



MUNICIPALITY OF  
**West Elgin**  
COMMUNITY OF RODNEY

**Request for Architectural Services**  
**Rodney Town Hall Renovations -**  
*Conceptual Design Only*

November 28th, 2021



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# Section 1 | Company Profile

## .1 The Company: Size and Relevance

L360 ARCHITECTURE is based in London, Ontario and has serviced Southern Ontario over the past 20 years. We have completed several projects with the County of Elgin including the current Elgin County Administration Building Elevator Addition Tender Documents and are recently engaged in the renovation and upgrading of the West Elgin Administration Building. Our relationship with both counties remain strong and one based upon an open and trust-based foundation.

L360 has completed several administration expansion projects for different municipalities including the City of London, The County of Elgin, The Township of Chappleau. The most notable project would be the redesign of the current County of Elgin's Council Chambers and Administration office as well as the City of Timmins City Hall Administration Office.

The breakdown of our company is as follows:

principal: Paul F. Loreto, OAA, MRAIC, CanBIM CP President  
architect: Keerat Kaur, M Arch., M. Eng. (On Leave)  
graduate architect: Sabrina Villela, B. Arch., M. Eng.  
graduate architect: Sergio Gondim, B. Arch.  
graduate interior designer: Leeda Omar, B. Int. Design  
Co-op Student 4th year architect: Claire De Jeu

Architectural Technologists  
David Doka Sr. Associate -Sr. Project Manager  
Chris Sammut Associate -Sr. Architectural Technologist  
Wilyam Swift, - Jr. Technologist  
Spencer Bulmar - Jr. Technologist  
Nils Sillanpaa Associate - Sr. Project Manager/ Business Dev.  
(Timmins)

finance  
Jing Chen B.Comm. - Finance (London)

## .2 Understanding the Project

The Municipality of West Elgin has put forward a desire to renovate the existing Rodney Town Hall which would be part of the Investing in Canada Infrastructure Program (ICIP), a cost-shared infrastructure funding program between the federal government, provinces and territories, and ultimate recipients.

In a presentation to the Municipality of West Elgin's Council in 2018, the County of Elgin's Facility's Cole Aicken illustrated the proposed renovation of the existing Rodney Town Hall, established in 1916 to house several different uses to meet the Town of Rodney's immediate needs.

The building's main floor consists of two separate garages, a Community Hall and Administration Areas that once housed Services Ontario. The second floor once housed a theatre. and has a unique

character of a slightly sloped floor from the front of the building towards the stage area at the back of the building.

There exists an elevated stage with storage beneath it and access to the stage along each side. The stage has a unique false sloped ceiling.

Proposed Use:

The 2018 presentation by the County of Elgin proposed refurbishing the historic community building while increasing life cycle of municipal asset and ensuring climate change mitigation with insulation, new efficient HVAC system, windows & doors.

The Main Floor will be used for Library services –meeting library guidelines with larger space; ensuring inclusive use exceeding AODA requirements.

The Second Floor will accommodate cultural & community services for Rodney's vulnerable citizens; rural, seniors, youth and indigenous citizens.

The community building will provide essential services in a downtown core of a rural community Township where public transit is non-existent and will play an important role in creating strong community.

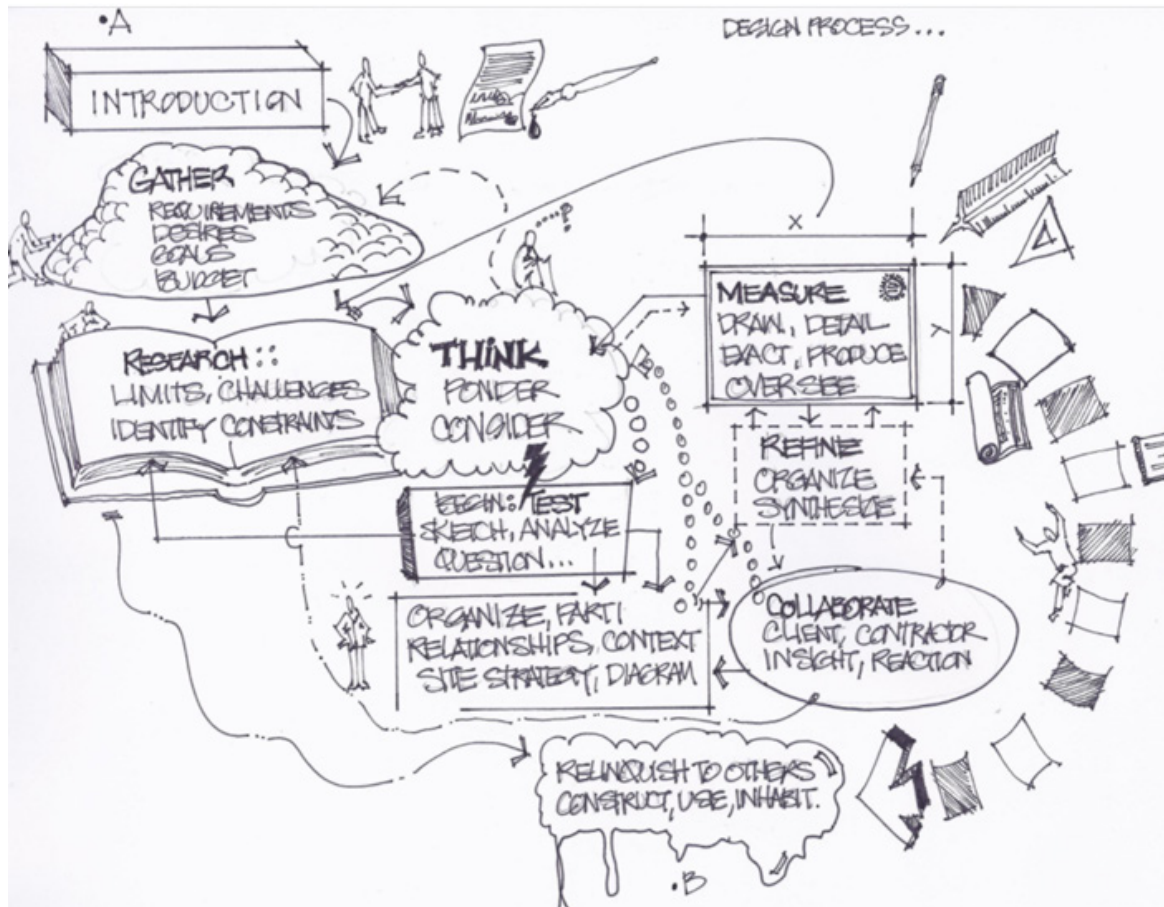
The demolition portion of the project will be focused on the existing rear garage. The existing original Rodney Fire Hall will be converted into a museum exhibit area paying tribute to Rodney's Fire Services history. This area will be the highlight of a new proposed community courtyard located to the front of the Fire Hall.

## .3 Key Contacts

**Paul Francis Loreto, OAA, MRAIC** will be the key point of contact for all Design and Contractual matters.

**David Doka, Sr. Project Manager** will be the key point of contact for all things related to the production aspects of the project.

# Understanding the Process Of Architecture



During our discussion, L360 had made claims as to how unique our services are to those you may have experienced before. We believe that our unique process of carrying out our business provides an unprecedented level of protection to your budget through the clarity the process demands. So as to provide an understanding of the overall process required to be carried out for the Architectural Consulting Team, we have provided a brief overview of the 7 Phases of Architectural Design. This is to provide clarity to the services associated with the overall fee, and the efforts required by the Consulting Team to make this project a great success.

- 1) The pre-design phase
- 2) The schematic design phase
- 3) The design development phase:
- 4) The construction documents phase
- 5) The building permit phase: (L360 combines Item 4 and 5)
- 6) The bidding and negotiation phase (optional)
- 7) The construction administration phase:



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## 7 Phases of Architectural Design

- 1) **The pre-design phase:** Also known as the programming phase, this phase kicks off the architectural design process. In the pre-design phase, the architect interfaces with the client to learn about the plot of land, any existing structures, and the client's wishes for the future building. (Whenever possible, an in-person site analysis gives the most accurate information for all project types.) The architect researches local zoning and land-use restrictions, then makes a cost estimate as part of their competitive bid to win the commission. If the parties agree on terms and the scope of the project, they draw up a contract for architectural services.
- 2) **The schematic design phase:** In this next phase, the architectural design team begins to translate the client's wishes into a building design concept. This may involve sketches, drawings, 3D renderings, and preliminary site plans, floor plans, and building elevations. Any building systems, such as HVAC and plumbing, also belong in the schematic designs.
- 3) **The design development phase:** This is the phase where the architect's design intent manifests as a detailed plan. If the project requires a structural engineer, that person typically joins the team at this point. The architect also presents the client with both exterior and interior finishes, which will go atop the foundational structure. Finishes can greatly affect the total cost of a construction project (as well as the project schedule), so this phase must be handled with the utmost degree of respect. At this point, a more realistic cost estimate will come into view.
- 4) **The construction documents phase:** In this next phase of the architectural design process, design becomes a reality. The architect produces two sets of detailed drawings that specify every detail of their final design. One set is called the construction set, and it remains on-site throughout the construction process. The other set is called the permit set, which the architect sends to the local permitting authority, whether that's a city or a county. In a design-build project, the in-house construction contractor becomes involved at this point.
- 5) **The building permit phase:** At this point, the architect must submit the permit set of drawings as part of a larger permit application. The city or county reviews the submittals for structural integrity and adherence to zoning laws and building codes. Permitting can be one of the slowest parts of the construction process, but it protects architects, builders, and property owners from potentially dangerous construction errors. Simple construction projects in permissive municipalities can get approval in a matter of days. If you're building something ambitious, or if you're building in a historic district, the permitting process can take months.
- 6) **The bidding and negotiation phase (optional):** If the building is a design-build project that is designed and built by the same firm, there is no need to field bids from construction contractors. If no contractor comes pre-attached, the client and the architect interview contractors and solicit competitive bids. Potential contractors sit down with the client and architect to go through the construction drawing sets and discuss materials and schedules. Contractors seek shovel-ready projects to keep their crews busy throughout the year. Therefore, you will have a better chance of securing a contractor—and a competitive price—if your project is already permitted and ready to go.
- 7) **The construction administration phase:** In this final phase, the architect's role shifts from creative design to project management. While they don't physically manage the job site, they make regular site visits to ensure that the project is being executed according to their plans. The contractor and their crew assume control of the project like a film director taking over a screenwriter's script. Project budgets can balloon on account of cost overruns, but with careful planning, no changes will be needed.

# PROJECT TEAM



**PAUL F. LORETO**  
M. Arch, OAA, MRAIC  
London Corporate



**KEERAT KAUR**  
Ba.(Hons), M.Arch., OAA  
Lead Design Architect



**LEEDA AYOUB**  
B. Interior Design  
Support Designer



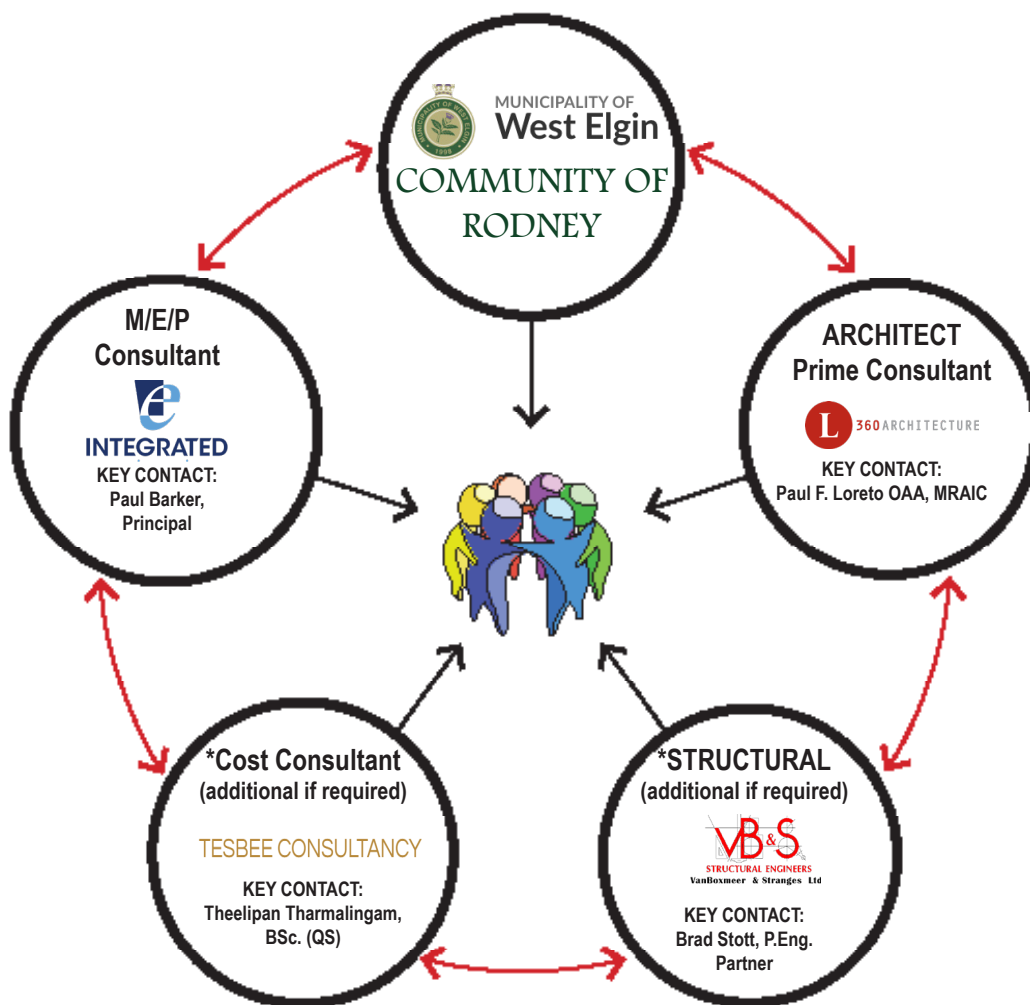
**DAVE DOKA**  
Dipl. Arch. Tech  
Associate, Sr. Project Manager

## The Consulting Team:

Focusing on the 3C's of Architecture: Communication, Collaboration and Coordination, L360 ARCHITECTURE's approach to project development breaks away from the traditional linear methodology of communication and brings to this project a proven, tried, tested and true round table approach. The following chart shows the 360 degree interactive approach to our projects and introduces our Key Members of the L360 ARCHITECTURE Team.

Each member of our Team has collaborated with L360 ARCHITECTURE for more than 20 years. We understand the 7 phases of Architecture, the required process, and share the belief that our Client's needs is the number one priority.

WE look forward to bringing our expertise and experience to the Municipality.



**NOTE: These team members will be brought into the project phases once the project moves BEYOND the Conceptual Design Phase.**

# Fee Proposal

L360 ARCHITECTURE is privileged to have been requested to supply a fee for this project. In determining our fee, it is understood that only the Conceptual Design of the project might move forward. Taking into consideration the need to confirm the County of Elgin's survey of existing conditions carried out in 2018 will be part of this service, the fee is presented as follows:



Ontario Association  
of Architects

## Standard Short Form of Contract for Architect's Services

**OAA 800 - 2011** with Amendments to October 1, 2019

Project/Client/Architect Ref:

L360 Project Number: 22-001  
Rodney Town Hall Renovations  
Rodney, ON N0L 2C0

Based on \$2,503,750.00 2018 Budget

**Schedule of Architect's Scope of Services:** L360 Total Conceptual Design Fee not incl. HST: \$17,500.00

|  |   |
|--|---|
| <b>Pre-Design</b>  | L360 Fee: \$3,500.00  |
| Client's Program and Budget:   | Develop <input type="checkbox"/> Review <input checked="" type="checkbox"/>                 |
| Assist Client in obtaining property survey, geotechnical report, etc.  | <input type="checkbox"/>  |
| Prepare schedule for Architect's services and projected project schedule.  | <input type="checkbox"/>  |
| Prepare measured drawings of visible conditions. <u>Confirmation of existing ACAD files provide by CoE</u>                                     | <input type="checkbox"/>  |
| <b>Design Phases</b> (Client's review and approval to be obtained before proceeding to next phases)  |   |
| Schematic Design Documents Phase <u>(2 Concepts Max; 4-3D Interior Renderings)</u>   | L360 Fee: \$14,000.00 <input checked="" type="checkbox"/>                                   |
| Design Development Documents Phase   | <input type="checkbox"/>  |
| Estimates of Construction Cost at each phase   | <input type="checkbox"/>  |
| <b>Construction Documents Phase – Drawings / Specifications</b>  |   |
| Prepare drawings / specifications for:   |   |
| Building Permit <input type="checkbox"/> Bidding/Negotiation with contractor(s) <input type="checkbox"/> Construction <input type="checkbox"/> |   |
| Estimates of Construction Cost at appropriate intervals.   | <input type="checkbox"/>  |
| <b>Permits and Approvals</b>   |   |
| Review applicable statutes, regulations, codes and by-laws as the design of the project is developed.  | <input type="checkbox"/>  |
| Prepare and submit client signed application for building permit.  | <input type="checkbox"/>  |
| Prepare and assist Client to obtain:   |   |
| Site Plan Approval <input type="checkbox"/> Committee of Adjustment <input type="checkbox"/> Re-zoning Application <input type="checkbox"/>    |   |
| <b>Negotiating / Bidding Phase</b>   |   |
| Assist client to:  | Obtain bids <input type="checkbox"/> Prepare construction contract <input type="checkbox"/> |
| <b>Construction Phase: General Review – Construction Contract Administration</b>   |   |
| General Review at site, and reports:   | for Building Code only: <input type="checkbox"/>  |
|  | for Building Code and all Construction Documents: <input type="checkbox"/>                  |
| Including <input type="text"/> visits to the site over the anticipated construction duration of <input type="text"/> months.                   |   |
| Services exceeding the limits included above shall be provided as Additional Services.   |   |
| Certify Contractor applications for payment and Substantial Performance.   | <input type="checkbox"/>  |
| Construction Contract Administration field and office functions  | <input type="checkbox"/>  |
| Follow up during one year warranty period.   | <input type="checkbox"/>  |
| <b>Other Scope of Services:</b> (include Additional Services, special phasing or scope; reference attached information if needed.)             |   |
| All items that are not selected will be carried out on an hourly rate as per our attached L360 2021 Hourly and Disbursements Schedule.         |   |
| Additional Services will NOT be carried out unless approval from the Municipality has been received once the services have been agreed upon.   |   |

Initialed by:

Client



Architect



# Fee Proposal: Definitions



Ontario Association  
of Architects

## Standard Short Form of Contract for Architect's Services

**OAA 800 - 2011** with Amendments to October 1, 2019

The **Architect** shall render the **Services** to the **Client** in accordance with the following **terms** of engagement:

1. **Professional Responsibility:** The Architect shall exercise the standard of care, skill and diligence required by customarily accepted professional practices. All Architects in Ontario carry professional liability insurance to at least the mandatory level. Evidence of insurance is available upon request.
2. **Clients Responsibilities:** The Client shall be responsible for:
  - (1) providing information regarding the existing conditions of the Client's lands and premises, including soils and sub-surface conditions, existing structures, surveys, etc., as required;
  - (2) timely communication of Client's decisions or responses during the Project;
  - (3) any costs related to Client-initiated design changes made after Client's previous approval;
  - (4) arranging bonding and/or insurance coverage for the building/property, and any contractors or consultants retained by the Client.
3. **Copyright:** Plans, sketches, drawings, graphic representations, reports and specifications prepared by or on behalf of the Architect are Instruments of Service. The Architect retains the property, copyright and moral rights for the Instruments of Service whether the Project for which they were made is executed or not. Their alteration by the Client or any other person is prohibited.  
The Client may retain copies of the Instruments of Service for information and reference in connection with the Client's use and occupancy of the Project. Copies may include portable document files (PDFs, non-editable), but do not include computer-aided design documents (e.g. CAD or BIM, editable files) unless otherwise agreed in writing.  
Copies may only be used for the purpose intended and for a one time use, on the same site, and for the same Project, by this Client only and may not be offered for sale or transfer without the express written consent of the Architect. The Client's use of Instruments of Service is contingent upon full payment to the Architect for services rendered.
4. **Construction Phase – General review** means reviews during visits to the place of work at intervals appropriate to the stage of construction, to observe the progress of the work and that the work is being carried out in general conformity with the contract documents, and to report, in writing, to the client and contractor and chief building official. The Architect will perform site visits as agreed in the attached Schedule.
5. **Construction Cost:** means the contract price(s) of all project elements designed or specified by, or on behalf of, or as a result of, the coordination by the Architect, including permit fees, contingency amounts, changes, contractor or construction management fees and all applicable taxes including HST, whether recoverable or not. Where there is no contract price for all or part of the project, the Construction Cost shall be the estimated value as determined by Architect, at market rates at the anticipated time of construction. Construction Cost does not include the compensation of the Architect, the Architect's consultants, the land cost, or other costs, which are the responsibility of the Client.
6. **Suspension:** Unless indicated otherwise in this agreement, the Architect reserves the right to suspend service on this project if Proper Invoices are not paid within 28 days, from the date of receipt of the Proper Invoice and the Architect will not be liable for any costs or delays caused by the suspension of services.
7. **Termination:** If either party fails substantially to perform in accordance with its terms the non-defaulting party may terminate this engagement after giving seven (7) days' written notice to remedy the breach. The Client may terminate this agreement without cause upon thirty (30) days' written notice. The Architect may terminate upon giving seven (7) days written notice that there has been a loss of confidence in the Architect's provision of services. On termination the Client shall forthwith pay to the Architect its charges for the Services performed to the date of termination, including all fees, reimbursable expenses, and charges for this Project.
8. **Proper Invoice** means a written request for payment for services, materials, agreed reimbursables or related documentation containing at a minimum the following information:
  - Architect's name and address.
  - Date of the Proper Invoice and the period during which the services, materials or related documentation were supplied.
  - Information identifying the authority under which the services, materials or related documentation were supplied.
  - Description, including quantity where appropriate, of the services, materials or related documentation that were supplied.
  - Amount payable for the services, material or related documentation that were supplied, and the payment terms.
  - Name, title, telephone number and mailing address of the Architect to whom payment is to be sent.
  - Any additional information specified in 11.



# Fee Proposal: Definitions



## SCHEDULE OF PER DIEM RATES AND DISBURSEMENTS

(January 2021)

|   |                    |
|---|--------------------|
| President                               | \$ 250.00 per hour |
| Partner                                 | \$ 225.00 per hour |
| Project Architect                       | \$ 180.00 per hour |
| Sr. Project Manager                     | \$ 165.00 per hour |
| Intermediate Project Manager            | \$ 160.00 per hour |
| Graduate Architect                      | \$ 135.00 per hour |
| Senior Site Administrator               | \$ 165.00 per hour |
| Senior Architectural Technologist       | \$ 165.00 per hour |
| Intermediate Architectural Technologist | \$ 140.00 per hour |
| Junior Technologist                     | \$ 125.00 per hour |
| Administrative Staff                    | \$ 65.00 per hour  |
| Expert Witness                          | \$ 600.00 per hour |

## DISBURSEMENTS

|   |                    |
|---|--------------------|
| services & expenses of consultants                            | @ cost + 10%       |
| printing, plotting, courier, photography &                    | @ cost + 10%       |
| photographic reproductions                                    | @ cost + 10%       |
| materials for special presentations                           | @ cost + 10%       |
| long distance   | @ cost + 10%       |
| photocopying  | @ \$ 0.25 per page |
| mileage   | @ \$ 0.61 per km   |
| authorized taxi charges & travel expenses                     | @ cost + 10%       |
| in-house white prints 24" x 36"                               | @ \$ 1.35/sheet    |
| in-house B/W 8.5" x 11"                                       | @ \$ 0.25/sheet    |
| (all subsequent sizes will increase \$0.10 per inch increase) |                    |
| in-house Colour 8.5" x 11"                                    | @ \$ 0.50/sheet    |
| (all subsequent sizes will increase \$0.10 per inch increase) |                    |

NOTE THAT ALL TAXES AS PRESCRIBED BY LAW WILL BE ADDITIONAL TO THE FEES AND/OR COSTS STATED ABOVE.

\*\* Other Third Party expenses such as air travel, accommodations, meals, tender advertising, parking, special presentation materials, etc. would be charged **at Cost + 10% Administration Fee**.

\*\*\* Rates noted are net of H.S.T.

\*\*\*\* **This schedule is subject to periodic review and adjustment to reflect changes in costs from outside sources**

ARCHITECTURE | INTERIOR DESIGN | BIM

L360 ARCHITECTURE

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