	<b>Bidding/Negotiation</b> - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	C
8.8	<b>Bonds and Insurance</b> - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	C
8.9	<b>Assemble Construction Contract</b> - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	C

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
<b>9</b>	<b>CONSTRUCTION PHASE SERVICES</b>	
9.1	<b>Project Protocols</b> - 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.	<b>F1</b>
9.2a	<b>Architect Chaired Site Meetings</b> - 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.	<b>F1</b>
9.2b	<b>Constructor Chaired Site Meetings</b> - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	<b>F1</b>
9.3	<b>Update Construction Documents</b> - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	<b>F1</b>
9.4	<b>Submittals</b> - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	<b>F1</b>
9.5	<b>Requests for Information (RFI's)</b> - Receive RFIs from <i>Constructor</i> and respond.	<b>F1</b>
9.6	<b>Supplemental Instructions</b> - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	<b>F1</b>
9.7	<b>Contemplated Change Notices, Change Orders and Change Directives</b> - Prepare contemplated change notices with required drawings and specifications, evaluate <i>Client's</i> and <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> .	<b>F1</b>
9.8	<b>General Review</b> - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract.	<b>F1</b>
9.9	<b>Additional General Review</b> - Provide additional <i>General Review</i> with more frequent visits to the <i>Place of the Work</i> than required by the definition of <i>General Review</i> in the contract, as follows: [ ].	<b>F3</b>
9.10	<b>Additional Off-Site General Review of Manufactured Products</b> – Provide additional <i>General Review</i> of major components produced at off-site prefabrication or manufacturing facilities with more frequent visits to those off-site facilities than required by the definition of <i>General Review</i> in the contract, as follows: [ ].	<b>F3</b>
9.11	<b>Additional Project Representation</b> – Provide full-time on-site representation for the duration of construction.	<b>N/A</b>
9.12	<b>Inspection and Testing Services</b> – 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> .	<b>C</b>
9.13	<b>Enhanced Inspection and Testing Service</b> - Provide assistance related to the inspection and testing of mock-ups, including witnessing testing of Project elements and systems	<b>C</b>
9.14	<b>Constructor's Proposed Substitutions</b> – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	<b>F3</b>

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.15	<b>Services Necessitated By Default of <i>Client</i> or <i>Constructor</i></b> – 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> .	F3
9.16	<b>Services Related to Replacement of Damaged <i>Work</i></b> – 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> .	F3
9.17	<b>Evaluation of Extensive or Unreasonable Claims</b> - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	F1
9.18	<b>Payment Certification</b> - 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> .	F1
9.19	<b>Deficiency Review</b> - 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> .	F1
9.20	<b>Record Drawings</b> - 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> .	F1
9.21	<b>Close-out Submittals</b> - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	F1
9.22	<b>Systems Demonstrations</b> - 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.	F1
9.23	<b>Lien Legislation Certification</b> – Issue certification as and when required by the <i>Builders Lien Act</i> and act as “payment certifier” for the purposes thereof.	F1
9.24	<b>Ready for Take-Over Certification</b> – Issue certification as and when required by the <i>Construction Contract</i> .	F1
9.25	<b>Consultant Role</b> – Perform the role of “Consultant” under the <i>Construction Contract</i> form selected by the <i>Client</i> for use on the <i>Project</i> .	F1
10	<b>POST CONSTRUCTION PHASE SERVICES</b>	
10.1	<b>Warranty Review</b> - 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> .	F1