

SCOTT M. KEMP ARCHITECT

Scott M. Kemp Architect AIBC, FRAIC, RIBA, LEED® AP
Principal

August 11, 2017

Attn.: Ms. Shannon Ralfs
Director of Lands
Malahat First Nation
110 Thunder Rd.
Mill Bay, BC
V0R 2P4

Dear Shannon:

Re: Malahat Multi-purpose Building
Architectural Design Services

1.0 Introduction

We would like to first thank you for the opportunity to submit our proposal for the Malahat Multi-purpose Building. Combining the three projects – Health Centre, Recreation Centre and daycare – is an excellent idea that creates many economies while providing the community with an exciting new facility. We can build on the work that has been completed to date to expedite the schedule of the project.

2.0 Scope of Work

It is our understanding that Malahat First Nation will be taking on the responsibility for the building of the Health Centre with funding from First Nations Health Authority FNHA. The Recreation Centre has separate funding from INAC. Malahat Nation has been successful in various fundraising activities for the Daycare. Even though the design has now been combined into a single building, the desire is to continue to treat them as separate projects.

We submitted a fee proposal for the Health Centre on March 1, 2016. We propose to continue working on that portion of the building under that existing agreement. There are no additional fees. This fee proposal covers the Recreation Centre and Daycare of the combined building. The available funding from INAC is for a total project cost of \$1,000,000.00

3.0 Proposal

Fee Structure

Recreation Centre and Daycare

Based on an overall project budget of \$1-million and hard costs of \$750,000 we propose Architectural design fees of 11.73%

Architectural: 11.73% of hard costs (\$750,000.00)	=	\$88,000.00
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The Architectural fees are separated into four phases:

Stage 1	Schematic Design – 15% of total fees	\$13,200.00
Stage 2	Design Development – 15% of total fees	\$13,200.00
Stage 2	Construction Documents (including tendering) – 40% of total fees	\$35,200.00
Stage 3	Construction Administration– 30% of total fees	\$26,400.00
Sub Total		\$88,000.00

In respect of the work done to date we propose to credit the Schematic Design phase of the work. The total Architectural fees are \$88,000.00 less \$13,200.00 = \$74,800.00

TOTAL: Architectural Fees	\$74,800.00
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Total Soft Costs

Architectural

Full service less schematic design	\$74,800.00
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Engineering

9.89% of hard costs (9.89% of \$750,000.00)	\$74,200.00
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Additional Soft Costs

Survey, Geotechnical, Environmental	\$11,000.00
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<i>Subtotal (excluding disbursements and GST)</i>	160,000.00
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Disbursements

10% (Assuming GST is not applicable)	\$15,000.00
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TOTAL	\$175,000.00
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Project Budget

Total Project Budget consists of hard and soft costs plus a contingency.

Total Soft Costs	\$175,000.00
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Total Hard Costs	\$750,000.00
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10% Contingency	\$75,000.00
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TOTAL Project Cost	\$1,000,000.00
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For Architectural Services, this proposal references and is subject to the Canadian Standard Form of Agreement between Client and Architect Document Eight as required by the Architectural Institute of British Columbia (AIBC). This proposal is in compliance with the AIBC Bylaws, including (but not limited to) Bylaw 28: Professional Engagement and Bylaw 34.16: Tariff of Fees for Architectural Services, and the Code of Ethics. Please refer to the attached **Terms of Engagement "Appendix 3"** for the detailed financial requirements of our proposal. All fees quoted are exclusive of disbursements and taxes unless specifically noted.

Should we identify any deviations that will increase the scope of work beyond that as described above; we will advise the owner in writing. We will clarify the extra time and costs associated with the work, and receive written authorization before commencing any Additional Services.

Thank you again for the opportunity to present this proposal for Architectural Services. If you have any questions or require any additional information we would be pleased to respond accordingly. We look forward to the opportunity for Scott M. Kemp Architect to provide a comprehensive service for this exciting project.

Yours truly,

Scott Kemp Architect

A handwritten signature in dark ink, appearing to read 'SK', with a stylized flourish extending to the right.

Scott Kemp, MAIBC

Principal

Malahat Multipurpose Building

Accepted and agreed to:

Approving Signature

Date