

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
1	GENERAL SERVICES, ALL APPLICABLE PHASES	
1.1	Structural Consulting Engineering Services - Engage a structural engineer for all services related to the structural integrity of the Work including a complete structural system, inclusive of connection and supporting elements, building foundations and superstructure, along with minor secondary supports such as loose masonry and steel lintels	F1
1.2	Mechanical Consulting Engineering Services – Engage a mechanical engineer for all services related to mechanical systems and their controls (complete building automation systems) including plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems. Inclusive of specialty programmatic elements to the aquatic's components of the facility.	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.3	Electrical Consulting Engineering Services – 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 such as telecommunications, security, information technology, low voltage systems, lighting controls	F1
1.4	Acoustic Consulting Services – Provide complete acoustic engineering services and sound silencing design elements for all spaces.	F1
1.5	Audio Visual Consulting Services	F1
1.6	Building (Envelope) Sciences Consulting Services –	F1
1.7	Energy Modelling Consulting Services – inclusive of all performance modeling criteria for such factors as: geometry modeling, envelope analysis, HVAC simulation, daylighting and solar considerations, energy code compliance, and energy performance simulation	F1
1.8	Civil Engineering Consulting Services – Onsite requirements of all phases, temporary, and permanent design requirements	F1
1.9	Commissioning Agent Consulting Services – Engage a commissioning agent for services over and above take-over at completion of construction. Due to the complex nature of this facility, the City requests clear identification of two separate scopes of work <ul style="list-style-type: none"> • Building Systems Commissioning • Pool systems and pool equipment commissioning 	F1
1.10	Cost Estimating Consulting Services –	C
1.11	Waste Management Consulting Services –	F3
1.12	Food Services Consulting Services –	N/A
1.13	Heritage Conservation Consulting Services –	C
1.14	Public Relations + Engagement Consulting Services –	C
1.15	Archaeological Consulting Services –	C
1.16	Hardware Consulting Services –	F1
1.17	Interior Design Consulting Services –	F1
1.18	Laboratory Design Consulting Services –	N/A
1.19	Landscape Architect Consulting Services – The City will engage a Landscape Architect via separate competition for complete design services of the on-site elements for the NECC project as well as the design of Burke Village Park. The Architect will have Coordinated Registered Professional (CRP) responsibilities for the complete Landscape Architect scope, inclusive of Burke Village Park.	C / F1
1.20	Lighting Design Consulting Services –	F1
1.21	Microclimate Consulting Services –	N/A
1.22	Planning Consulting Services – Support for minor OCP Amendment required for a portion of the site required	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.23	Security Consulting Services – inclusive of a complete system covering all aspects such as: access control, CCTV, alarm systems, etc.	F1
1.24	Building Security and Communications Systems Consulting Services –	F1
1.25	Traffic Consulting Services – In addition to on-site traffic assessment, input and requirements, include a neighbourhood Traffic Impact Assessment (TIA) based on anticipated visitors to the NECC facility, and recommend offsite upgrades as required.	F1
1.26	Vertical Transportation Consulting Services –	F1
1.27	Building Code + Certified Professional Consulting Services –	F1
1.28	Other Consulting Services –	
1.29	Furniture, Fixtures and Equipment (FF&E) Selection, Procurement, and Installation Coordination – Provide services for the selection, procurement assistance and installation of FF&E, including re-use of <i>Client's</i> inventoried FF&E.	F1
1.30	Graphic Design and Signage – Provide services for design, selection, procurement support and installation of graphics, corporate logos, signage or similar elements for interior and exterior application	C F3 (assist only)
1.31	Tenant Improvement Design Services – Provide tenant layout and fit up <i>Construction Documents</i> coordinated with base building <i>Construction Documents</i> .	N/A
1.32	Multiple Construction Contracts - 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.	F3
1.33	Multiple Phases - Services in connection with multiple phased occupancies.	N/A
1.34	Coordination of Work of Client's Own Forces – Coordinate <i>Work</i> of <i>Client's</i> own forces with that of <i>Constructor</i> .	N/A
1.35	Coordination of Client's Equipment – Coordinate delivery, receipt, and installation of <i>Client's</i> equipment with <i>Constructor</i> .	C
1.36	Value Engineering Services – Detailed Value Engineering will need to be conducted to identify areas of scope and budget alignment and to ensure the project meets its success criteria while finding economy and providing value.	F1
1.37	Life Cycle Cost Analysis Services – Requirements captured through Appendix F – NECC Sustainability Plan of the RFP.	F3
1.38	Energy Modelling Services – Engage a qualified energy modelling consultant during schematic design or design development phase. Energy modellers with BEMP, P.Eng. or AIBC credential is preferred.	F1
1.39	Climate Change Analysis – Analyse effects of climate change on building components and systems over the life of the <i>Project</i> . Requirements captured through Appendix F – NECC Sustainability Plan of the RFP.	F3
1.40	Enhanced Sustainable Design - Enhanced sustainable design services to incorporate advanced levels of sustainable design. – Requirements captured through Appendix F – NECC Sustainability Plan of the RFP.	F3

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.41	Sustainable Design Certification - Services to document and prepare submissions to independent bodies for review and certification of achieved sustainable design objectives. Not anticipated at this time.	F3
1.42	Commissioning - Services related to commissioning of the building. Due to the complex nature of this facility, the City requests clear identification of two separate scopes of work: <ul style="list-style-type: none"> • Building Systems Commissioning • Pool systems and pool equipment commissioning 	F1
1.43	Multiple Language Services – <i>Construction Documents</i> , and all other <i>Services</i> , provided in a language other than the language of this contract.	N/A
1.44	Assist Client Regarding Geotechnical Information Required – Coordinate with geotechnical and other Consultants as to identification of information required from the report and appropriate design responses for the new facility and development.	F1
1.45	Engage a Geotechnical Consultant – Engage a geotechnical Consultant to provide a geotechnical and soils investigation report and advice, along with required design coordination.	C
1.46	Design Schedule – Update and submit to the Client for approval a Design Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, Client deliverables and responsibilities related to tasks and timing, critical path and major project milestones.	F1
2	COORDINATION SERVICES, ALL APPLICABLE PHASES	
2.1	Project Protocols - 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.	F1
2.2	Client Meetings - 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.	F1
2.3	Consultant Coordination Meetings - 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 every two weeks). Prepare and circulate minutes.	F1
2.4	Project Dossier - 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.	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.5	Project Report - Prepare <i>Project</i> report, for Client review and approval, including key information flow between <i>Architect, Client, 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, 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: <ol style="list-style-type: none"> 1. end of Pre-Design Phase, 2. end of Schematic Design Phase, 3. end of Design Development Phase, 4. when Construction Documents Phase is 50% complete, and 5. end of Construction Documents Phase. 	F1 (C – Construction Budget and Construction Cost Estimate)
2.6	Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural services and with the services of all other <i>Consultants</i> identified in the agreement.	F1
2.7	Coordination of Multiple Constructors - Coordinate <i>Work</i> of multiple <i>Constructors</i> , including contract administration for multiple <i>Construction Contracts</i> .	N/A
2.8	Coordination of Client's Own Forces - Coordinate <i>Work</i> of <i>Client's</i> own forces with that of the <i>Constructor</i> .	C
2.9	Coordination of Client's Furniture, Fixtures and Equipment (FF&E) – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&E with the <i>Constructor</i> .	C
2.10	Computer-Aided Design and Drafting (CADD) – Utilize and coordinate the <i>Client's</i> CADD standards.	F3
2.11	Building Information Modelling (BIM) – 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.	F3
2.12	BIM Model Manager – 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.	F3
2.13	Project Schedule – Provide updated project schedules monthly and at Project Report milestones as noted in 2.5. Provide summary of schedule variances from original Client approved schedule, and mitigation strategies where schedule delays have occurred.	F1
3	AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES	
3.1	Review of Regulatory Requirements - 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.	F1
3.2	Zoning or Land Use Amendment - 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, including Sub-Division.	F1
3.3	Variances - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
3.4	Site Development Review - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.	N/A
3.5	Development Approval or Agreement - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.	N/A
3.6	Public Hearings – Assist <i>Client</i> in preparation of documents for, and attendance at, public hearings.	F1
3.7	Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.	F1
4	PRE-DESIGN PHASE SERVICES	
4.1	Analyses of Client Needs - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.	F1
4.2	Program Confirmation - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.	F1 F3 (If changes required)
4.3	Initial Evaluation - 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.	F1
4.4	Owner's Statement of Requirements - 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.	F1
4.5	Functional Programming - Analyse <i>Client's</i> needs and prepare functional program.	N/A
4.6	Furnishings, Fixtures and Equipment (FF&E) Inventory - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	C
4.7	Financial Feasibility Study - 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> .	N/A
4.8	Technical Investigation - Undertake technical investigations of existing building materials, components and systems and advise on a range of possible actions.	N/A
1.9	Building Condition Assessment - Undertake a building condition assessment of entire building and provide a reserve fund study or similar type of report.	N/A
4.10	Construction Cost Estimate - 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.	C
4.11	Site Evaluation Study - Review <i>Project</i> site and assess its suitability to accommodate the <i>Client's Project</i> .	F1

Schedule A - SERVICES

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

Schedule A - SERVICES

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

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
6	DESIGN DEVELOPMENT PHASE SERVICES	
6.1	<p>Design Development Documents - 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"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. updated design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. outline specifications, 7. materials, finishes and preliminary colour schemes, 8. project schedule, and 9. Class 'B' <i>Construction Cost Estimate</i>. 	<p>F1</p> <p>C (construction cost estimates)</p>
6.2	<p>Update Project Schedule - 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.</p>	<p>C</p> <p>F1 (assist only for design progress and timelines)</p>
6.2	<p>Submit Design Development - 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.</p> <p>Include in the updated design development report incorporating, as appropriate: design approach or philosophy, site data, updated design area(s) comparison to functional program, design compliance with regulatory requirements, architectural, structural, mechanical and electrical building systems descriptions, outline specifications, materials, finishes and preliminary colour schemes, and project schedule.</p>	<p>F1</p>

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7	CONSTRUCTION DOCUMENTS PHASE SERVICES	
7.1	Drawings and Specifications - 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> .	F1
7.2	Update Construction Cost Estimate - 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: 1. an updated Class "B" <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are [50]% completed, and 2. a Class "A" <i>Construction Cost Estimate</i> when they are fully completed	C F1 (reasonable assistance only)
7.3	Update Project Schedule - 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.	C F1 (assist only for design progress and timelines)
7.4	Prepare Bidding Requirements and Construction Contract Conditions - 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> .	C F1 (reasonable assistance only)
7.5	Prepare Bidding Requirements for Alternative Prices – Identify and specify requirements for alternative prices to be submitted with bids.	F1
7.6	Prepare Bidding Requirements for Unit Prices – Identify and specify requirements for unit prices to be submitted with bids.	F1
7.7	Bidding Requirements for Multiple Bid Packages - Prepare multiple bid packages (three) as required for sequential bidding of trade contracts and multiple <i>Construction Contracts</i> .	F1 F3 (thereafter)
7.8	Submit Construction Documents - 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	BIDDING/NEGOTIATION PHASE	
8.1	Assist Client with Pre-qualification of Bidders - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	C
8.2	Assist Client in Calling for Bids – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	C
8.3	Assist Client with Pre-Bid Meetings - Attend pre-bid meetings for bidders.	F1
8.4	Bidding Inquiries – Respond to and address questions raised by bidders during the bid period.	F1
8.5	Addenda - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
8.6	Bid Receipt and Review - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	C F1 (reasonable assistance only)
8.7	Bidding/Negotiation - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	C
8.8	Bonds and Insurance - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	C
8.9	Assemble Construction Contract - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	C
9	CONSTRUCTION PHASE SERVICES	
9.1	Project Protocols - 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.	F1
9.2a	Architect Chaired Site Meetings - 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.	F3
9.2b	Constructor Chaired Site Meetings - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	F1
9.3	Update Construction Documents - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	F1
9.4	Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	F1
9.5	Requests for Information (RFI's) - Receive RFIs from <i>Constructor</i> and respond.	F1
9.6	Supplemental Instructions - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	F1
9.7	Contemplated Change Notices, Change Orders and Change Directives - 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> .	F1
9.8	General Review - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract.	F1
9.9	Additional General Review - 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: [Prime Consultant – Bi-Weekly, Sub-Consultants minimum Monthly during construction].	F1

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.10	Additional Off-Site General Review of Manufactured Products – 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: [].	F3
9.11	Additional Project Representation – Provide full-time on-site representation for the duration of construction.	N/A
9.12	Inspection and Testing Services – 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> .	F1
9.13	Enhanced Inspection and Testing Service - Provide assistance related to the inspection and testing of mock-ups, including witnessing testing of Project elements and systems	F1
9.14	Constructor's Proposed Substitutions – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	F3
9.15	Services Necessitated By Default of Client or Constructor – 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	Services Related to Replacement of Damaged Work – 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	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	F3
9.18	Payment Certification - 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	Deficiency Review - 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	Record Drawings - 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	Close-out Submittals - 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	Systems Demonstrations - 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	Lien Legislation Certification – 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	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	F1
9.25	Consultant Role – 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

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
10	POST CONSTRUCTION PHASE SERVICES	
10.1	Warranty Review - 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

Schedule B – REIMBURSABLE EXPENSES

The *Client* shall pay to the *Architect Reimbursable Expenses* on the basis described in this Schedule B – REIMBURSABLE EXPENSES. Probable costs, where indicated, are the *Architect's* estimate of the total amount, excluding *Value Added Taxes*, of *Reimbursable Expenses* that may become payable for each item. Except where *Reimbursable Expenses* are indicated as payable on an “E3” basis, the *Architect* does not represent nor warrant that the Reimbursable Expenses will be less than or equal to the probable costs indicated.

The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

- E1** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts. An administrative charge of ____% will be added to these items.
- E2** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.
- E3** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined fixed amount, regardless of actual costs incurred. This amount is indicated in the probable cost column but shall not be exceeded. It shall be apportioned to the phases of the *Services* as stated in Article A13 of the agreement and is payable accordingly.
- E4** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined percentage of the *Architect's* fee for *Services*, regardless of the method of fee calculation and regardless of actual costs incurred. The percentage is ____ %, which amount shall be added to each invoice.
- E5** Indicates that these items are deemed to **not** be *Reimbursable Expenses* that are separately payable by the *Client* to the *Architect*. They are deemed to be included in the *Architect's* fee for *Services*.
- N/A** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these *Reimbursable Expense* items will not be incurred.

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
1	General reproduction graphic services including: 1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files. 2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files. 3. Scanning original hard copies to create digital files. 4. Printing and binding of reports and specifications. 5. Printing and binding of construction drawings.	E2	
2	Special reproduction graphic services including: 1. High-quality colour or black and white printing of digital files. 2. Mounting or framing of prints. 3. Production of marketing or presentation materials.	E2	

Schedule B – REIMBURSABLE EXPENSES

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
3	Delivery costs including: 1. Couriers 2. Registered or express mail 3. Postage	E2	
4	Local transportation including: 1. Taxis 2. Use of personal vehicles 3. Automobile rental 4. Parking	E5	
5	Other Transportation including: 1. Air fare, rail fare, intercity bus fare 2. Use of personal vehicles	E2	
6	Meals: 1. Allowance of [N/A]	E5	
7	Travel time of <i>Architect's</i> and <i>Architect's Consultant's</i> personnel	E5	
8	Communications charges including: 1. Long distance telephone and facsimile charges 2. Internet services 3. Video and teleconference services 4. Collaborative project-specific internet sites 5. Project web camera 6. Cell phone charges	E5	
9	Local <i>Project</i> office	E5	
10	Commissioned presentation materials including: 1. Renderings 2. Physical models 3. Computer models 4. Computer animations	E2	
11	Internet based services 1. Virtual storage 2. FTP site 3. <i>Project</i> management file sharing service	E5	
12	Miscellaneous	E2	
TOTAL PROBABLE COST			

Schedule C – TIME BASED RATES

The *Architect's* fee shall be based on the following time based rates for personnel employed by the *Architect* and the *Architect's Consultants*. This Schedule should be completed for all named personnel, with the possibility of utilizing hourly rates for Additional Services. All rates exclude *Value-Added Taxes*.

FIRM	PERSONNEL	ROLE	RATE
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day
			\$ hour / day

NORTHEAST COMMUNITY CENTRE FACILITY

A12 The fee for the *Services*, excluding any *Value Added Taxes*, shall be comprised of one or more of the following as indicated in Schedule A – Services:

.1 A fixed fee of \$_____.

A13 Payment of a fixed fee shall be apportioned to the phases of the *Services* as follows:

.1 Pre-design (Including program confirmation) phase:	_____ %
.2 Schematic design phase:	_____ %
.3 Design development phase:	_____ %
.4 Construction documentation & contract documentation phase: (Inclusive of bidding/negotiation)	_____ %
.5 Construction and contract administration phase	_____ %
.6 Commissioning phase:	_____ %
.7 Post-construction and regulatory reviews phase:	_____ %
.8 Transition from design to operation phase:	_____ %
.9 Post-completion review (6-month & 12-month) phase:	_____ %

Total: 100 %

A14 *Reimbursable Expenses* shall be payable on the basis stated in Schedule B – Reimbursable Expenses.

- Provide a summary table of Schedule A – Services identified as F3, indicating anticipated Architect and Consultant team members required to complete the noted services and an estimated fee for such services as applicable to the Northeast Community Centre. Estimates provided may be used as Cash Allowances in the RAIC Document 6 Contract
- Provide a independent price for the efforts and requirements of the NECC Sustainability Plan as described in Appendix E