



August 2, 2017

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

Re: Malahat Recreation Centre
Mill Bay, BC
Ref. No.: P17-2672.00

Dear Shannon,

We are pleased to have an opportunity to submit the following proposal for professional services as electrical engineers for the above referenced project.

I. SCOPE AND DESCRIPTION

A. Project Description

The project is a new recreation centre including a gymnasium, kitchen, daycare and cultural resource centre.

The scope of work is based on conceptual drawings Scott Kemp Architect dated July 19, 2107. These drawings include floors plans and elevations.

B. Assumptions

1. Architectural base plans will be provided by the Architect in AutoCAD format.
2. A Mechanical Engineer will be retained by the Owner to design mechanical systems that will be forwarded to the Electrical Engineer for incorporation into the electrical design.
3. A Civil Engineer will be retained by the Owner to coordinate with BC Hydro, Telus and Shaw for building services.
4. The scope of engineering design is limited to on-site only.

5. The owner will retain a Registered Professional to act as the coordinating professional for the project as required by the BC Building Code. All drawings submissions will be filed through the coordinating professional.

C. Basic Services

RB Engineering will provide professional services as follows:

1. Review electrical systems and make recommendations regarding basic systems for this part of the project. Recommendations will be based on the Engineer's judgment and experience. No exhaustive studies or computer analysis are included.
2. Provide one (1) site visit for project start-up and discovery.
3. Provide three (3) design meetings.
4. Provide a maximum of four (4) field reviews during construction. Additional field reviews will be done at the engineer's discretion during construction to ensure compliance with codes and the contract documents. Additional field reviews will be done on a Time and Material basis.
5. Provide construction administration services including reviewing submittals requested in the construction documents and responding to requests for clarification issued by the contractor.
6. Provide assistance to the Architect in establishing space allocations for electrical equipment and distribution systems.
7. Provide assistance to the Civil Engineer to coordinate BC Hydro, Telus and Shaw site services.
8. Prepare BC Building Code Schedules B and C-B as required for building permit.
9. Prepare construction drawings and specifications from drawings approved by the Owner. This proposal is based on a single construction drawing package. Documentation shall include:
 - a) Interior and exterior lighting layout
 - b) Power and communication layout
 - c) Exit and emergency lighting layout
 - d) Fire alarm layout
 - e) Connections to mechanical equipment
10. Prepare record drawings from electrical contractor mark ups.

II. **ADDITIONAL CONSULTING SERVICES**

The following items are not included in the basic services as defined in Section I above and are considered as additional services if requested by the Client:

- A. Additional work resulting from changes in criteria requested and authorized by Owner or Architect.

- B. Additional construction administration services, including extra field visits, attendance at contractor's regular site meetings, review of contractor's progress payments, testing coordination, and inspection programs.
- C. Preparation of CAD background drawings, drawings of existing conditions, or preparation of as-built drawings. Preparation of multiple bid package documents.

III. **COMPENSATION**

A. Basic Services

Compensation for the services identified in Section I "Scope and Description" shall be a lump sum fee of:

Schematic Design	\$ 2,000
Design Development	\$ 4,000
Construction Documents	\$ 8,000
Tender	\$ 750
Construction Administration	\$ 4,500
Record Drawings	\$ 750
TOTAL	\$ 20,000 (Excluding GST)

B. Additional Services

Additional services will be done on a time and material basis with your prior written approval at the following rates:

Principal	\$165.00/hr
Engineer	\$135.00/hr
Junior Engineer/Senior Designer	\$120.00/hr
Designer/Senior CAD/Field Tech	\$100.00/hr
CAD	\$ 80.00/hr
Administration	\$ 40.00/hr

C. Reimbursable

Reimbursable expenses will be billed monthly at cost plus a ten percent (10%) handling charge. Reimbursable expenses include:

- Courier
- Plotting
- Printing
- Mileage

And with your prior approval:

- Outside consultants
- Travel outside Vancouver Island (including lodging and food).

D. Payment

RB Engineering Ltd policy requires monthly payments for professional services and expenses in proportion to the progress of our work. RB Engineering will charge interest on all invoices that are not paid within 60 days from the issue date. The invoice interest rate shall be 18% per annum calculated monthly (1.5% per month) beginning one month after the invoice issue date. Delinquent accounts may be turned over to a third party for collection and a reasonable cost of collection added to the invoice.

IV. SCHEDULE

The fees stated are in effect until October 2018 and are subject to adjustment for services performed after this date. Delays or interruptions of the project schedule are subject to an adjustment of fee.

This proposal represents our understanding of the project and supersedes all prior negotiations, representation or agreements either written or oral. This proposal constitutes the formal agreement for this project.

Trusting this meets with your approval, please sign and return one copy to our offices authorizing us to proceed. Work will begin upon receipt of your authorization.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Very truly yours,

RB Engineering Ltd



**Les Brown
Principal**

Authorized by:

Shannon Ralfs, Director of Lands, Malahat First Nation

Name	Date
c: File	