CITY OF HAMILTON

HAMILTON EMERGENCY SERVICES
Fire Division

Report to: Chair and Members
Emergency and Community Services Committee

Submitted by: Jim Kay
General Manager / Chief,
Hamilton Emergency Services

Date: June 12, 2009

Prepared by: David Cunliffe ext. 3340

SUBJECT: Single Source of Architect for the Multi-Agency Training Centre Infrastructure Project (HES09001) (City Wide)

RECOMMENDATION:

That staff be authorized and directed to negotiate and execute a single source contract for the Design and Architectural services, with the firm of Cohos Evamy Integratedesign, for the Multi-Agency Training Centre / Emergency Operations Centre project that has been approved through the Infrastructure Stimulus Funding program, at a cost not to exceed $2,422,500.

Jim Kay
General Manager / Chief,
Hamilton Emergency Services

EXECUTIVE SUMMARY:

The current Fire Training Facility is 30 years old and in need of replacement and the current Fire Station #5 location has been earmarked for relocation in order to improve operational effectiveness. Since 2005, both of these projects have been identified by Hamilton Emergency Services – Fire Division (HES-Fire) during the Capital Budget process, but due to Budget prioritization, funding was not available.

In early 2009, information was received by the City of Hamilton (City) that there may be an opportunity to make application for Infrastructure Stimulus Funding (ISF) from both the Federal and Provincial governments. In anticipation of this potential funding opportunity, HES-Fire held high level discussions with both Hamilton Police Services (HPS) and Hamilton Emergency Medical Services (HEMS) to determine if there would be interest in forming a partnership to take advantage of the synergies of the three (3)
services from a training and staff development perspective. HES-Fire took the lead role for this project and began to investigate the possibilities.

Since 2005, HES-Fire had identified the Calgary Multi-Agency Training Centre as the preferred model for the replacement of the existing training facility. Site visits and meetings have taken place with Calgary personnel. It was determined that the basic design and layout of the Calgary Multi-Agency Training Centre would meet the needs of the three (3) Hamilton Emergency Service agencies.

Given the aggressive time frames that the ISF program had put in place, a request was made to Calgary to provide the contact information for the Architect / Designer responsible for the components of the Calgary site that was of interest. Contact information for the Architectural and Design Firm Cohos Evamy Integratedesign (Cohos Evamy) (with offices in Toronto, Calgary and Edmonton) was provided by Calgary personnel. Meetings were held with members of the firm to provide the scope and concept of the proposed Hamilton project.

With the requirement for shovel ready projects and the very compressed nature of the Infrastructure Funding Project Schedule (construction start 60-75 days from the date of the funding announcement, with the project completed by March 31, 2011) it was identified that the project could only be completed by the deadline if the Architectural and Design services of Cohos Evamy are utilized. This is based on the efficiencies to be realized from Cohos Evamy prototypes, plans and experience from their involvement in the Calgary Multi-Agency Training Center, Fire Stations and Classroom / Office buildings.

It was determined that, based on the scope of this project, a normalized schedule for this project type would require an additional 12-18 months of programming and design to complete. Without the advantages that Cohos Evamy brings, this project could not be considered.

Prior to the May 1, 2009 deadline, with Council's approval HES-Fire submitted an application to the Infrastructure Stimulus Program for a $25 million Multi-Agency Training Centre / Emergency Operations Centre and the relocation of Station 5 (1000 Limeridge Road East, Hamilton) to the current SFRC site at 1227 Stone Church Road East, Hamilton.

On Friday, June 5, 2009 the Federal and Provincial governments announced that they were jointly providing funding for the $25 million project. In order to meet the aggressive time frames established by the ISF program, staff needs to be authorized to negotiate and execute a single source contract with Cohos Evamy for the Design and Architectural consulting services for this project.

Cohos Evamy has provided a written cost proposal and Standard Form of Agreement between Client and Architect, which details the work to be completed (attached as Appendix A to Report HES090001). Deliverables include normal architectural drawings, interior design, structural, electrical, mechanical and landscape architectural drawings and specifications required to bid, construct and commission the building. The total cost
of fees, based on the approximate conceptual construction estimate of $25 million, is $2,422,500.

It should be noted that:

- the General Manager of Finance and Corporate Services supports this approach, due to the very tight ISF deadlines; and,
- the construction portion of this project will be tendered; and
- the process is underway to have a lead from Capital Planning and Implementation assigned to this project to act in the capacity of Project Manager.

In order to proceed, Council’s timely approval of this request to utilize this single source vendor is critical.

**BACKGROUND:**

The existing Simulated Fire and Rescue Complex (SFRC) at 1227 Stonechurch Road, East, Hamilton, was constructed in 1979 and has been used tirelessly by full-time and volunteer firefighters, nine (9) months of the year for all live fire training exercises.

Given the age and condition of the buildings, in April 2007, HES-Fire contracted the services of a Structural Engineer to report on the condition of the existing structures. The Structural Engineer provided an assessment of the structures and made a determination, based on their findings of the remaining life expectancy of the structures. Dependant upon remedial work to be completed on an annual basis, and the limiting of use to sections of the buildings, it was determined that the structures could potentially be used for an additional three to five (3 to 5) years. At this point, it was expected that these buildings would be demolished and replaced by the end of 2011.

After discussions with Calgary and Cohos Evamy, it was anticipated that the Hamilton project design would incorporate the following:

a) A 45,000-50,000 square foot, two-storey training centre for classrooms, simulation areas, storage and ancillary support spaces. A high bay structure (approximately 50 feet clear) designed to accommodate training apparatus and be similar in size to an apparatus bay. This “apparatus bay” portion of the design will also contain various indoor training facilities including a five (5) storey training tower structure.

b) A new three (3) apparatus bay Fire and EMS station of approximately 10,000 square feet.

c) A five (5) storey training / Emergency Operations Centre (EOC) building containing interior classrooms, training space, an EOC, and support space for Police, Fire and HEMS. The building will be approximately 55,000-60,000 square feet and will incorporate a police gun range into the design.
d) A new outdoor smoke tower and burn building to replace the existing structure, which is at the end of its useful life.

e) Site development, parking, storage and landscaping, as needed to accommodate and support the Multi-Agency Training Centre.

With the requirement for shovel ready projects and the very compressed nature of the Infrastructure Funding Project Schedule (construction must start 60-75 days from the date of the funding announcement, with the project completed by March 31, 2011) a determination was made that the project could only be completed by the deadline if Cohos Evamy were utilized. This was based on utilizing the efficiencies to be realized from Cohos Evamy prototypes, plans and experience from their involvement in the Calgary Multi-Agency Training Center, Fire Stations, classroom / office buildings.

Based on the scope of this project, a normalized schedule for this project type would require an additional 12-18 months of programming and design to complete if created from scratch. Without the advantages that Cohos Evamy brings, this project could not be considered.

**ANALYSIS/RATIONALE:**

With the requirement for shovel ready projects and the very compressed nature of the Infrastructure Funding Project Schedule (construction start 60-75 days from the date of the funding announcement, and to have the project completed by March 31, 2011) this project can only be completed by the deadline if the Architectural and Design work already completed by Cohos Evamy is incorporated into the Hamilton project.

A project of this magnitude would require an additional 12-18 months to complete; without the advantages that Cohos Evamy brings, this project could not be considered.

**ALTERNATIVES FOR CONSIDERATION:**

That staff be directed to bring forward the entire $25 million cost of the project to the 2010-2011 Capital Budget process for consideration.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**Financial:**

The following funding is in place from the Infrastructure Stimulus Fund:

- Federal Government portion, $8.33 million;
- Provincial Government portion, $8.33 million; and,
- City of Hamilton portion $8.33 million less approximately $1.4 million already committed.
SUBJECT: Single Source of Architect for the Multi-Agency Training Centre Infrastructure Project (HES09001) (City Wide) - Page 5 of 5

POLICIES AFFECTING PROPOSAL:

Purchasing Policy – Section 4.11 – Policy #11 – Policy for Negotiations requires that Council approval be obtained for any Single Source of $250,000 or greater.

RELEVANT CONSULTATION:

Corporate Services Department, Financial Services Division
Corporate Services Department, Purchasing Section
City Manager’s Office

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Community Well-Being is enhanced. ☑ Yes ☐ No
Partnerships are promoted.

Environmental Well-Being is enhanced. ☑ Yes ☐ No
Human health and safety are protected.

Economic Well-Being is enhanced. ☑ Yes ☐ No
A skilled, innovative and diverse workforce is attracted and retained.

Does the option you are recommending create value across all three bottom lines? ☑ Yes ☐ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants? ☑ Yes ☐ No
June 08, 2009

Mr. Dave Cunliffe
Director of Fire Operations/ Deputy
Emergency Services Department
City of Hamilton
55 King William Street
Hamilton, ON
L8R 1A2

Via Email: david.cunliffe@hamilton.ca

Dear Mr. Cunliffe:

Re: Multi-Agency Training Centre
Hamilton, Ontario
Prime Consultant Services

Thank you for asking Cohos Evamy to assist Hamilton Emergency Services – Fire Office
with your development of the Multi-Agency Training Centre. It is a pleasure to submit
our Proposal for Consulting Services and to further develop our working relationship
with Hamilton Emergency Services and the City of Hamilton.

OUR UNDERSTANDING OF THE SCOPE OF PROJECT

Hamilton Emergency Services is planning to develop a Multi-Agency Training Centre. It
is envisioned that the Multi-Agency Training Centre Complex will be located on the
existing SFRC Site at 1227 Stone Church Road East.

It is anticipated that building design is to incorporate the following:

• A 45,000 - 55,000 square foot two-storey building containing the training centre
  for the command simulator, classrooms, storage spaces and ancillary support
  spaces. A high bay structure (approximately 50 feet clear) designed to
  accommodate training apparatus and be of similar size as a small apparatus bay,
  sized to suit pumper and aerial trucks. This “Apparatus Bay” portion of the
  design will also contain various indoor training facilities for HES;

• A new 2 / 3 Apparatus Bay Fire Hall of approximately 10,000 square feet.

• A 4 - 5 storey Classroom / Training EOC Building containing interior
  classrooms, training spaces, EOC (Emergency Operations Centre) and support
  spaces for HES. The building would be approximately 55-60,000 square feet. A
  potential firing range to be included in the basement.

• A new Smoke Tower and Burn Building to replace the existing structure which
  is at the end of its useful life.

• Site development, parking, storage and landscaping as needed to accommodate
  and support the new Multi-Agency Training Centre.

We discussed the notion of completing our work as follows:
ARCHITECTURAL & ENGINEERING SERVICES

We will meet regularly with the client stakeholders (approximately every two to three weeks) to complete the design development, contract document, tendering and contract administration stages.

Our work will include Master Planning, normal Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services as described in the Canadian Standard Form of Agreement Between Client and Architect, Document Six, 2006 Edition. These services are outlined in summary form in the attached Schedule of Consultants' Services and Client's Responsibilities.

Deliverables

At completion, a coordinated package of contract documents will be produced which includes: normal Architectural, Interior Design, Structural, Electrical, Mechanical and Landscape Architectural Drawings and Specifications required to bid, construct and commission the building. The responsibilities will be outlined in detail in the Canadian Standard Form of Agreement Between Client and Architect, Document Six, 2006 Edition.

Schedule

Due to the very compressed nature of the Infrastructure Funding Project Schedule (construction start in 60-75 days, with project completion by March 31, 2011) all work on the Architectural and Engineering Services needs to be concurrent with the design and development of the Master Plan.

We are only able to accomplish this compressed project schedule by utilizing prototypes and experience from the Calgary MATC, Fire Stations and Classroom/Office Buildings.

A normalized schedule for this project type would require and additional 12-18 months of programming and design time.

Proposed Fee

For the Master Plan we are proposing a per diem (hourly) fee to an upset budget of $55,000. This fee is based on our assumptions of scope and deliverables required. In addition a fixed allowance of $5,000 for disbursements (postage, printing, plotting, travel, courier, mileage) should be included. Please see attached hourly rate sheet.

The fee for the Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services work is based on the Ontario Association of Architects recommended fee schedule and would be a percentage (%) fee of construction cost. For this specialized building typeology, a fee of 9.00% of construction cost would be appropriate. This fee is based on our assumptions and understanding of scope and deliverables and is consistent with the percentage fee charged for the similar Calgary facility. For purposes of illustration, if we assume a conceptual construction cost of $25 Million, the resultant percentage based fee would be $2,250,000. In addition a fixed allowance of $112,500 for disbursements (postage, printing, plotting, travel, courier, mileage) should be included. Tender-set printing (for the Contractor's bidding and construction purposes), presentation models and additional professional renderings are not included in this disbursement allowance.

The overall total fee budget (based on this approximate conceptual construction estimate of $25M) is $2,422,500.
PROJECT TEAM

We propose that the following services be provided by Cohos Evamy:

- Master Planning
- Architectural and Interior Design
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Landscape Architecture Design

Our key team members will include:

**Architectural and Interior Design**

- **Martin Sparrow** Principal-in-Charge who is responsible for project leadership, overall project delivery, quality of services, and design.
- **Gerry Doering** Associate/Architects and key day-to-day contacts responsible for the project.
- **Yvonne Choe**
- **Jim Anderson** Back-up Principal-in-Charge

**Structural**

- **Dhari Khachi** Principal and Structural Engineer responsible for all Structural aspects of the design.

**Mechanical**

- **Dale Knutson** Principal and Mechanical Engineer responsible for all Mechanical and Electrical aspects of the design.

**Electrical**

- **Brad Gibson** Principal and Electrical Engineer responsible for all Electrical aspects of the design.

**Landscape**

- **Gerry Doering** Associate/Architect responsible for all landscape architectural aspects of the design.

**EXCLUSIONS**

The fees stated do not include PST/GST and an allowance for any specialty sub-consultants such as: civil engineering, storm-water management, LEED consulting/certification, third-party commissioning, land surveyor, environmental, ecological, hazmat, geotechnical, acoustic, building envelope, wind, elevator, roofing, etc. that may or may not be required.
ADDITIONAL WORK

Work in addition to the scope outlined above will be reviewed with you, and the schedule scope and fees will be mutually agreed upon before work commences. Such work will be done on agreed per diem (hourly) rates.

Thank you for giving us the opportunity to present this fee proposal for your consideration. We are keen and eager to work with you and your team.

Should you require any clarification and/or additional information please feel free to call me at 403.541.5406 or via email at sparrowm@cohos-evamy.com.

Respectfully,

Cohos Evamy Ontario Inc.
Per:

Martin Sparrow, OAA, M.Arch., Architect, AAA, AIBC, MRAIC, MBA, LEED® AP

MS/jls

ACKNOWLEDGED & ACCEPTED:
The City of Hamilton Emergency Services - Fire Office

________________________
Signature

________________________
Title

________________________
Date

cc. Ms. Karen Roche, Hamilton Emergency Services (karen.roche@hamilton.ca)
## OUTLINE SCHEDULE OF CONSULTANTS’ SERVICES AND CLIENT’S RESPONSIBILITIES

<table>
<thead>
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<th>ITEM</th>
<th>CONSULTANT’S SERVICES</th>
<th>ADDITIONAL SERVICES</th>
<th>CLIENT’S RESPONSIBILITIES</th>
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<td>SERVICES</td>
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**BIDDING OR NEGOTIATION**

- Bid Call ✓
- Bid Receipt ✓
- Bid Review Participation ✓ ✓
- Contract Negotiations Participation ✓ ✓ ✓
- Preparation of Construction Contract ✓ ✓
- Other:              

**CONSTRUCTION – CONTRACT ADMINISTRATION**

**OFFICE FUNCTIONS**

- Obtain Proof of Bonds and Insurance Policies ✓ ✓ ✓
- Review Construction Schedule ✓ ✓ ✓
- Supplementary Details and Instructions ✓
- Shop Drawing Review ✓
- Change Order Preparation ✓
- Review Contractors Documentation at Project Completion ✓
- Record Drawing Preparation ✓

**FIELD FUNCTIONS**

- Site Meetings ✓ ✓ ✓
- Site Visits/General Review ✓ ✓ ✓
- Inspection & Testing Services ✓
- Contract Document Interpretation ✓
- Certificate for Payment Review ✓
- Substantial Performance Review ✓
- Twelve Month Warranty Review ✓
- Services Expire One (1) Year After Substantial Performance of Work.

**NEGOTIATIONS WITH AUTHORITIES HAVING JURISDICTION & OTHER AUTHORITIES**

**MUNICIPAL**

- Zoning or Land Use Amendment ✓
- Development Permit Application ✓
- Zoning By-law Variance/Development Appeal ✓
- Building Permit Application ✓
- Other:              

**LEED**

Application for LEED certification includes application fees, final energy modeling, preparation tracking of the submission and appeals ✓
<table>
<thead>
<tr>
<th>ITEM</th>
<th>CONSULTANT'S</th>
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<td>Basic commissioning to LEED prerequisite requirements</td>
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**FEE SUMMARY**

**Master Plan**

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<tr>
<th>DISCIPLINE</th>
<th>CONSULTANT</th>
<th>BASE FEE</th>
<th>FIXED DISBURSEMENTS</th>
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<td>ARCHITECTURAL &amp; ID</td>
<td>COHOS EVAMY</td>
<td>$55,000</td>
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**Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services**

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<th>BASE FEE</th>
<th>FIXED DISBURSEMENTS</th>
<th>SUB-TOTAL</th>
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<td>COHOS EVAMY</td>
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<td>$1,252,125</td>
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<td>$18,000</td>
<td>$378,000</td>
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<td>$18,000</td>
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<td>9.00%</td>
<td>$2,250,000</td>
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**TOTAL FEE**

$2,422,500
June 08, 2009

Mr. Dave Cunliffe
Director of Fire Operations/ Deputy
Emergency Services Department
City of Hamilton
55 King William Street
Hamilton, ON
L8R 1A2

Via Email: david.cunliffe@hamilton.ca

Dear Mr. Cunliffe:

Re: Multi-Agency Training Centre
Hamilton, Ontario
Prime Consultant Services

Thank you for asking Cohos Evamy to assist Hamilton Emergency Services – Fire Office with your development of the Multi-Agency Training Centre. It is a pleasure to submit our Proposal for Consulting Services and to further develop our working relationship with Hamilton Emergency Services and the City of Hamilton.

OUR UNDERSTANDING OF THE SCOPE OF PROJECT

Hamilton Emergency Services is planning to develop a Multi-Agency Training Centre. It is envisioned that the Multi-Agency Training Centre Complex will be located on the existing SFRC Site at 1227 Stone Church Road East.

It is anticipated that building design is to incorporate the following:

- A 45,000 - 55,000 square foot two-storey building containing the training centre for the command simulator, classrooms, storage spaces and ancillary support spaces. A high bay structure (approximately 50 feet clear) designed to accommodate training apparatus and be of similar size as a small apparatus bay, sized to suit pumper and aerial trucks. This "Apparatus Bay" portion of the design will also contain various indoor training facilities for HES;

- A new 2 / 3 Apparatus Bay Fire Hall of approximately 10,000 square feet.

- A 4 - 5 storey Classroom / Training EOC Building containing interior classrooms, training spaces, EOC (Emergency Operations Centre) and support spaces for HES. The building would be approximately 55-60,000 square feet. A potential firing range to be included in the basement.

- A new Smoke Tower and Burn Building to replace the existing structure which is at the end of its useful life.

- Site development, parking, storage and landscaping as needed to accommodate and support the new Multi-Agency Training Centre.

We discussed the notion of completing our work as follows:
ARCHITECTURAL & ENGINEERING SERVICES

We will meet regularly with the client stakeholders (approximately every two to three weeks) to complete the design development, contract document, tendering and contract administration stages.

Our work will include Master Planning, normal Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services as described in the Canadian Standard Form of Agreement Between Client and Architect, Document Six, 2006 Edition. These services are outlined in summary form in the attached Schedule of Consultants’ Services and Client’s Responsibilities.

Deliverables

At completion, a coordinated package of contract documents will be produced which includes: normal Architectural, Interior Design, Structural, Electrical, Mechanical and Landscape Architectural Drawings and Specifications required to bid, construct and commission the building. The responsibilities will be outlined in detail in the Canadian Standard Form of Agreement Between Client and Architect, Document Six, 2006 Edition.

Schedule

Due to the very compressed nature of the Infrastructure Funding Project Schedule (construction start in 60-75 days, with project completion by March 31, 2011) all work on the Architectural and Engineering Services needs to be concurrent with the design and development of the Master Plan.

We are only able to accomplish this compressed project schedule by utilizing prototypes and experience from the Calgary MATC, Fire Stations and Classroom/Office Buildings.

A normalized schedule for this project type would require and additional 12-18 months of programming and design time.

Proposed Fee

For the Master Plan we are proposing a per diem (hourly) fee to an upset budget of $55,000. This fee is based on our assumptions of scope and deliverables required. In addition a fixed allowance of $5,000 for disbursements (postage, printing, plotting, travel, courier, mileage) should be included. Please see attached hourly rate sheet.

The fee for the Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services work is based on the Ontario Association of Architects recommended fee schedule and would be a percentage (%) fee of construction cost. For this specialized building typology, a fee of 9.00% of construction cost would be appropriate. This fee is based on our assumptions and understanding of scope and deliverables and is consistent with the percentage fee charged for the similar Calgary facility. For purposes of illustration, if we assume a conceptual construction cost of $25 Million, the resultant percentage based fee would be $2,250,000. In addition a fixed allowance of $112,500 for disbursements (postage, printing, plotting, travel, courier, mileage) should be included. Tender-set printing (for the Contractor’s bidding and construction purposes), presentation models and additional professional renderings are not included in this disbursement allowance.

The overall total fee budget (based on this approximate conceptual construction estimate of $25M) is $2,422,500.
PROJECT TEAM

We propose that the following services be provided by Cohos Evamy:

- Master Planning
- Architectural and Interior Design
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Landscape Architecture Design

Our key team members will include:

Architectural and Interior Design

Martin Sparrow  Principal-in-Charge who is responsible for project leadership, overall project delivery, quality of services, and design.

Gerry Doering  Associate/Architects and key day-to-day contacts responsible for the project.

Yvonne Choe  Back-up Principal-in-Charge

Jim Anderson

Structural

Dharia Khachi  Principal and Structural Engineer responsible for all Structural aspects of the design.

Mechanical

Dale Knutson  Principal and Mechanical Engineer responsible for all Mechanical and Electrical aspects of the design.

Electrical

Brad Gibson  Principal and Electrical Engineer responsible for all Electrical aspects of the design.

Landscape

Gerry Doering  Associate/Architect responsible for all landscape architectural aspects of the design.

EXCLUSIONS

The fees stated do not include PST/GST and an allowance for any specialty sub-consultants such as: civil engineering, storm-water management, LEED consulting/certification, third-party commissioning, land surveyor, environmental, ecological, hazmat, geotechnical, acoustic, building envelope, wind, elevator, roofing, etc. that may or may not be required,
ADDITIONAL WORK

Work in addition to the scope outlined above will be reviewed with you, and the schedule scope and fees will be mutually agreed upon before work commences. Such work will be done on agreed per diem (hourly) rates.

Thank you for giving us the opportunity to present this fee proposal for your consideration. We are keen and eager to work with you and your team.

Should you require any clarification and/or additional information please feel free to call me at 403.541.5406 or via email at sparrowm@cohos-evamy.com.

Respectfully,

Cohos Evamy Ontario Inc.
Per:

Martin Sparrow, OAA, M. Arch., Architect, AAA, AIBC, MRAIC, MBA, LEED® AP

MS/jls

ACKNOWLEDGED & ACCEPTED:
The City of Hamilton Emergency Services - Fire Office

__________________________________
Signature

__________________________________
Title

__________________________________
Date

cc. Ms. Karen Roche, Hamilton Emergency Services (karen.roche@hamilton.ca)
# OUTLINE SCHEDULE OF CONSULTANTS' SERVICES AND CLIENT'S RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CONSULTANT'S SERVICES</th>
<th>ADDITIONAL SERVICES</th>
<th>CLIENT'S RESPONSIBILITIES</th>
<th>CONSTRUCTION CONTRACTOR OR MANAGER</th>
<th>NOT APPLICABLE</th>
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<td>PRE-DESIGN</td>
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<td>Statement of Requirements or Building Program</td>
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<td>Construction Budget</td>
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<td>Review Existing Conditions</td>
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<td>Drawings</td>
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<td>Specifications</td>
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<td>ITEM</td>
<td>CONSULTANT'S</td>
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<td>CONSTRUCTION CONTRACT OR MANAGER</td>
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<td>Other:</td>
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<td>Review and Client Approval to be Obtained Before Proceeding</td>
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**BIDDING OR NEGOTIATION**
- Bid Call                                                                 | ✓            |                     |                            |                                 |                |
- Bid Receipt                                                           | ✓            |                     |                            |                                 |                |
- Bid Review Participation                                               | ✓            | ✓                   |                            |                                 |                |
- Contract Negotiations Participation                                   | ✓            | ✓                   | ✓                          |                                 |                |
- Preparation of Construction Contract                                  | ✓            | ✓                   |                            |                                 |                |
| Other:                                                               |              |                     |                            |                                 |                |

**CONSTRUCTION - CONTRACT ADMINISTRATION**

**OFFICE FUNCTIONS**
- Obtain Proof of Bonds and Insurance Policies                           | ✓            | ✓                   | ✓                          |                                 |                |
- Review Construction Schedule                                           | ✓            |                     |                            |                                 |                |
- Supplementary Details and Instructions                                 | ✓            |                     |                            |                                 |                |
- Shop Drawing Review                                                    | ✓            |                     |                            |                                 |                |
- Change Order Preparation                                               | ✓            |                     |                            |                                 |                |
- Review Contractors Documentation at Project Completion                  | ✓            |                     |                            |                                 |                |
- Record Drawing Preparation                                             | ✓            |                     |                            |                                 |                |

**FIELD FUNCTIONS**
- Site Meetings                                                          | ✓            | ✓                   | ✓                          |                                 |                |
- Site Visits/General Review                                             | ✓            | ✓                   |                            |                                 |                |
- Inspection & Testing Services                                          | ✓            |                     |                            |                                 |                |
- Contract Document Interpretation                                       | ✓            |                     |                            |                                 |                |
- Certificate for Payment Review                                         | ✓            |                     |                            |                                 |                |
- Substantial Performance Review                                         | ✓            |                     |                            |                                 |                |
- Twelve Month Warranty Review                                           | ✓            |                     |                            |                                 |                |

Services Expire One (1) Year After Substantial Performance of Work.

**NEGOTIATIONS WITH AUTHORITIES HAVING JURISDICTION & OTHER AUTHORITIES**

**MUNICIPAL**
- Zoning or Land Use Amendment                                            | ✓            |                     |                            |                                 |                |
- Development Permit Application                                          | ✓            |                     |                            |                                 |                |
- Zoning By-law Variance/Development Appeal                              | ✓            |                     |                            |                                 |                |
- Building Permit Application                                             | ✓            |                     |                            |                                 |                |
- Other:                                                                |              |                     |                            |                                 |                |

**LEED**
- Application for LEED certification includes application fees, final energy modeling, preparation tracking of the submission and appeals | ✓            |                     |                            |                                 |                |
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<tbody>
<tr>
<td>Basic commissioning to LEED prerequisite requirements</td>
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<td>Other:</td>
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**FEE SUMMARY**

**Master Plan**

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<tr>
<th>DISCIPLINE</th>
<th>CONSULTANT</th>
<th>BASE FEE</th>
<th>FIXED DISBURSEMENTS</th>
<th>SUB-TOTAL</th>
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</thead>
<tbody>
<tr>
<td>ARCHITECTURAL &amp; ID</td>
<td>COHOS EVAMY</td>
<td>$55,000</td>
<td>$5,000</td>
<td>$60,000</td>
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<td><strong>SUB-TOTAL</strong></td>
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<td>$55,000</td>
<td>$5,000</td>
<td><strong>$60,000</strong></td>
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**Architectural, Interior Design, Structural, Mechanical, and Electrical Engineering Services**

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>CONSULTANT</th>
<th>%</th>
<th>BASE FEE</th>
<th>FIXED DISBURSEMENTS</th>
<th>SUB-TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECTURAL &amp; ID</td>
<td>COHOS EVAMY</td>
<td>4.77%</td>
<td>$1,192,500</td>
<td>$59,625</td>
<td>$1,252,125</td>
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<td>STRUCTURAL ENG</td>
<td>COHOS EVAMY</td>
<td>1.44%</td>
<td>$360,000</td>
<td>$10,000</td>
<td>$370,000</td>
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<td>MECHANICAL ENG</td>
<td>COHOS EVAMY</td>
<td>1.44%</td>
<td>$360,000</td>
<td>$18,000</td>
<td>$378,000</td>
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<td>ELECTRICAL ENG</td>
<td>COHOS EVAMY</td>
<td>0.90%</td>
<td>$225,000</td>
<td>$11,250</td>
<td>$236,250</td>
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<td>LANDSCAPE ARCH</td>
<td>COHOS EVAMY</td>
<td>0.45%</td>
<td>$112,500</td>
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<td><strong>SUB-TOTAL</strong></td>
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<td>9.00%</td>
<td>$2,250,000</td>
<td>$112,500</td>
<td><strong>$2,362,500</strong></td>
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**TOTAL FEE** | | | | | $2,422,500 |