

599 Donald Street – Mixed-Use Affordable Housing Project

RFP for Architectural and Engineering Services

Issued by the Verdance Development Corporation

Expressions of Interest Due: 06/10/2025

Submissions Due: 27/10/2025

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Please note that all dates in this RFP, appendices and addendums are expressed in the format DD/MM/YYYY unless otherwise indicated, and all dollar amounts are in Canadian dollars.

General Information

The Verdance Development Corporation (VDC) is inviting proponents to make proposals for architectural consulting services, and possible sub-consulting services, for a proposed non-profit affordable housing development at 599 Donald Street, Vanier, Ontario.

This Request for Proposal (RFP) document sets out the requirements for the Proponent's proposal and specifies the evaluation criteria and Consultant selection process for the work. Consultants must be able to demonstrate a thorough understanding of the requirement, provide their approach and methodology, project plan and schedule. The RFP is open only to four pre-qualified respondents to the Request for Expressions of Interest, due 06/10/2025, who will be informed of their qualification by 08/10/2025.

Information obtained from the responses will enable the selection of a consultant who VDC will approach to provide the desired services. Please read all of the RFP thoroughly to ensure that the proposal responds to every required item. While many terms and conditions of the RFP, and OAA contract to be used, are standard, specifics around the project description, scope of work, submission requirements, and fee structure are likely somewhat unique to this project.

All inquiries regarding this RFP are to be directed to the Project Authority specified below:

Faiz Jan
Executive Director, Verdance Development Corp.
faiz@verdance.ca

Project Description

General Description

Adjacent to bustling St. Laurent Boulevard in Vanier, Ottawa, 599 Donald Street is a relatively small, minor corridor parcel that currently hosts a detached single-family home and a fire hydrant. A preliminary massing prepared as part of feasibility studies conducted for the property proposes a 17-unit, 6-storey building, composed of 2 one-bedroom and 15 two-bedroom units, as well as a commercial area of 1,281 ft². This massing is not a final design, but rather a draft created with consideration for project zoning and financial constraints, to be used as the basis for schematic design work.

The intent is to produce affordable housing that can support families in core need and those at the greatest risk of homelessness in perpetuity, setting at least 30% of units at rents 80% or less than the Median Market Rate, and the remainder at a maximum of the Average Market Rate.

As an organization that puts particular emphasis on the value of access to education in poverty alleviation, we're particularly keen to support families with children enrolled in local schools or households with members pursuing post-secondary education. We also are particularly keen on serving disenfranchised groups that, as identified by the Ontario Human Rights Commission, may find it particularly difficult to find services elsewhere. This includes Indigenous and racialized people, immigrants, people with physical or mental health conditions and accessibility needs, and youth discharged from child welfare systems.

The small, street-facing retail area aims to produce a more lively environment for tenants and neighbours, and serve as a potential third-space that can support community engagement and integration. If demand exists, it can be prioritized to be rented out to small community businesses that are seeking to grow, particularly to businesses that aim to create welcoming spaces for people to meet and socialize, like cafes. We can also encourage entrepreneurial ventures from tenants or low-income groups by offering the space to them for a discounted rate.



Project Schedule

Milestone	Target Date
Consultant Selection	07/11/2025
Schematic Concept Drawings	13/12/2025
33% Drawings (Site Plan Control Submission)	12/02/2026
66% Drawings (Class B Budget)	13/04/2026
Issued for Permit Drawings	17/08/2026
Construction Start	06/10/2026

Parcel and Zoning

A planning due diligence assessment has been completed for the property to assess the zoning constraints and requirements for change. For this case, we determined a need for only site plan control as zoning will be amended in January 2026 through passage of the new City of Ottawa zoning bylaw to reflect the 2022 official plan. Details of the lot and due diligence are included in the table below. Additionally, a birds-eye view of the massing measurements are attached to this RFP.

599 Donald Street

General Information	Current Zoning	Required Zoning
Lot Size: 6253 ft ² (580.9 m ²) Current Usage: Detached Home Street Access: South and East	Transect: Inner Urban Designation: Residential 1 Usage: Residential	Transect: Inner Urban Designation: Minor Corridor 1 (CM1) Usage: Mixed Commercial-Residential
Amenity Area: 6.0 m ² per dwelling Waste Storage Area: 10.0 m ²	Minimum Height: None Maximum Height: 8.0 m Front Setback: 6.0 m Interior Side Setback: 3.0 m Exterior Side Setback: 4.5 m Rear Setback: 7.6 m	Minimum Height: 6.0 m Maximum Height: 20.0 m Front Setback: None Interior Side Setback: 1.5 m Exterior Side Setback: 2 m Rear Setback: 7.5 m

Project Constraints, Requirements, and Preferences

As a non-profit project seeking Federal funding, we are constrained in progressing work in a staggered format due to funding review durations and availability of funding arising at periods out of our control. While we are pursuing a line of credit from which we can cover costs until we reach 66% drawings and can receive long-term funding from the CMHC Affordable Housing Fund, we nevertheless hope to be cautious by informing proponents

that there may be a requirement for pauses in work and billing between months in waiting for the opening or response of available funding programs. To the best of our ability, we have attempted to consider the associated risk of delays into the project schedule.

In order to qualify for these funding sources, we are also required to meet certain criteria for energy efficiency and accessibility. Specific, we are required to achieve Tier 2 of the 2020 National Energy Code of Canada for Buildings with respect to emissions, a net annual total energy usage (TEUI) of less than 80 kWh/m², and assurance that the whole building is designed in accordance with CMHC's universal design standards, attached to this RFP.

Additionally, we are commissioning the design of this project with the expectation that the City of Ottawa will pass the proposed new zoning bylaw in January 2026, however, there may be delays associated with its passage, which may also require pauses in the work. In spite of the fact that it will not be required due to the lack of a zoning bylaw application, we intend to pursue community consultations to collect feedback, provide transparency, and ensure positive relationships are met with neighbours. We similarly endeavour to pursue engagement with Indigenous communities to assure free, prior, and informed consent of any project that may be built on the land.

We are particularly keen to pursue design options that may be considered outside of the norm, with a preference for broad usage of pastel colours like green, yellow, or red on the building exterior (as highlights or the main colour of the building) that may create a calm and inviting environment, and the usage of a few, tasteful, illuminated signs displaying branding for VDC and the commercial tenant of the proposed building. These design features are not requirements, and we are open to creativity and suggestions from proponents on how we can create a positive environment for tenants and community members while staying within our budget, and leveraging proponents' personal enthusiasm for design and typologies to do so.

Delivery Method (for Construction Contracts)

We intend to enter into a CCDC 5B contract for construction management services and construction with a Guaranteed Maximum Price (GMP) option for this project. This contract will include a savings sharing mechanism similar to the one proposed in this RFP, to promote collaboration and cost-efficiency across all project partners.

We aspire to hire the Construction Manager at a time sufficiently early, that is deemed appropriate by the architect and project owner, so as to enable their contribution to value engineering in partnership with the architect through design coordination meetings.

Scope of Services to be Provided

The work being sought after includes the basic services listed by the Royal Architectural Institute of Canada (RAIC) in their “Guide to Determining Appropriate Fees for the Services of an Architect” for Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Contract Administration. The full descriptions of these basic services are also included in *Appendix C*.

The sought out scope of work in proponents’ capacity as project architect and prime consultant should be noted to include the preparation of a site plan and renderings and elevations as needed to progress the project through funding, zoning bylaw amendment, site plan approval, and building permit applications. It also includes the scopes referenced specifically in the table below, which are defined as they may be distinct from other interpretations of what they include.

Value Engineering	Ongoing collaborative process between the Architect, Owner, Construction Manager, Energy Consultant, and Cost Consultant to identify potential areas of carbon and capital savings from project design through usage of innovations or sustainable alternative materials, trades, or construction processes.
Subconsultant Coordination	Coordination of subconsultants in production of drawings, risk mitigation, communication of vision and work requirements, integration of savings opportunities, and responding to RFIs.
Community Engagement	Participation in meetings set up by the Owner and Project Manager with community members, including neighbours, Indigenous stakeholders, municipal planning staff, and prospective tenants, to collect feedback and integrate it into project design where feasible.
Risk Management	Working with the Project Manager and Construction Manager to identify risks as early as possible and prepare mitigation strategies in common through regular project risk register updates.
Appliance Selection	Support in identification of only basic appliances as required for design measurements by millwork and other contractors, including refrigerators, microwaves, stoves, ovens, and dishwashers, but not including other furniture like sofas, beds, desks, etc.
CAD/BIM File Sharing	Availability of editable CAD files to the Client with a right to use in any way, while maintaining the Architect’s moral rights, along with view-only versions of BIM/Revit models made available to the Client and Contractor for use in analyzing the design, taking screenshots for marketing and outreach purposes, and construction of the project.
Signage	Identification of signage to be used for unit number identification, accessible guidance, and emergency exit notices. Additionally, design of systems to allow for outdoor illuminated signs displaying branding for commercial space, but not necessarily design of signs themselves.

Accessibility Requirement Reporting	Integration of accessibility requirements into design and drawings, and completion of accessibility attestations as required by funders.
Payment Certification	Verification of the alignment of construction costs invoiced and scope of work completed for reporting purposes if requested by funders.
Construction Inspection and Review	Inspection and testing of build systems to ensure conformance with design requirements and compliance with regulatory safety requirements, as well as stamping and approval of all drawings, including engineered systems, where required.
Takeover and Warranty Review	Review and reporting of defects under the standard warranty period, and preparation of operating and maintenance manuals and as-built drawings in coordination with the Construction Manager. Demonstration of operating equipment to the Client.

The proposed period of the work will be from the date of the award to the final inspection and turnover of the Project.

Sub-Consultant Services

Proposals that are able to include, through partnership or other structure, a fee for the sub-consultant services listed below will be given preference in evaluation of proposals. While it is encouraged to include sub-consultant services where possible, it is not required. Proposals that do not include architectural consulting services will not be considered.

- Structural Consulting Engineering Services
- Mechanical Consulting Engineering Services
- Electrical Consulting Engineering Services
- Civil Engineering Consulting Services
- Landscape Architect Consulting Services
- Interior Design Consulting Services

The scope of work for sub-consulting services should include the preparation of relevant drawings and engineering plans required for zoning and permitting, possibly including a grading and drainage plan, servicing plan, and stormwater management plan, but should not include site conditions reports like geotechnical, hydro-geological, or environmental site assessment reports.

Services that should **not** be included in an RFP include, but are not limited to:

- Planning Consulting Services
- Cost Estimating Services
- Energy Modeling Services
- Traffic Consulting Services

In the case that there is a possible miscommunication or misunderstanding about the scope of work, we will remain lenient and fair with submissions and reserve the right to communicate directly with applicants and allow them to make amendments to their proposal following the submission deadline to rectify the proposal.

An OAA 600 Contract Attachments form will be attached to this RFP to provide more information about the desired inclusions in the scope of work. This document is strictly included in the RFP as a reference for proponents to know what to include in their proposals and will not be included in the contract documents. A new OAA 600 Contract Attachments form with negotiated inclusions will form part of the contract once a proponent is selected and the work is mutually agreed upon. Proponents may submit plans or offers for work that are not directly in line in all aspects with the Contract Attachments form.

Project Fee Structure

The contract agreement will be composed of two parts: a fixed lump-sum fee for services and an incentive fee for creating project savings through cost engineering and innovative design. The proposal submitted should include the acceptable/proposed fee amount and structured clearly through a completed *Appendix A* proposal form.

Fixed Lump Sum Fee

A fixed lump sum fee would be the preferred primary fee structure for the project. Should extraordinary circumstances require, this fee can be adjusted by mutual agreement of the project owner and the architect.

Please include, in the relevant space on the form in *Appendix A*, the total fee for services you would like to charge for the scope of work described in this RFP as distributed by subconsultant and stage, including a monthly fee for Construction Administration.

Stage-Based Savings Sharing Mechanism

Savings resulting from joint efforts — such as value engineering from consultants, substitutions approved by the architect, engineer(s), and construction manager, or efficient coordination between design and implementation — will result in rewards among relevant parties. This amounts to a maximum possible benefit of \$642,949 for the Architect, with 5% realized savings from the project budget yielding a total benefit of \$32,147.

At the start of each stage defined in the table below, a budget will be created noting all of the expected project costs. The first stage budget is included in *Appendix B*. At the completion of each stage, **ten** (10) percent of the savings found from the total project budget (except below referenced budget items for the architectural and engineering services) will be awarded to the architect as a reward for cost-saving efforts. Stage savings are the sum of costs for all line items completed during the stage less the sum of the budgets for those items. The first stage budget purposely excludes costs for all architectural and engineering services as these will not be included as items for this incentive.

The architect may negotiate a proportion of savings under this incentive to go to sub-consultants, but will need to do so separately from this RFP, and must inform the Project Authority of the relevant agreement made. If no agreement is made, all savings will go to the architect and prime consultant. To further encourage the inclusion of sub-consultants in the scheme, the percentage of savings may be increased with the agreement of all contract parties.

A Life-Cycle Costs Analysis (or Reserve Fund Study or other equivalent), conducted at the end of the Design-Dev and Construction stages, must yield a required annual contribution to a reserve fund that allows the project to maintain at least a 1.03 debt-service coverage ratio (DSCR) in order for the architect to qualify for the incentive during either of these stages. This is to ensure that savings made from the project are not made at the cost of future expenses in the form of greater maintenance costs. This requirement applies to the Design-Dev and Construction stages only, and not to earlier project phases.

Stage	Milestone for Completion	Budget	OAA Equivalent Phases
Concept	Contract of a Construction Manager with 33% Drawings	<i>Appendix B</i>	Schematic Design, Design Development
Design-Dev	Security of Sufficient Construction Financing	Contract Reflective Pro Forma Financial Model, Accounting for Class C/D Budget from Construction Manager Proposal	Design Development, Contract Documentation, Bidding / Negotiation
Construction	12 Months After Substantial Completion	Class A/B Budget by a Quantity Surveyor or Cost Consultant	Contract Administration

An example of how the savings incentive eligibility may be calculated is included in the table below. This is purely an example and does not use the actual budget amounts. Budgets for items with costs incurred in the example stage are added and compared with the actual costs incurred for these line items. The difference yields a total stage savings of \$ 2,000, making the consultant eligible for receiving \$200 as part of the 10% incentive.

Line Item	Budget Amount	Actual Cost	Savings
Geotechnical Investigations	\$ 10,000	\$ 8,000	\$ 2,000
Energy Models	\$ 8,000	\$ 7,000	\$ 1,000
Allowance for Other Studies	\$ 5,000	\$ 6,000	\$ (1,000)
Total	\$ 23,000	\$ 21,000	\$ 2,000

The intention of structuring the savings in this way, rather than relying on a single budget across the project or using an integrated project delivery contract is so that;

- a) There is some flexibility for circumstances where unforeseen issues may arise requiring a design overhaul,

- b) Bidders do not need to find partners or form a syndicate to submit a proposal,
- c) The owner has the capacity to select a construction manager independently,
- d) Participation is possible in spite of the non-profit nature of the project, and
- e) The project complies with requirements from project funders and owners.

We are open to discussions of different alternate arrangements to push for cost savings if they are included in bidder proposals along with a reasoning for the proposed alternative.

Submission and Evaluation Process

The following is the anticipated schedule for this Proposal:

Request for Proposals Issued	26/09/2025
Expressions of Interest Due	06/10/2025
Pre-Qualified Proponents Informed	08/10/2025
Question Response Addendum Issued	16/10/2025
Submission Deadline	27/10/2025
Letter of Intent Issued	07/11/2025

All applicants that have been pre-qualified following the RFEOI process will be included in correspondences to inform them of addendums, amendments, and answers to inquiries.

Questions addressed to the Project Authority within a reasonable time before the issue date for the Question Response Addendum will be answered and included in the addendum. Questions addressed to the Project Authority after such a period may be answered individually at a separate date or may not be answered at all.

Proposals should be emailed to the Project Authority before 27/10/2025.

Evaluation Process

Upon passing of the submission deadline, a panel of agents authorized by the project owner will review all proposals and set-up an interview with all proponents whose proposals meet the minimum requirements outlined in this RFP. The discussions from these interviews, paired with the initial proposals, will be used by the panel to decide to score proposals according to a rubric that outlines the key priorities for proponents to address. The timeline for interviews is not fixed and will occur on a rolling basis.

Upon completion of proposal grading, a letter of intent will be issued to the proponent with the highest score, and other proponents will be notified as such. If negotiations do not lead to a contract, the project owner may move to the second highest scoring proponent, and so forth, without notifying all applicants. Upon signing of a contract, all applicants will be notified again, and will have the opportunity to request a completed rubric, and a meeting in which the Project Authority can explain the decisions associated with scoring.

Evaluation Criteria

Submissions will be evaluated based on a set criteria which may be considered in a subjective manner. Inclusions in the submission should be clear and direct, providing specific plans and explanations of the requested information. A panel of agents authorized by the contracting party will score proposals based on the following rubric.

Criteria	Description	Weight
Proponent Experience	Past-design consulting and/or conceptual research work that exemplifies sufficient experience in architectural design that aligns with the vision of the project.	20
Understanding of Project Requirements	Description of the scope of work desired, providing clear deliverables, schedules, and other submission requirements that align with the desired work expressed.	20
Approach and Methodology	Explanation of approach to design, sub-consultant coordination, and use of technology that the proponent intends to employ for the project, including the style/strategy of architectural design/planning and the plans to identify value engineering opportunities.	30
Fee Proposal	A fee for services that aligns with the owner's project budget, acceptance of the proposed savings incentive mechanism or proposal of a similar alternative, and an invoicing system that aligns with the owner's needs surrounding timing of payments.	30

Submission Requirements

Proposals should include a proposal document prepared by the proponent, an OAA Certificate of Practice, a filled in Appendix A Form, and any portfolio of past architectural work from the proponent(s), including construction projects, academic work, and theoretical exercises. The proposal document is recommended to contain the pieces of information in the table below, described to enable clearer understanding of expectations.

Understanding of Project Requirements

In layman's terms, a reflection of the project's key objectives and a narrative description of the vision that the proponent is putting forward within the frame detailed in this RFP. Key considerations worth noting for the project, including details of design relevant information that remain unidentified in the RFP.

Consultant Team

Resumes and experiences of consultant and subconsultant teams that will be working on the project, including specific descriptions of the work they are anticipated to take on specifically for this project.

Corporate Mission, Vision, and Values

Summary of corporate values and vision, as well as alignment of the company's vision with project objectives. Particular value is placed on honest demonstrations of passion, enthusiasm, and personal attachment to architecture, design, and engineering, even reasoning outside of those associated with project objectives.

Design Style and Approach

Narrative description and diagrams or imagery of the style of design envisioned for this project and familiar with the proponent team members, including typology, themes, forms, features, amenities, etc.

Cost Containment and Savings Methodology

Approach to identification of sources of capital and carbon savings in design, as well as examples of possible relevant solutions to control costs and improve outcomes within the contract scope, such as sourcing, structure and material types, and site-specific innovations.

Indigenous Reconciliation Framework

Approach to integration of Indigenous voices, design features, and ways of knowing into building design, and commitment/mechanism to approach respecting the 92nd Call to Action for the purposes of this project.

Quality Management Approach

Description of ways in which ISO 9000 principles are embedded into the organization's design process.

Risk Mitigation

Identification of possible risks specific to this project and recommendations on approaches to mitigate, transfer, accept, or avoid them entirely.

Project Schedule and Planning Considerations

Expected time (in days) to reach key project milestones specific to this project, including distinctions with the estimates provided in this RFP. Table or gantt chart demonstrating duration to milestones including completion of concept design, 33% drawings ready for Site Plan Control submission, 66% drawings ready for Class B budget and preliminary tendering, Issued for Permit drawings, and Issued for Construction Drawings.

Past Project References

Examples of past projects, with information such as budget, timeline, amount of savings identified, number of change orders, and contact information for references that can share details of their experiences working with you and your team.

Upon selection of a bidder, the selected bidder may prepare a final contract that includes an OAA 600 standard form of contract, all documents of the RFP and the proposal, and any necessary amendments or supplemental conditions as may be negotiated by the owner and bidder. The OAA 600 contract should be sure to include a completed OAA Contract Attachments form, including all Appendices to the form.

An OAA 600 Contract Attachments form may also be included in the proponents initial proposal without necessarily being included, as initially proposed, in the final contract.

Terms and Conditions

Bidders, successful or not, will not be reimbursed for costs incurred in the preparation and submission of their response to this RFP, nor any other costs incurred by the consultant before a signed and executed contract is established.

The proponent agrees to purchase and maintain in force for the duration of this Agreement, Professional Liability Insurance and Commercial General Liability Insurance.

The Proponent assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a Submission and to perform the Services in the Province of Ontario and is aware that this RFP is governed by the laws of the Province of Ontario.

Proponents are required to hold a valid Certificate of Practice (CofP) from the OAA.

If the Key Personnel named in a Proponent's proposal leave or become unavailable or unable to perform their duties for circumstances beyond the Proponent's reasonable control, the Proponent shall promptly notify the Project Authority and submit resumes of proposed replacement personnel. Proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

The Proponent's proposal is to be signed by the firm's signing authority.

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.

Proponents are advised that only the written information issued by the Project Authority in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

Verdance shall have the sole right to initiate or to terminate negotiations.

Verdance reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the Project Authority will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their proposal. A written response to each such communication is required from

the Proponent. A right is similarly reserved for the verification or clarification of any information in proposals with any third party.

All information provided by or obtained from Verdance in any form in connection with this RFP, including the RFP format and language:

1. Is the sole property of the Verdande Development Corporation and must be treated as confidential;
2. Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract;
3. Must not be disclosed without prior written authorization from the Verdance Development Corporation; and
4. Shall be returned to Verdance immediately upon the request of the Company.

The Proponent agrees that Verdance's sole obligation, in return for the Proponent's preparation and submission of its Proposal, is to give consideration to the Proposal in accordance with the RFP Documents. Neither Verdance nor its officers, employees, agents or representative shall be liable to the Proponent or any of its officers, employees, independent contractors, subcontractors, agents or representatives for any losses, expenses, costs, claims, damages, including incidental, indirect, special or consequential damages or liabilities arising out or by reason of or attributable to this RFP process, including, without limitation, the cost of preparing and submitting a Proposal and any anticipated profits and contributions to overhead. The provisions outlined above shall survive the termination of this RFP process and the execution of the contracts by the Successful Proponent and Verdance.

Should the firm wish to maintain intellectual property rights over any portion or aspect of the final submission, this must be clearly identified in the proposal.

Appendices

Appendix A – Proposal Fee Structure

Fixed Total Fee for Services Distributed by Stage (indicated by Completion Milestone) and Consultant

Milestone	Architecture	Structural	M&E	Civil	Landscape	Interior Design	Admin and Other
Schematic Concept	\$	\$	\$	\$	\$	\$	\$
33% Drawings (for Site Plan Control)	\$	\$	\$	\$	\$	\$	\$
66% Drawings (for Class B Budget)	\$	\$	\$	\$	\$	\$	\$
IFC Drawings	\$	\$	\$	\$	\$	\$	\$
Construction Admin (per Month)	\$	\$	\$	\$	\$	\$	\$
Post-Construction	\$	\$	\$	\$	\$	\$	\$

Expected # of Months of Construction	
Retainer Amount (if any)	\$
Preferred Invoicing Management	<input type="checkbox"/> Single Invoice per Milestone <input type="checkbox"/> Percentage of Milestone
Acceptable Invoice Payment Terms	<input type="checkbox"/> Net 30 <input type="checkbox"/> Net 60 <input type="checkbox"/> Net 90
Reimbursable Expenses and Disbursements Not Included Above	

Appendix B – Studies and Development Stage Budget

Land Costs

Purchase Price	\$ 724,922
Land-Related Legal Fees	\$ 1,222
Title Search and Legal Disbursements	\$ 1,095
Land Transfer Tax	\$ 10,675
Total Land Costs	\$ 737,984

Hard Costs

Construction Costs	\$ 5,047,335
Bonds and Insurance	\$ 90,000
Construction Management	\$ 302,840
Total Hard Costs	\$ 5,440,175

Soft Costs

Consultant Costs

Planning	\$ 5,000
Cost Estimating	\$ 10,000
Energy Modelling	\$ 8,700
Disbursements and Other Consultants	\$ 32,654
Total Consultant Costs	\$ 56,353

Site Development Costs

BCA or Reserve Fund Study	\$ 28,600
Geotechnical Investigation	\$ 10,000
Environmental Site Assessment	\$ 5,000
Topographical Survey	\$ 5,000
Allowance for Other Studies	\$ 5,130

Total Site Development Costs	\$ 53,730
Regulatory Requirement Costs	
School Board Fees	\$ 68,340
Permit Application Fees	\$ 3,050
Total Regulatory Requirement Costs	\$ 71,390
Administration Costs	
Legal Fees	\$ 10,000
Accountant Fees	\$ 10,000
Total Administration Costs	\$ 20,000
Financing Costs	
Project Monitor	\$ 37,400
Appraisal	\$ 300
Mortgage Adjustment Cost	\$ 7,260
Loan Application and Arrangement Fees	\$ 4,900
Total Financing Costs	\$ 49,860
Total Soft Costs	\$ 251,333
Total Project Costs	\$ 6,429,492

Appendix C – RAIC Basic Services of an Architect – Narrative Description

The following describes the basic services of the architect on a typical project:

Architect's Services

The architect's services consist of those services performed by the architect, the architect's employees, and the architect's consultants, set forth herein, and any additional services identified in the contract. They include the provision of normal structural, mechanical, and electrical engineering services by professional engineers when these consultants are engaged by the architect.

The architect's services include consultant coordination required to integrate all parts of the services.

Schematic Design Phase

The architect shall:

1. Review the program of requirements furnished by the client and characteristics of the site;
2. Review and comment on the client's construction budget in relation to the client's program of requirements;
3. Review with the client alternative approaches to the design of the project and the types of construction contracts;
4. Review applicable statutes, regulations, codes, and by-laws and, where necessary, review the same with the Authorities Having Jurisdiction;
5. Based on the mutually agreed upon program of requirements, schedule, and construction budget, prepare for the client's review and approval, schematic design documents to illustrate the scale and character of the project and how the parts of the project functionally relate to each other; and
6. Prepare and submit to the client an estimate of probable construction cost based on current area or volume unit costs.

Design Development Phase

Based on client-approved schematic design documents and agreed estimate of probable construction cost, the architect shall:

1. Prepare for the client's review and approval: design development documents consisting of drawings and other documents appropriate to the size of the project, to describe the size and character of the entire project including the architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate;

2. Prepare and submit to the client for approval a revised estimate of probable construction cost; and
3. Continue to review applicable statutes, regulations, codes, and by laws as the design of the project is developed.

Construction Documents Phase

Based on the client-approved design development documents and agreed estimate of probable construction cost, the architect shall:

1. Prepare, for the client's review and approval, construction documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project;
2. Advise the client of any adjustments to the estimate of probable construction cost, including adjustments indicated by changes in requirements and general market conditions;
3. Obtain instructions from, and advise the client on, the preparation of the necessary bidding information, bidding forms, conditions of the contract, and the form of contract between the client and the contractor; and
4. Review statutes, regulations, codes, and by-laws applicable to the design, and where necessary, review the same with the Authorities Having Jurisdiction in order that the client may apply for and obtain the consents, approvals, licenses, and permits necessary for the project.

Bidding and Negotiation Phase

Following the client's approval of the construction documents and the latest estimate of probable construction cost, the architect shall assist and advise the client in obtaining bids or negotiated proposals, and in awarding and preparing contracts for construction.

Construction Phase – Contract Administration

During the construction phase – contract administration, the architect shall:

1. Be a representative of the client;
2. Advise and consult with the client;
3. Have the authority to act on the client's behalf to the extent provided in this contract and the construction contract documents;
4. Have access to the work at all times, wherever it is in preparation or progress;
5. Forward all instructions from the client to the contractor;
6. Carry out the general/field review of the work;
7. Examine, evaluate, and report to the client upon representative samples of the work;
8. Keep the client informed of the progress and quality of the work, and report to the client defects and deficiencies in the work observed during site reviews;

9. Determine the amounts owing to the contractor under the construction contract, based on the architect's observations and evaluation of the contractor's application(s) for payment;
10. Issue certificates for payment in the value proportionate to the amount of the construction contract, of work performed, and products delivered to the place of the work;
11. In the first instance, interpret the requirements of the construction contract documents and make findings as to the performance thereunder by both the client and contractor;
12. Render interpretations in written and graphic form as may be required with reasonable promptness on the written request of either the client or the contractor;
13. Render written findings within a reasonable time, on all claims, disputes, and other matters in question, between the client and the contractor relating to the execution or performance of the work, or the interpretation of the construction contract documents;
14. Render interpretations and findings consistent with the intent of, and reasonably inferable from, the construction contract documents; showing partiality to neither the client nor the contractor; but shall not be liable for the result of any interpretation or finding rendered in good faith in such capacity;
15. Have the authority to reject work that does not conform to the construction contract documents, and whenever, in the architect's opinion, it is necessary or advisable for the implementation of the intent of the construction contract documents, have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed;
16. Review and take other appropriate action with reasonable promptness upon such contractor's submittals as shop drawings, product data, and samples, for conformance with the general design concept of the work, as provided in the construction contract documents;
17. Prepare change orders and change directives for the client's approval and signature in, accordance with the construction contract documents;
18. Have the authority to order minor adjustments in the work that are consistent with the intent of the construction contract documents, when these do not involve an adjustment in the contract price or an extension of the contract time;
19. Furnish supplemental instructions to the contractor with reasonable promptness, or in accordance with a schedule, for such instructions agreed to by the architect and the contractor;
20. Determine the date of substantial performance of the work;
21. Receive from the contractor and forward to the client, for the client's review, the written warranties and related documents;

22. Verify the validity of the contractor's application for final payment and issue a certificate of final payment; and
23. Prior to the end of the period of one year following the date of substantial performance of the work, review any defects or deficiencies that have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the work in accordance with the construction contract.