

SCHEDULE A - ENGINEER'S SCOPE OF SERVICES

A 1. Project Definition

The *Project* is described as follows:

(Enter a detailed description of the project including definition of the Client's requirements, project deliverables and scheduling.)

Initials	
<i>Client</i>	<i>Engineer</i>

A 2. Services Required of the Engineer

The *Client* requires the *Engineer* to provide the following *Services* for the *Project* described in Appendix Section A 1- Project Definition. The *Engineer* WILL PROVIDE those *Services* described below that are marked (X) in the column entitled YES and WILL NOT PROVIDE those *Services* which are marked (X) in the column entitled NO.

Description of Services		Yes	No
2.1	Consultation with the <i>Client</i> to define and clarify the <i>Client's</i> requirements for the <i>Project</i> .		
2.2	Compilation and analysis of existing background information provided by the <i>Client</i> .		
2.3	Identification of or arrangement for additional background information and services to be provided by the <i>Client</i> .		
2.4	Completion of the studies and/or preparation of the required reports in compliance with the <i>Project</i> definition.		
2.5	Assistance in the preparation of pre-construction <i>Project</i> operating cost budgets.		
2.6	Preparation for and/or attendance at a public participation or information program.		
2.7	Preparation for and/or participation in value engineering program studies.		
2.8	Preparation of reports relating to the <i>Client's</i> long-range plans.		
2.9	Preparation of operational studies.		
2.10	Provision of renderings.		
2.11	Provision of models.		
2.12	Provision of technical representation at meetings.		
2.13	Preparation of <i>Project</i> commissioning and start-up procedures.		
2.14	Preparation of applications and supporting documents for governmental grants, loans, and subsidies.		

Initials	
<i>Client</i>	<i>Engineer</i>

Description of Services		Yes	No
2.15	Assistance in obtaining required approvals, licences and permits from governmental authorities having jurisdiction over the <i>Project</i> .		
2.16	Arrangement for the translation of documents into a language other than the language of this <i>Engineering Agreement</i>		
2.17	Investigation of specified conditions (such as failures, accidents, groundwater and drainage issues, stability, etc.).		
2.18	Assistance in litigation, arbitration, negotiation, or other legal or administrative proceedings on behalf of the <i>Client</i> , including preparation or review of expert reports and expert testimony and all necessary preparation in respect thereof.		
2.19	Provision of peer review of documents provided by <i>Consultants of the Client</i> .		
2.20	Preparation of an engineering and <i>Project</i> implementation program based upon: a) the <i>Client's</i> written instructions regarding the <i>Project</i> requirements, b) the <i>Client's Project Budget</i> , and c) the <i>Client's</i> time constraints		
2.21	Preparation of a statement of requirements and <i>Project</i> design criteria to be used in the design process.		
2.22	Coordination of <i>Consultants of the Client</i> (where the <i>Engineer</i> is the lead professional).		
2.23	Participation in or preparation of specified <i>Project</i> feasibility studies.		
2.24	Preparation of and/or participation in environmental assessments and impact studies.		
2.25	Review of environmental assessments and impact studies prepared by others.		
2.26	Assistance in obtaining approvals of authorities having jurisdiction over the <i>Project</i> .		

Initials	
<i>Client</i>	<i>Engineer</i>

Description of Services (Cont'd)

Enter here any other Services or references to them in documents (i.e. such as assisting the Client with Requests for Proposals, Terms of Reference, Statements of Requirements, or Engineering Requests for Proposal for Services) describing the scope of other services for the Project. Attach additional pages if required.

Initials	
<i>Client</i>	<i>Engineer</i>

City of Port Alberni; Parks Recreation & Culture Dept.
RFP 002-24: Facilities Condition Assessment
Table of Assets to Be Assessed
31-Jan-24

Site	Address	Approx. Floor Area (m ²)	Year Built (approx)	BUILDING SYSTEMS TO ASSESS								Additional Scope
				Roof System	HVAC	Exterior (cladding, coatings etc.)	Int. Paint/Coatings	Emerg. Power	Seismic	Structural (excl. seismic)		
Multiplex Arena	3737 Roger St	6300	2001	No	Yes	No	No	N/A	No	No	Ice refrigeration mechanical	
Echo '67 Recreation Centre (w/ Aquatics Centre, Library, Museum)	4255 Wallace St.	5200	1967, 1992 and 2006	Yes	Yes	Yes	Yes	Yes	No	Yes	Swimming pool & related mechanical	
Former Arena (Industrial Heritage Society)	3250 9th Ave.	5200	1962	Yes	Yes	Yes	No	N/A	No	Yes		
RCMP Detachment Office	4444 Morton St	2400	2006	Yes	Yes	No	No	Yes	No	No		
Glenwood Recreation Center	4480 Vimy St.	1800	~1940	Yes	Yes	Yes	No	N/A	Yes	Yes		
Public Works Ops Bldg	4150 6th Ave	1500	1965	No	No	Yes	No	N/A	No	Yes		
Parks Ops Bldg	4150 6th Ave	1500	1965	No	Yes	No	No	N/A	No	Yes		
City Hall	4850 Argyle St	1300	1958	Yes	Yes	No	No	N/A	No	No		
Day Care Facility	4222 Cedarwood St.	1100	1961	Yes	Yes	Yes	No	N/A	No	Yes		
PAFD Station	3699 10th Ave	1100	1967	Yes	Yes	Yes	No	Yes	No	No		
Harbour Quay - Marine Commercial Bldg	5440 Argyle Street	700	1961	Yes	No	Yes	No	N/A	No	No		
Gyro Youth Center	3245 7th Ave	600	1940	Yes	Yes	No	No	N/A	No	No		
McLean Mill Visitor Center complex	5633 Smith Rd.	500	1998	Yes	Yes	Yes	No	N/A	No	No		
Echo Park East Field House	4200 Wood Ave	400	1992	Yes	No	No	No	N/A	No	No		
Stadium Grandstand	4480 Vimy St.	400	1960	Yes	N/A	N/A	N/A	N/A	No	Yes		
Harbour Quay - Port Bldg	5440 Argyle Street	300	1983	Yes	No	Yes	No	N/A	No	No		
Harbour Quay - Spirit Square	5440 Argyle Street	300	1983	Yes	No	Yes	No	N/A	No	No		
Echo Park West Field House	4200 Wood Ave	300	1992	Yes	No	No	No	N/A	No	No		

SCHEDULE B – FEES AND REIMBURSABLE EXPENSES

B 1. Fees for Services

The following table identifies the method for determining the *Fees* due to the *Engineer* under this *Engineering Agreement* for the *Services* described in Schedule A:

Engineer’s Services (Refer to Schedule A)		Select Fee Basis Applicable to this Agreement	
		Hourly Rate Fees (B 1.1)	Fixed Fees (B 1.2)
A 2	Services Required of the Engineer		

Refer to Sections B 1.1 and B 1.2 for a detailed description of the method for calculating the *Fees* due to the *Engineer*.

Reimbursable Expenses (Section B 2) are additional to the *Fees* due to the *Engineer*.

Value added taxes are not included in *Fees* and *Reimbursable Expenses*.

B 1.1. Hourly Rate Fees

Hourly Rate *Fees* will be calculated on an hourly basis as the *Project* progresses at the following rates:

- a) Principals \$ per hour
- b) Senior staff \$ per hour
- c) Intermediate staff \$ per hour
- d) Junior staff \$ per hour
- e) Clerical \$ per hour
- f) \$ per hour
- g) \$ per hour
- h) \$ per hour

The rates in this table will be applicable for (*select one*):

the duration of the *Engineering Agreement*

twelve months from the effective date of this *Agreement* at which time the rates will be increased by % , unless otherwise agreed in writing by the parties

other (*specify*)

Initials	
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(Enter additional provisions below. Append extra pages if required.)

B 1.2. Fixed Fees

Fees for the project will be calculated as a fixed fee of \$ _____, apporportioned as follows:

Percentage	Milestone/Task
• % of fee for	
• % of fee for	
• % of fee for	
• % of fee for	
• % of fee for	
• % of fee for	
• % of fee for	

The *Fees* in this table will be applicable for (*select one*):

the duration of the *Engineering Agreement*

twelve months from the effective date of this *Agreement* at which time the rates will be increased by _____%, unless otherwise agreed in writing by the parties

other (specify)

Initials	
<i>Client</i>	<i>Engineer</i>

(Enter additional provisions below. Append extra pages if required.)

B 2. Reimbursable Expenses

Reimbursable Expenses incurred by the *Engineer* in carrying out the *Services* are subject to a mark-up of % to cover office and administrative costs of the *Engineer* - unless otherwise agreed as follows:

(if applicable, indicate alternate methods for determining Reimbursable Expenses)

Reimbursable Expenses include the following expenses where incurred in relation to the performance of the *Services*:

- Transport, subsistence, and lodging in connection with the *Project* beyond kilometres of the *Engineer's* office. Use of vehicles will be charged at \$ per kilometre.
- Long distance telephone and facsimile communications.
- Reproduction of information, drawings, specifications, and other documents necessary to the *Project*.
- Testing services.
- Courier and messenger services.
- Fees paid for securing approvals, permits, or licences from regulatory agencies having jurisdiction over the *Project*.
- Providing and maintaining *Project* site offices, telephones, facsimile as required for use by the *Engineer* and *Sub-Consultants of the Engineer*.
- Advertising incidental to the *Project*.
- Obtaining necessary legal, accounting, insurance, bonding, and other counselling services pertaining to the *Project*.

Initials	
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- Specialized *Project* specific computer hardware and software charges and related expenses as agreed to between the *Client* and the *Engineer*.
- Customs, excise, or any other taxes incurred by the Engineer with respect to the *Services*, but excluding *Value Added Taxes*.
- Fees and disbursements of *Sub-consultants* required in the performance of the *Services* where not included in the *Fees* in connection with the *Project*.
- Costs incurred by the *Engineer* in the performance of *Services* in connection with the *Project* where the *Engineer* has obtained the prior written approval of the *Client*.

Enter below additional descriptions to be used. Append additional sheets if required.

Initials	
<i>Client</i>	<i>Engineer</i>

SCHEDULE C
REFERENCE INFORMATION

The e-documents listed in the table below are available to aid proponents with development of a tailored work plan, and assessment of level of effort required.

The documents can be obtained from the Bid Opportunities page of the City's website.

Reports

Title	Date	Notes
Public Works Facility Assessment, 4150 6 th Ave, Earthquake and Tsunami Risk Mitigation	2019	
Seismic Survey of City-owned Buildings	1990	

Architectural, structural and mechanical drawings of the facilities to be assessed are available and will be provided electronically to the successful proponent, with the exception of:

- Gyro Youth Center
- Glenwood Center

Hazardous materials assessments have been carried out for several of the facilities included in the project scope. The assessment reports will be provided electronically to the successful proponent.

A property value appraisal of all City facilities was completed in 2022. Relevant information from this report will be provided to the successful proponent.