

RPE File BD-N17092  
July 26, 2017

Malahat First Nation  
110 Thunder Rd.  
Mill Bay, BC V0R 2P4

**Attention: Ms. Shannon Ralfs, Director of Lands**

**Re: Malahat Recreation Centre  
Proposal for Mechanical Consulting Services**

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Thank you for requesting a proposal from us for this project. Our understanding of the scope of work is to provide HVAC and Plumbing design and construction services for the new Malahat Recreation Centre of approximately 10,500 ft<sup>2</sup> in building area located in Malahat, BC. The facility will include a gymnasium, lounge, daycare, reception, meeting rooms, kitchen, councillor and exam rooms, dentist office, mezzanine area, public washrooms, storage and vestibule areas. Based on our review of the Architectural drawings provided to us on July 24<sup>th</sup>, 2017, our proposed scope of work would include the following:

### **SCOPE OF WORK**

#### **Design / Contract Document stage services:**

- Review of existing building for coordination of service connections and extension to serve new where needed.
- Design coordination with the Consultant Team
- Mechanical design scope is limited to within 1 m from building (assumed conventional mechanical systems for ventilation and temperature control)
- HVAC and Plumbing Design and Construction documents
- Provision of Drawings and Schedules for Building Permit Application.

#### **Tender Phase services:**

- General assistance during tender stage as required. (Addendums, etc.)
- Tender drawing and Book Specifications to be provided in PDF format
- Review of tender bids submitted by mechanical contractor, if required.

#### **Construction Phase services:**

- Provision of IFC drawings and specifications
- Review of applicable shop drawings and mechanical contractor progress draws
- Responding to contractor and other team enquiries via change notices, change directives or site instructions as necessary
- Field reviews of the engineering components while under construction and the provision of reports thereon.
- Substantial completion inspections and letters of assurance will be provided

## MECHANICAL CONSULTING FEE OUTLINE

We offer mechanical consulting services for a fixed amount of \$25,500.00, which is broken down into the following phases of work:

Phases	Fee
Design/Construction Documents	\$19,250
Tender Phase Services	\$1,250
Construction Phase Services	\$5,000 (4 site reviews incl.)
<b>Total Fixed Consulting Fees:</b>	<b>\$25,500 + GST</b>

Our fee for construction phase services includes a maximum of 4 (four) visits to the site for field reviews and/or construction meetings. If additional field reviews/meetings are required for reasons beyond our control we request an additional unit rate of \$1,000.00, which includes travel costs.

Our fee does not cover work associated with the following:

- Fire Protection design (assumed not required)
- Heavy Duty Commercial Kitchen (assuming light commercial kitchen design)
- Detailed Dentistry Space Design (rough-in mechanical design only)
- Energy Modeling (can be provided as an additional service, if desired)

## CONTRACT AND PERSONNEL

In the absence of any other specific contract I suggest the terms and conditions of our engagement be based on ACEC Document 31, Prime Agreement between Client and Engineer. Any services required that are defined as additional work by this document, can be provided at the following hourly rates for our Nanaimo office staff:

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|--|--------------------|----------|
| ➤ Aaron Mullaley, Eng.L., ASCT, LEED® AP | Principal          | \$150.00 |
| ➤ Darcy Pederson, P.Eng                  | Project Designer   | \$115.00 |
| ➤  | CAD Technician     | \$75.00  |
| ➤  | Construction Admin | \$110.00 |

Any allowable disbursements will be invoiced at cost, with no mark-up. However, we do not expect to have any disbursement costs for this project at this time.

## ACCEPTANCE OF THE PROPOSAL

- In the absence of any other specific contract I suggest the terms and conditions of our engagement be based on ACEC Document 31, Prime Agreement between Client and Engineer.
- Allowable disbursement costs will also be invoiced, with no mark-up.
- Please return the chart below with the correct billing information at your convenience.

### Billing Information:

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

Address & Postal Code: \_\_\_\_\_

Authorized Personnel: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Agreement: \$25,500 (GST Exempt)

Thank you again for the opportunity to submit our proposal and we look forward to working with you on this project. Please give me a call if you have any questions.

Yours very truly,

**ROCKY POINT ENGINEERING LTD.**



**Aaron Mullaley, Eng.L., ASCT, LEED® AP BD+C**  
**Principal, Senior Project Manager**  
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