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July 17, 2018

File: 218050.1.1

Jean-Guy Belzile
District of Nipissing Social Services Administration Board
200 McIntyre St. East, P.O. Box 750
North Bay, ON P1B 8J8

Dear Mr. Belzile,

**Re: Renovation and Design Fees resulting from BCA
DNSSAB Temagami Ambulance Services Building, Temagami, ON**

Mitchell Jensen Architects would be pleased to provide a fee to construct the repairs and renovations recommended by the Building Condition Assessment (BCA) carried out on the Temagami Ambulance Services building located at Stevens Road, Temagami, ON, on behalf of DNSSAB.

PART 1 – Repairs Resulting from BCA Recommendations

Our understanding of the scope is to provide design, construction documents, tendering and construction administration services to be incorporated into a single renovation project, the follow items of concern raised from the Building Condition Assessment:

- Modifications/repairs to the Fire Rated separation between the Garage Bays and Office/Living area.
- Replacement of attic access hatches.
- Replacement of vinyl/wood windows.
- Replacement of overhead garage doors.
- Minor renovations to convert office to a sleeping room.
- Modifications to equipment storage room storage systems.
- Modification to living area to accommodate new kitchen millwork
- Repairs to A/C unit openings.
- Repair to eavestroughs
- Add ventilation to upper portion of roof attic.
- Add insulation to attic space.
- Repairs to doors and hardware.

- Heating Ventilation and Air Conditioning Systems

In reviewing the project requirements we have made the following assumptions:

- Site Take-offs
- 2 Meetings with the Owner/DNSSAB Team
- Preparation of Construction Documents and Order of Magnitude Estimate
- Tendering, answering questions, issuing addenda and bid submission review.
- Contract Administration: including the following:
 - 1 pre-construction meeting and minutes;
 - shop drawing reviews;
 - review and certification of payment;
 - periodic construction review and site reports assumed (4 visits/reports by Architect, 3 visits/reports by M-E Consultant); Additional site visits are available at \$750 per visit.
 - review of close-out documents
 - compliance letters for permit close-out;

The following items are not included in the proposed scope of services, but can be provided as additional services:

- Design of revision to the Garage Bays to add room for stretcher removal.
- Structural design and repairs based on recommendation that may result from the engineers report (Part 2 of Fee Proposal).
- Designated Substance Survey, will be required to be provided by the owner. We can help you obtain fees from an Environmental Consultant, but will not be included in our fees as a sub-consultant.

Fee Proposal

Our fixed fee for this project would be **\$23,200.00** plus applicable taxes. Our fees as presented below include normal reimbursable expenses, includes the services of Piotrowski Consultants for Mechanical and Electrical items and will be apportioned as follows:

Phase	Architectural	M/E Engineer	Total
Take-offs & Schematic	\$1,500	\$1,800	\$3,300
Design/Contract Docs	\$4,900	\$4,700	\$9,600
Tendering	\$1,200	\$0	\$1,200
Construction Admin.	\$6,300	\$2,800	\$9,100
Total			\$23,200

The fee is based on all of the portions of the project listed above being tendered and constructed in a single project. Separating these into multiple projects will likely require additional fees and disbursements.

PART 2 – Structural Condition Assessment Resulting from BCA Observations

Our understanding of the scope is to obtain a Preliminary Structural Condition Assessment to be completed, by A2S Consulting Engineers, which includes the following scope of work:

- Review all pertinent documentation including (but not limited to) existing drawings, previous assessment reports, reports of chronic issues, orders issued by an authority, on-going maintenance records... etc.
- One (1) visit will be made to the site to perform a visual survey of the accessible structure and associated building finishes to identify the following (note: no demolition or removal of finishes is anticipated):
 - Structural construction defects.
 - Signs of structural damage, distress or deformation.
 - Signs of significant deterioration.
 - Assess the use of the building to identify apparent deviations from the intended use, misuse or abuse.
 - Identify additions or alterations that may cause an adverse effect on the structure.
 - Identify building envelope conditions that may adversely affect the structural system.
- Furnish a written report including observations made on site, recommendations for remedial work and/or further investigation.

Structural Assessment of Cracks from BCA

Structural Consultant (A2S)

\$2,975 plus applicable taxes

It would be our pleasure to assist you with this project, and I look forward to your direction. If this proposal does not meet your expectations, please call and we can discuss alternatives to best meet your needs.

Sincerely,



ANDREW BRUCE-PAYNE B.ARCH OAA

Architect | Director of Compliance and Sustainability
andrew@mitchelljensen.ca

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encl: