

PROFESSIONAL SERVICES

The Architect shall provide the professional services as outlined below in items A, B and C.

SCOPE OF WORK

Based on Ontario Association of Architects Document 600, 2013 amended for the Project.

The scope of work detailed below refers to the Project described in article A4.

A.00 ARCHITECT'S SCOPE OF BASIC SERVICES

The Architect's full basic services consist of those services performed by the Architect, the Architect's employees, and the Architect's Consultants.

A.01 SCHEMATIC DESIGN PHASE

- Review Program – Review the Client's Program of Requirements as per RFP, Leisure Plan program governs and other information furnished by the Client and the characteristics of the site.
- Review Applicable Codes – Review applicable statutes, regulations, codes and by-laws and where necessary review the same with the authorities having jurisdiction.
- Review Initial Evaluation – Present and review with the Client the initial evaluation and discuss alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Client regarding the goals of the Project.
- Preliminary Concept Design – Based on all Project's requirements agreed upon with the Client, the Architect shall prepare for the Client's approval a preliminary concept design illustrating the scale and relationship of the Project components.
- Schematic Design Documents – Based on the Client's approval of the preliminary concept design, prepare for the Client's review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other and within the site including as appropriate:
 - o Site Plan
 - o Spatial Relationship diagrams
 - o Floor Plans
 - o Elevations
 - o Building Sections
- Estimate of Construction Cost – Assist the Cost Consultant retained by Client with preparation of preliminary construction cost if required.
- Submit Schematic Design – Submit the schematic design documents to the Client.

A.02 DESIGN DEVELOPMENT PHASE

- Design Development Documents – Based on the Client’s approved schematic design documents and prepare for the Client’s review and approval, design development documents, to describe the size and character of the Project including as appropriate the architectural, structural, mechanical, and electrical systems (by others), and such other elements:
 - o Site Plan
 - o Floor Plans
 - o Elevations
 - o Building Sections
 - o Information detailing area calculations and building systems.
- Selection of Materials and Systems – Prepare drawings, samples and information to present to Client the proposed selection of materials, finishes and colours and major systems.
- Continue Review of Applicable Codes – Continue to review applicable statutes, regulations, code and by-laws as the design of the Project is developed and where necessary review the same with the authorities having jurisdiction.
- Estimate of Construction Cost – Assist - as required - Cost Consultant or Construction Manager retained by Client with information in order to prepare the Estimate of Construction Cost.

A.03 CONSTRUCTION DOCUMENTS PHASE

- Drawings and Specifications – Based on the Client’s approved design development documents prepare Construction Documents consisting of architectural, structural, mechanical and electrical drawings and specifications setting forth in detail the requirements for the construction of the Project.
- Selection of Materials and Systems – Present final selection of materials, finishes and colours and applicable systems and equipment.
- Review Applicable Codes – 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 and permits necessary for the Project may be obtained.
- Update Estimate of Construction Cost – Assist with Estimate of Construction Cost if Client requires it. (To be provided by Cost Consultant or Construction Manager retained by Client).
- Submit Construction Documents – Submit the Construction Documents to the Client at 50% and 100% completion.

A.04 BP - PERMITS AND APPROVALS

- Building Permit Application – Prepare documents for building permit application, for owner’s signature and assist with submission of the application.

A.05 TENDER PHASE

- Bidding – Following the Client's approval of the Construction Documents and the latest agreed Estimate of Construction Cost: Assemble and provide Tender documents to Construction Manager. In conjunction with Client and Construction Manager, respond to enquiries and prepare and process addenda during bidding (issued by Construction Manager). Prepare max 3 tender document packages for sequential tendering.
- Issued for construction Drawings – Prepare Issued for Construction drawings incorporating relevant addenda or other information during Tender phase.

A.06 CONSTRUCTION PHASE

- General Review – Provide General Review services during construction; examine, evaluate and report upon representative samples of the Work; keep the Client informed of the progress and quality of the Work; report defects and deficiencies in the Work observed during the course of the site reviews; and report in writing to the Client, Contractor and Chief Building Official. General Reviews will be performed in conjunction with site visits (approximately once a month).
- Site Meetings – Attend site meetings in conjunction with general review site visits with Contractor, major sub-contractors and Consultants, where appropriate, to review the progress of the Work chaired by the Construction Manager. 30 Architectural and Structural site visits/meetings are included.
- WSIB Certificates- Arrange to receive from the contractor, as required under the construction contract, WSIB certificates and deliver to Client for Client's acceptance.
- Construction Schedule – Receive construction schedule from contractor, overview and forward to Client.
- Schedule of Values – Receive schedule of values from contractor. Advise both Client and contractor that the agreed schedule of values will form the basis for evaluating contractor's requests for payment for changes to the work.
- Payment Certification – Receive from Construction Manager one progress draw/month that cumulates all substrades values. Assess this applications for payment to determine amounts owing to the contractor based on the Architect's observations and evaluation of the draw having factored percentage of completeness against the schedule of values. Issue monthly certificates of payment to the Client in the value proportionate to the amount of the construction contract, of work performed and products delivered to the Place of Work. The Architect relies on Civil, Landscape, Structural, Mechanical and Electrical consultant's review and assessment of progress of work relevant to their discipline.
- Construction Contract Documentation Interpretation – On the written request of either the Client 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 Client nor the contractor, on claims, disputes and other matters in question between the Client and the contractor relating to the execution or the performance of the Work or the interpretation of the construction contract documents.
- Shop Drawings and Submittals – 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 Work as provided in the construction contract documents. See more details under item C.

- Supplemental Details and Instructions – 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 Architect, Client and the contractor.
- Requests for Information (RFI's) – Receive requests for information (RFI's) from the contractor and process accordingly. See more details under item C.
- Proposed Change Notices/ Change Orders and Change Directives – Prepare proposed change notices, drawings, specifications and supporting data, evaluate contractor's proposals, prepare change orders and change directives for the Client's approval and signature in accordance with the construction contract documents- see more details under item "C" that governs.
- Inspection & Testing Services – Receive and review the inspection and testing reports (by third parties).
- Substantial Performance and Completion- As payment certifier prepare and issue at the appropriate time, one certificate of Substantial Performance of the Work and a statement of Construction contract deemed completion in accordance with the provisions of the Construction Lien Act.

A.07 CLOSE UP

- Contractor's Documentation at Completion – Receive from the contractor, review and forward to the Client the written warranties and related documents as required under the construction contract.
- Takeover Procedure – Instruct the Contractor to arrange for takeover of the Project by the Client, including demonstration of operating equipment. Handover and review operating and maintenance manuals to client.
- Record Drawings – Review Record Drawings prepared by the Contractor incorporating changes in the work made during construction and other data furnished by the contractor. The accuracy of the information supplied by the contractor shall not be the responsibility of the Architect.

B.00 PROVISION OF ADDITIONAL SERVICES

The Additional Services listed below are not included in the Architect's basic services and fees. If required by Client, the Architect shall provide the Additional Services indicated below and the Client shall compensate the Architect based on hourly rates or as otherwise noted.

B.01 PRE-DESIGN SERVICES

- Survey, Geotechnical or Hazardous Materials – Assist the Client in the engagement of a Consultant to obtain survey, geotechnical or hazardous materials reports if required. These Consultants are Client's Consultants.

B.02 GENERAL SERVICES, ALL APPLICABLE PHASES

- Estimates of Construction Cost –The Client retains Cost Consultant as a third party. If Architect is required to do so, it is an additional service.
- Quantity Surveys, Inventories Operating Costs – Provide quantity surveys, inventories of material and equipment, or analyses of owning and operating costs.
- FF & E – Provide services for interior in relation to design selection and installation of furniture and equipment, fixtures and furnishings.
- Signage – Provide services for design, selection, procurement or installation of graphics, signage wayfinding and similar elements for interior or exterior application.
- Model/Rendering/Video – Provide promotional marketing material, perspectives, samples specifically commissioned physical model (maquette), architectural rendering, computer rendering or video.
- Photography – Provide specially commissioned photography or photographic records of site, existing conditions, construction or other.
- Value Engineering – Provide services in connection with value engineering, substitutions or analysis.
- Specialized Consultancy Services – Provide services in connection with security, audio-visual, acoustic, envelope, energy modeling, etc.

B.03 PERMITS AND APPROVALS

Approvals of Authorities – Provide studies, drawings and documents, attend meetings and public hearing and assist Client in submission of application for:

- o Zoning or Land Use Amendment
- o Committee of Adjustment or variance from by-laws
- o Site Plan Approval
- o Multiple building permit application

B.04 CONSTRUCTION DOCUMENTS PHASE

- Multiple Packages – Provide services for alternative, separate or sequential packages.
- BIM or IPD – Provide design and documentation in these formats.

B.05 TENDER PHASE

- Pre-qualification of Bidders – Prepare parameters of pre-qualification process, advise participants of rating criteria, seek and receive responses from interested parties, prepare analysis spreadsheet and report results to Client for Client's decision.
- Multiple Bid Packages – provide services and prepare bid document packages in connection with alternative, separate or sequential bidding or negotiation of trade contracts over the 3 packages agreed.

B.06 CONSTRUCTION PHASE

- Multiple Contracts – Provide additional construction contract administration services in connection with multiple contracts.
- Client's Own Forces – Co-ordinate work performed by the Client's own forces and co-ordinate the services required in connection with construction performed and equipment supplied by the Client.
- Progressive release of holdbacks.

B.07 CLOSE-UP

- Area Certificates – Measure the built building and provide signed and sealed area certification.
- Commissioning – provide service 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.
- As-Builts / Record Drawings – Prepare drawings to incorporate contractors mark-ups and other changes.

C.00 UNFORESEEN ADDITIONAL SERVICES

The additional services described below supplement the services listed in GC3.

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.

Compensation shall be at hourly rates unless mutually agreed otherwise. These services 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:

- Due to changes required as a result of the Construction Manager's failure to render decisions in a timely manner;
- Caused by delays in receiving information and by mistakes or changes initiated by Client/Construction Manager's consultants.
- Due to incomplete or erroneous shop drawing submissions.
- Required to review and evaluate multiple submissions of shop drawings or samples.
- Due to failure of performance on the part of Contractor, Client/Construction Manager's consultants, sub contractors or suppliers.