

April 23, 2024



Engineers

Dan Sander  
Lionsgate Communities  
1155 West Pender Street, Suite 620  
Vancouver BC V6E 2P4  
[Dan@hollyburn.com](mailto:Dan@hollyburn.com)  
[Dan@lionsgc.com](mailto:Dan@lionsgc.com)

Dear Dan Sander,

**RE: Balcony Rehabilitation – Proposal (R1)  
Bellevue Tower West  
195 21st Street West Vancouver BC V7V 4A4**

**RJC No. VAN.103256.0016**

As requested by Lionsgate Communities, Read Jones Christoffersen Ltd. (RJC) is pleased to submit our proposal for consulting engineering services for the balcony rehabilitation for the above referenced project.

## 1.0 Project Understanding

We understand that the general scope of restoration is to include:

- Removal of the precast concrete balcony upstand walls
- Installation of new metal guardrails with glass infill panels
- Concrete repair
- Optional: Sealant replacement
- Optional: Balcony deck coating

## 2.0 Description of Building

The building is a 16-storey residential building with two levels of underground parking. The structure was constructed of reinforced concrete slabs, walls and columns circa 1970. Except for the first level, which has six balconies, the building has eight balconies per level for a total of 126 balconies.

The balconies' guards are constructed on two sides with independent precast upstand concrete walls connected to the slab. The third side of each balcony is constrained by a full-height concrete divider wall. The precast upstand walls are 4 in +/- thick and 32 in +/- tall. An aluminum railing connected to the upper portion of the upstand forms the remaining height of the guard.

As noted in the base building structural drawings by RJC, dated 1970, and issued for construction, the second-floor balconies are supposed to be constructed of a cast-in-place slab and upstand wall. No balcony detail is shown for the typical floor layout.



## 3.0 Scope of Services

Based on the above, RJC proposes the following scope of work:

### 3.1 Design Development

- .1 Meet with the Client to discuss scheduling and project expectations.
- .2 Review existing reports, drawings and specifications to gain a better understanding of the building.
- .3 Visit the site to complete a preliminary investigation to gain a better understanding of the condition of the building.
- .4 Develop enclosure rehabilitation concepts, budgets and phasing options to present to Client.



- .5 Meet with the Client's representatives to review the design concepts so that a fixed scope of work can be developed.
- .6 Provide written documentation of the rehabilitation program and design concept agreed upon by the Client and RJC.

## 3.2 Preparation of Drawings, Specifications & Contract Documents

- .1 Visit the site as required to determine the various details of the work.
- .2 Meet with the Client's representatives to discuss construction and the general conditions of the contract. During these meetings, the scope of work will be discussed, as well as warranty requirements, bonding requirements, insurances, exterior finishes, use of site, duration of project, etc.
- ~~.3 If required, engage an Architect to complete a review of the project to define elements of the work outside of Part 5 of the Building Code that have to be addressed as part of the work. This is a mandatory requirement as stated in the Memorandum of Understanding between the Architectural Institute of British Columbia (AIBC) and Engineers and Geoscientists British Columbia (EGBC). At this time, it is our understanding that the Client wishes to maintain the existing appearance of the building. Should the Client wish to alter the appearance of the building, additional services by both RJC and the Architect will be required such as preparing renderings, assisting with the selection of exterior finishes, and applying for Redevelopment Permit. No allowance has been made for this scenario at this time, but can be discussed in greater detail if required.~~
- .4 Recommend Environmental, Architectural, Code, Mechanical, and Electrical Consultants (as required by the work). It is required that the Client engage these consultants directly, but RJC will coordinate their work as the Prime Consultant. RJC will provide Structural Engineering as an additional service if required.
- .5 Prepare drawings and specifications showing the scope of work and detailing the methods and materials to be used for the work.
- .6 Meet with the Client's representatives and other consultants (if required) to review the drawings and specifications at the 50% and 75% stages of the work.
- .7 Prepare Pricing Form and Instructions to Bidders. We propose to utilize the standard CCDC 2 contract as amended by RJC. Should the Client wish to make additional changes, or if the Client has their own supplementary conditions to the CCDC 2 contract, they can be discussed during the design meetings noted above.



### 3.3 Bid/Pricing

- ~~.1 Pre-qualify contractors for the work as required.~~
- ~~.2 Issue bid packages to general contractors.~~
- ~~.3 Conduct bidders' meeting on site.~~
- .4 Review alternatives proposed by ~~bidding~~ Contractors. Issue Addenda to the bid quote package, if required.
- .5 Review pricing submitted.
- ~~.6 Prepare spreadsheet outlining the bids and review the bids with the Client's representatives. Questions can be answered so that an informed decision can be made with respect to choosing a contractor or alternatives that may have been requested.~~

### 3.4 Pre-Construction Services

- .1 Prepare documents for permit application. Issue necessary letters of assurance. Note: The contractor may submit the permit application documents to the City.
- .2 If required, coordinate services of sub consultants (i.e. landscape architect and/or arborist) for the permit application.
- ~~.3 If required to expedite the coordination of the work by the General Contractor, issue letter of intent to the successful General Contractor on behalf of the Client. This letter will outline the prices to be included in the contract and the submittals required. It will be prepared by RJC, but must be co-signed by the Client as it implies that a contract will be initiated and the contractor may order materials.~~
- .4 Coordinate and review mock up of the scope of work at 1 balcony. If needed, revise drawings/specifications.
- .5 Prepare contract using standard CCDC 2 forms.
- .6 Coordinate, conduct and minute pre-construction meeting.



- .7 Issue construction drawings sealed by a professional engineer.
- ~~.8 Conduct pre-construction review of the site with the Contractor and Client to identify the condition of the site prior to construction. This is done to guard against concerns by both the residents and the Contractor should existing elements not included in the work be damaged or stolen, or should assumed conditions on the site be changed prior to the Contractor mobilizing. A report or marked drawings or both will be prepared by RJC and signed by all parties.~~

### 3.5 Contract Administration and Review

- .1 Conduct and minute start-up and bi-weekly coordination meetings during construction.
- .2 Review the Contractor's progress claims.
- .3 Review the quantities of work complete.
- .4 Issue change orders, site instructions, and certificates of payments.
- .5 Provide contract administration services as described in CCDC 2 – 2020 under GC2.2 "Role of the Consultant" until issuance of the final certificate for payment reflecting substantial completion.
- .6 Visit the site as required to determine if the General Contractor is executing the work in general conformance with contract documents. Note that RJC's construction review service will not make RJC guarantors of the Contractor's work. The Contractor will remain responsible for constructing the work in accordance with all contract documents.
- .7 Issue Certificates of Completion as defined in the Builder's Lien Act of BC.
- ~~.8 If required, coordinate and review of materials testing performed to determine that the Contractor is supplying and installing materials in general conformance with the contract documents (Contractor is responsible for the coordination of materials testing).~~

### 3.6 Post Construction

- .1 Visit the site as required to determine if the General Contractor has completed the deficiencies in general conformance with contract documents.
- .2 If needed, assist in the preparation of the maintenance manual and renewals plan. They will be compiled by the General Contractor as they have direct contact with the sub-trades, but RJC will provide the necessary engineering input and review for conformity to the contract documents.



- .3 Provide contract administration services as described in CCDC 2 – 2020 under GC2.2 “Role of the Consultant” until issuance of the final certificate for payment or holdback release, whichever comes later.
- .4 Issue final letters of assurance for permit close out.
- .5 If required, coordinate sub consultant letters of assurance.
- .6 If requested, issue signed and sealed record drawings.

## 4.0 Proposed Fees

For the services described above, we propose invoicing the following fees, excluding applicable taxes. A separate table with RJC’s fee breakdown has been attached.

PROPOSED FEES	
.1 Design Development	Time Rates or \$3,410
.2 Preparation of Specifications and Drawings	Time Rates or \$11,700
.3 Permit Application (if required)	Time Rates Estimate \$10,500 \$4,500*
.4 Bid/Pricing	Time Rates or \$3,700 \$1,500
.5 Preconstruction Services	Time Rates Estimate \$4,550*
.6 Contract Administration and Construction Review	3% of Construction Cost or \$8,855/month based on 8 month project schedule
<del>.7 Material Testing Allowance</del>	<del>Allowance \$5,000</del>
.8 Post Construction	Time Rates Estimate \$3,500*

\*Should the efforts required to complete these phases of the project exceed the time allotted, an additional scope of services request will be sent to the client outlining the additional services required and the change in fee.

Miscellaneous disbursements such as courier charges, etc. as well as other project disbursements such as sub-consultants, independent contractors, etc., will have 10% added to the invoices to allow for RJC’s review and processing. Invoices would be rendered monthly on account with payment due within 30 days. GST will be added to fees and disbursements.

Additional meetings, site visits or investigative work requested by the Client will be invoiced at time rates. Time Rates vary for each individual.

Applicable taxes will be added to all fees and disbursements.



## 5.0 Schedule

Scheduling of this project will depend upon when notification to proceed is received, when permits are issued, and when the contractor may commence mobilization.

## 6.0 Form of Contract

Should the Client wish to engage RJC's services, we would expect to formalize the agreement(s) utilizing the standard consulting contract CCDC31. The document would be revised according to the requirements of the project and warranty conditions.

## 7.0 Hazardous Material

If existing materials will be disturbed during the Work outlined in this proposal, documented hazardous material assessments may be required. This is in accordance with WorkSafe BC Regulation, Section 20.112 – Hazardous Materials. If required, this testing will need to be confirmed or coordinated prior to the Work outlined in this proposal. Testing; associated coordination of involved parties; and the gathering of samples is not performed by RJC.

## 8.0 Closing

Thank you for considering Read Jones Christoffersen Ltd. We trust the above meets your requirements. Please contact the writer if you have any questions.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

A handwritten signature in black ink, appearing to read 'Ilona Cervantes', with a large, sweeping flourish at the end.

Ilona Cervantes, MEng, P.Eng., LEED® AP  
Project Engineer

*Reviewed by:*

A handwritten signature in black ink, appearing to read 'D. Hodkinson', with a horizontal line extending to the right.

Dennis Hodkinson, BTech, P.L.Eng., LEED® AP O+M, CCCA, CPHD  
Principal

IMC/jpy

Encl. Fee Breakdown



## Acceptance

In order to confirm your acceptance of the above arrangements, please sign this letter and return by email to the sender. Please keep a copy for your records.

Accepted by: Cameron Miller

Signature: *Cameron Miller*

Date: April 24, 2024

## Invoicing

If invoices are to be made out to someone other than who this proposal is addressed to then please indicate below:

Contact Name: Agata O'Boyle

Phone: 604-200-6975

Accounting Email: ap@lionsgc.com

Company Name & Address: Lionsgate Communities Corp

Purchase Order Number: PO 207

Special Invoicing Instructions: \_\_\_\_\_

**-OR-**

- Invoices are to be made out to the recipient and company which this proposal is addressed to.



	Dennis Hodkinson Principal	Ilona Cervantes Project Engineer	Design Engineer	Sub-Consultant	Drafter	Admin	Total Estimated Hours	Fee
2024 Rates	\$ 275	\$ 185	\$ 155	varies	\$ 130	\$ 95		
<b>Building Condition Assessment (4 weeks):</b>								
Investigation and Analysis								\$ -
Mechanical Engineering Sub-Consultant								\$ -
Electrical Engineering Sub-Consultant								\$ -
Vertical Transportation Consultant (Elevator)								\$ -
Issue the report with supporting files and documentation								\$ -
<b>Building Condition Assessment Sub-total</b>							<b>0</b>	<b>\$ -</b>
<b>Design Development Phase:</b>								
Review existing drawings/reports		2	2				4	\$ 680
Visit site		4	4				8	\$ 1,360
Meet to discuss Client design expectations		1					1	\$ 185
Prepare summary		1	1				2	\$ 340
Meet with Client to review design and get feedback		1					1	\$ 185
Adjust design to suit Client		2	2				4	\$ 680
<b>Design Development Phase Sub-total</b>							<b>20</b>	<b>\$ 3,430</b>
<b>Drawings and Specifications Phase</b>								
Visit site to determine various details of the work		4	4					\$ 1,360
Review general conditions of contract with Client	2	1						\$ 735
Prepare drawings		8	10		16			\$ 5,110
Prepare specifications, including Div 0 and 1	1	8	10			4		\$ 3,685
Review documents with Client at pre-tender stage		2	1		0.5			\$ 590
Code Review								\$ -
Meet to Review 100% Drawing Package		1						\$ 185
<b>Drawings and Specifications Sub-total</b>							<b>0</b>	<b>\$ 11,665</b>
<b>Tendering/Pricing</b>							<b>0</b>	<b>0</b>
<del>Bid Invite</del>							0	\$ -
<del>Bid Meeting</del>							0	\$ -
<del>Addenda and Clarifications</del>		2	2				4	\$ 680
<del>Bid Review Pricing</del>	0.5	1	2				3.5	\$ 633
Meeting with Stakeholders to Review Bids		1					1	\$ 185
<b>Tender/Pricing Phase Sub-total</b>							<b>8.5</b>	<b>\$ 1,498</b>
<b>Preconstruction: Contract Award and Building Permit</b>								
<del>Letter of Intent</del>							0	\$ -
Prepare Contracts		2	2			4	8	\$ 1,060
Prepare Permit Application Documents		3	4		2	2	11	\$ 1,625
Prepare Issue for Building Permit Documents		3	3		1	1		\$ 1,245
Prepare Issue For Construction Documents		1	1		1	1		\$ 565
<b>Preconstruction: Contract Award and Building Permit Sub-total</b>							<b>19</b>	<b>\$ 4,495</b>



	Dennis Hodkinson Principal	Ilona Cervantes Project Engineer	Design Engineer	Sub- Consultant	Drafter	Admin	Total Estimated Hours	Fee
<b>2024 Rates</b>	\$ 275	\$ 185	\$ 155	varies	\$ 130	\$ 95		

**Contract Administration and Construction Review (Based on 8 month project schedule)**

Site Visits (8 months * 4.25 wks/ month * 1 review/wk = 34)			136				136	\$ 21,080
Meetings/Minutes (8 months * 1 meeting/ month = 8 mtgs)		24	48			4	76	\$ 12,260
CA - CCO/SI/CFP (8 months *4.25 wks/month*5hrs/wk)		30	170			8	208	\$ 32,660
Project Management (2hrs/mnth Principal+4 hrs/mnth P. Eng.)		26					26	\$ 4,810
Substantial Completion Review / Certificate of Completion		3	4				7	\$ 1,175

**Contract Admin and Construction Review Phase Sub-total      453 \$      71,985**

**Post Construction/Project Close-out**

Site Visits for deficiencies (2)		4	8				12	\$ 1,980
Close permit		1	4			1	6	\$ 900
Final CFP		2	1			1	4	\$ 620
Issued for 100% Design drawings (ie record drawings)							0	\$ -
O+M Manual							0	\$ -

**Post Construction/Project Close-out Phase Sub-total      22 \$      3,500**