

January 21, 2021

Via e-mail: graham.hall@clvgroup.com

4 pages

Graham Hall
CLV Group Inc.
485 Bank St., Suite 200,
Ottawa, On, K2P 1Z2

Re: CLV Vancouver Projects – elevator modernization proposals

Scope of Services

To successfully accomplish the modernization of the elevators, we propose the following consulting services at each building:

PHASE I: DESIGN AND TENDER DOCUMENTS

RiA's objective is to deliver a project design that is clear and carries the required detail.

- ✓ Liaise with building owner and team to coordinate the vertical transportation requirements of the project;
- ✓ Account for applicable regulations in system design, including: CSA B44 Elevator Safety Code, Elevating Devices Act, and Regulations and Building Code;
- ✓ Prepare detailed technical specifications and tender documents;
- ✓ Provide construction schedule;
- ✓ Assemble appropriate list of contractors qualified to bid on the project.

PHASE II: PROJECT AWARD

RiA's objective is to ensure a clear mandate for a successful elevator project given to the contractor offering the best value.

- ✓ Review submitted bids, negotiate, or clarify tenders as required;
- ✓ Provide written recommendations on the most qualified bidder.

PHASE III: SITE REVIEW AND SHOP DRAWINGS

RiA's objective is to ensure that the Contractor's ongoing work meets project design requirements.

- ✓ Carry a progress review to ensure that the elevator contractor's work complies with drawings, specifications, applicable codes, and project schedule;
- ✓ Review submitted shop drawings;
- ✓ Review and approve monthly progress claims submitted by the elevator contractor;
- ✓ Attend job progress meetings as required and address quality/schedule issues as they arise;
- ✓ Issue post-inspection and/or post-meeting reports listing deficiencies.

PHASE IV: FINAL SITE REVIEW AND TEST

RiA's objective is to commission the finished elevator system to verify the project is complete and documented before turn-over to the owner.

- ✓ Carry out final site reviews and tests for compliance to project specifications;
- ✓ Carry out reinspection when all deficiencies are claimed complete;
- ✓ Review Operations & Maintenance manuals submitted by the elevator contractor.

Fees

ABOVE SERVICES FOR PROPERTIES WITH TWO (2) ELEVATORS.

	PERCENT	FEES
PHASE I	50	\$3400
PHASE II	10	\$680
PHASE III	25	\$1700
PHASE IV	15	\$1020
TOTAL	100	\$6,800

ABOVE SERVICES FOR PROPERTIES WITH ONE (1) ELEVATOR.

	PERCENT	FEES
PHASE I	50	\$2900
PHASE II	10	\$580
PHASE III	25	\$1450
PHASE IV	15	\$870
TOTAL	100	\$5,800

PROPERTIES AND NUMBER OF ELEVATORS

	Property Name	Address	
1	Glenmore	1885 Barclay St	1
2	Windsor	1924 Barclay St	1
3	Villa Cardello	1580 Haro St	2
4	Cresta	855 Jervis St	1
5	Bay Tower	1461 Harwood St	1
6	Alexander Tower	1326 W 13th Ave	1
7	Aquarius	2280 West 6th Ave	1
8	Monterey	2040 York Ave	1
9	Royal Villa	8675 French St	1
10	Arbutus Court	8740 Cartier St	1
11	Dennison Court	8790 Cartier St	1
12	Rio Vista	1373 West 73rd Ave	1

Design work carried out by Professional Engineer (Ontario) registered as an Elevating Device Mechanic (Ontario) and a Qualified Elevator Inspector (North America). HST is extra but all related expenses including parking, printing and courier are covered by us.

TERMS AND CONDITIONS

1. We do not provide ongoing supervision of the elevator contractor's site forces, but rather a review of their progress. We advise that it is difficult to compel the elevator contractors to comply with our recommendations or to rectify deficiencies unless the flow of money from the Client to the elevator contractor is tied to their cooperation.
2. The scope of services listed are available within our quoted fee, but given that not all clients require all services, some services may not be provided unless specifically requested by the Client.
3. The fee for our services is due thirty (30) days from provision of the services. One percent (1%) interest per month will apply for past due payments. Failure of the elevator contractor to meet their obligations or to honour the contract schedule should not impact timely payment for services.
4. TSSA has implemented very stringent rules with regard to cab finishes. If presently the weights of cab finishes are close to the limit or additions have been made to the original weights, the choice of new cab finishes might be severely limited without extensive reengineering.

OFFERED BY: Nenad Barba, P.Eng., QEI



ACCEPTED BY: _____

SIGNATURE: _____

DATE: _____