

November 27, 2020

**Mr. Keith Milne**  
**Director, Construction & Property Standards**  
**Realstar Management**  
77 Bloor Street West, Suite 200  
Toronto, Ontario, M5S 1M2

Subject: Project Design, Tendering & Management Services Proposal  
Surrey Village

Keith:

I appreciate the chance to provide you with a proposal for project design, tendering and management services concerning the replacement of the roofing located at Surrey Village, 9835 King George Blvd., Surrey, BC.

Our review of google images and of the report you sent shows that this project will involve the replacement of the six existing TPO membrane covered roof areas which are now 12 years old and amount to approximately 16,400 SF. Moisture is present within the roof systems will present some challenges to be dealt with during the roof replacement process.

**N. American can provide the following Project Design & Tendering Services:**

1. Specification And Drawing Preparation

We will prepare drawings and roof system specifications for tendering purposes for your review prior to tendering. They will ensure that the roof system chosen will meet your needs and make certain that you will receive comparable quotations from pre-qualified contractors.

2. Tender Contract Documents

We will tender the contract documents to pre-qualified roofing contractors. Financial background is important to check even if we require bid and performance bonding as part of a project. Contractors to only those with substantial experience in the particular roof application.

### 3. Help Secure The Warranty

Manufacturers providing the type of labour, material and workmanship warranties we desire will normally only provide those warranties if they are satisfied that the contractor is qualified and has a proven track record of quality workmanship. We pre-screen the contractors invited to the tendering process to ensure workmanship quality and the availability of the warranty.

### 4. Conduct a Pre-Tender Meeting

A pre-tender meeting will be conducted with the invited roofing contractors to review site conditions, possible setup areas and the contract documents. The pre-tender meeting will also provide an opportunity for the contractors to ask questions regarding the specifications.

### 5. Field Contractor Questions

N. American will respond to the roofing contractors' questions during the tender period. By allowing the tendering contractors to contact us with their questions, we as the specification writers can accurately answer any queries. This will help ensure the consistency and accuracy of the tendering contractor's quotations.

### 6. Issue Addendums

N. American will prepare and distribute specification addendums during the tender period if required. During the tender period, should any additions or changes be required to the specifications, we will review the need for these changes with you and after gaining your approval, will prepare and distribute an addendum to all tendering contractors advising them of the change.

### 7. Review Tenders

N. American will review and evaluate tenders with you upon tender closing. Tender submissions will be reviewed to ensure they have been completed correctly including required signatures and seals. In addition, requested documentation such as WSIB proof, insurance proof, subcontractor list etc. would be verified.

### 8. Contact Contractors After Tender Closing

N. American will advise tendering roofing contractors of the results of the tendering process. Once a contractor is selected, we would draft acceptance and rejection letters and of course forward them to the contractors.

## **N. American can also provide the following Project Management Services:**

### 1. Conduct A Pre-Project Start Meeting

A pre-start project meeting with the contractor to review the grounds and roof areas, decide upon set up areas, reinforce health and safety requirements and reinforce your expectations for the project. Contractor will be reminded of any prohibited areas and to minimize interior access.

## 2. Develop A Work Schedule

N. American will develop a work schedule (including daily work hours) and project start date with the roofing contractor and ensuring that the contractor abides by it.

## 3. Manage Contractor Documents

N. American will obtain, review and submit to the client the necessary contractor documents (WSIB, insurance, and health & safety policies). As the start date for the project approaches, we collect current documentation to make sure they as a company are still financially sound and covered by the appropriate insurance policies.

## 4. Manage Contractor Requests

N. American will review and recommend (if appropriate) approval of contractor requests for substitution of building materials or building methods. If unforeseen requirements arise, they sometimes require materials that are not listed in the specifications which will need to be researched, reviewed, and approved.

## 5. Issue Change Orders

N. American will review requests for change orders to cover unforeseen project requirements. If any unforeseen conditions arise during the project we would create and submit a change order to both the contractor and you for approval. Sometimes unforeseen requirements are discovered once the roof is removed. These buried obstacles are items that could have not been accounted for before or during the tendering process and are unfortunately unavoidable.

## 6. Monitor The Warranty Issuance Process

N. American will coordinate with the material manufacturers regarding warranty requirements such as material usage and application, quality assurance inspections, final inspections, etc. Manufacturers have different requirements for material application, and we make certain that these procedures are followed so that warranties are not withheld.

## 7. Review Contractor Invoices

N. American will review all contractor invoices for accuracy and validity and ensure contractor Statutory Declarations are provided. As the roofing consultant and project inspector we would also compare the progress of the project to the amount being invoiced and determine if this amount is reasonable, including the appropriate 10% hold back for lien purposes.

## 8. Perform Quality Assurance Inspections

N. American will perform quality assurance inspections of the project while it is in progress on a periodic basis. Written reports and photographs prepared and submitted to you documenting each site visit. These unannounced inspections are performed at random times, which serve the purpose of inspecting the work at appropriate progress junctures and keeping the contractor workmanship honest.

9. Perform A Final Inspection

We will perform a final inspection of the completed roofing work with the contractor, warranty provider and you. This final inspection is performed so that we may determine that the project is substantially complete and so that we may allow the 55 day lien period to commence.

N. American's fee for the Project Design, Tendering and Management Services normally approximates 6.5 % of the roof replacement contract value but with respect to this project we can quote a fixed fee of \$27,500.00 plus GST.

**N. American's fee for the Project Design & Tendering Services is  
\$14,000.00 plus HST.**

**N. American's fee for the Project Management Services is  
\$13,500.00 plus HST.**

**The representatives signing below acknowledge that they have the authority to do so and agree to the terms described in the Proposal above.**

**Realstar Management**

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Name of Client

**Keith Milne**

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Name of Client Representative	Signature	Date
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**N. American Roof Management Services Ltd.**

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Name of Service Provider

**Denis Sykora**



**November 27, 2020**

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Name of Provider Representative	Signature	Date
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