

Schedule A to Document Six, 2006 Edition**Architect's Services and Client's Responsibilities****Architect: Successful Proponent****Client: Canadian Museum of Immigration at Pier 21 (CMIP)****Project: CMIP Expansion****Project No: 880110**

© 2006, The Royal Architectural Institute of Canada - all rights reserved.

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
PRE-DESIGN SERVICES	Analyses of client's needs – Review client's stated objectives and advise on viability of the project.			X
	Statement of Requirements or Building Program – Set out the fundamental objectives of the project, including the interrelation of space allocations, the areas required for the spaces, specific materials and /or assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations required for the project.			X
	Financial feasibility, study – Analyze the reasonable probability of the client's objectives for the project being reached within the budget allocation and advise on measures to align the project requirements with the budget if in the first instance the expectations are not feasible.			X
	Site evaluation study – Review the site of the project and assess the suitability of the site to accommodate the client's project. In doing so, take into account known site constraints, ability to support future additions and alterations, and potential impact of proposed developments in the vicinity of the site.			X
	Comparative studies of prospective sites – Review a number of selected potential sites for the project and assess the suitability of each site to accommodate the client's project. In doing so, take into account known site constraints, ability to support future additions and alterations, and potential impact of proposed developments in the vicinity of each site. Compare the results of the site reviews and advise the client accordingly.			X
	Measured Drawings – Ascertain the purpose of the measured drawings and the accuracy required. After confirming the purpose with the client, make measurements, augment with photographs and field notes, and prepare drawings.	X		
	Verifying accuracy of drawings furnished by client – Review drawings, visit site and take measurements to satisfy that drawings are reasonably accurate in their representation of the premises.	X		
	Site Photographs – Ascertain the purpose of the site photographs and after confirming with the client prepare a photographic record as required. If appropriate identify photographs by time, date and location.	X		
	Facility Condition Assessment - Complete a thorough review of existing mechanical, electrical, structural and architectural systems to determine capacities, code issues and overall suitability for the sole purpose of this particular renovation and expansion. Provide report to the owner outlining particular concerns and recommendations in advance of Schematic Design.	X		
	Engage Land Surveyor – Coordinate with surveyor and engineering consultants as to identification of information required from the survey.			X
	Assist client re survey information required – Assist client, if required, in the engagement of a land surveyor. Coordinate with surveyor and engineering consultants as to identification of information required from the survey.	X		
	Geotechnical or Soil Report – Engage Geotechnical consultant. Coordinate with Geotechnical and engineering consultants as to identification of information required from the report.			X
	Assist client re soils investigation information required – Assist client, if required, in the engagement of a Geotechnical consultant. Coordinate with Geotechnical and engineering consultants as to identification of information required from the report.	X		
	Construction Budget – If the Client does not have a Construction Budget, based on the building program, site conditions and constraints, time of construction, known construction economical factors, prepare an estimate of probable construction cost to serve as construction budget until more detailed estimate of probable construction cost can be determined. Advise client accordingly.			X
	Toxic and Hazardous Materials Report – Engage Toxic and Hazardous Waste consultant. Coordinate with Toxic and Hazardous Waste and engineering consultants as to identification of information required from the report.			X
Assist client re Toxic and Hazardous Materials information required – Assist client, if required, in the engagement of a Toxic and Hazardous Waste consultant. Coordinate with Toxic and Hazardous Waste and engineering consultants as to identification of information required from the report.	X			

ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
Engagement of Structural Engineering Services – Engage services of a structural engineer for services commensurate with architectural services under this contract.	X		
Engagement of Mechanical Engineering Services – Engage services of a mechanical engineer for services commensurate with architectural services under this contract.	X		
Engagement of Electrical Engineering Services – Engage services of an electrical engineer for services commensurate with architectural services under this contract.	X		
Engagement of Landscape Architect Services – Engage services of a landscape architect for services commensurate with architectural services under this contract.			X
Engagement of Civil Engineering Services – Engage services of a civil engineer for services commensurate with architectural services under this contract.	X		
Engagement of Commissioning Agent Services – Engage services of a commissioning agent for services over and above the takeover of the project at completion of construction.	X		
Engagement of Quantity Surveying Services – Engage the services of a construction cost consultant and coordinate the services with the services of the other consultants.		X	
Provision of Interior Design Services – Provide or engage the services of an interior designer to provide interior design services commensurate with other architectural services under this contract.	X		
Provision of Lighting Design Services – Provide or engage the services of a lighting designer to provide lighting design services in cooperation with the client and facilitates the exhibition design from the Museum Consultant team and appropriately design the facility to meet the needs of the operation as defined in the Functional Program.	X		
Provision of Information Technology Design Services – Provide or engage the services of an Information Technology Specialist to develop a plan in cooperation with the client and facilitates the exhibition design from the Museum Consultant team and appropriately design the facility to meet the needs of the operation as defined in the Functional Program.	X		
FF& E Selection, Procurement and/or Installation – Provide services for the selection, procurement and installation of furniture, fixtures and equipment (FF&E), including re-use of client's inventoried FF&E.		X	
Graphic Design, Signage and Similar Services – Provide services for design, selection, procurement and installation of graphics, corporate logos, signage and similar elements for interior and exterior application.	X		
Tenant Layout and Design Services – Provide tenant layout and fit up documents coordinated with base building documents.	X		
Construction Management Services – Provide construction management services including the following: <ul style="list-style-type: none"> • Advise client regarding alternative construction methods and procedures during design development • Assist client in sequential bidding of trade contractors and suppliers • Assist client in assembling contracts directly with trade contractors and suppliers • Advise client regarding Ontario construction health and safety legislation concerning owner as constructor • Appoint competent supervisor on site • Schedule and coordinate the work of trade contractors and suppliers • Coordinate deficiency correction • Oversee correction of warranty issues 			X
Language Translation Services – Translate all construction contract documents into a language other than the language of this contract.		X	
Revisions to Drawings, Specifications or Other Documents – Revise or provide additional drawings, specifications or other documents which are: <ul style="list-style-type: none"> • Caused by instructions that are inconsistent with instructions or written approvals previously given by the client, including revisions made necessary by adjustments in the client's program or construction budget, • Caused by enactment or revisions of statutes, regulations, codes or by-laws, subsequent to the preparation of such documents, • Caused by an interpretation by the authorities having jurisdiction which differs from the architect's interpretation of statutes, regulations, codes and by-laws, which difference the architect could not have reasonably anticipated, or • Due to changes required as a result of the client's failure to render decisions in a timely manner 	X		
Services Required Due to Significant Changes to the Project – Provide services required because of significant changes in the project including, but not limited to size, quality, complexity, the client's schedule, or the method of bidding or negotiating and contracting for construction.	X		
Provision of Documents to Quantity Surveyor – Provide all documentation to Quantity Surveyor as necessary to satisfy the full intent of the Project Plan as set out in the RFP and the Agreement.	X		

GENERAL SERVICES, ALL APPLICABLE PHASES

ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
Provision of Documents to Independent Commissioning Agent – Provide all documentation to Independent Commissioning Agent as necessary to satisfy the full intent of the Project Plan as set out in the RFP and the Agreement.	X		
Provision of Monthly Design Status Report - Provide a monthly report focusing on achieving the successful delivery of the client objectives. The intent of the report is to communicate issues related to performance, coordination, status, exceptions, risks and schedule. The format of the report is to be approved by the client.	X		
Security System Design Services – Engage services of consultant specializing in security systems, and arrange for procurement and coordinated installation of such system.		X	

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A	
COORDINATION	Coordinate the services of the following consultants from Schematic Design through Construction Documents Phase:				
	All members of the Architect's Team as well as the Museum Consultant	X			
	Coordinate the services of the following consultants during the Bid and Construction Phase:				
	All members of the Architect's Team as well as the Museum Consultant	X			
	Coordinating Work of Separate Contractors – Conduct coordination of multiple contractors in contract with the client. Process individual applications for payment, payment certification, completion and takeover with regard to each contract. Set out in writing the agreed to extent to which coordination services apply in this contract.			X	
Coordinating Work of Client's Own Forces – Coordinate the work of client's own forces with that of the general contractor or multiple contractors. Set out in writing the agreed to extent to which coordination services apply in this contract.	X				
Coordinating Services Required Re: Client's Equipment – Coordinate the delivery, receipt, and installation of client's equipment with general contractor. Set out in writing the agreed to extent to which coordination services apply in this contract.				Museum Consultant	
SCHEMATIC DESIGN PHASE	Review of Program of Client's Requirements – Review and comment on client's construction budget in relation to client's program of requirements.	X			
	Investigate Existing Conditions – Visit the Place of Work and review characteristics of the site.	X			
	Schematic Design Documents – Based on the mutually agreed upon program of requirements, schedule and construction budget, prepare for the client's review and approval, schematic design documents to illustrate the scale and character of the project and how the parts of the project functionally relate to each other as listed below: (insert additional documents as applicable) Architectural <ul style="list-style-type: none"> • Functional Plan • Site Plan • Spatial Relationship Diagrams • Floor Plans • Preliminary furniture and equipment layouts • Building Sections with preliminary finished floor elevations • Elevations • Outline Specifications for construction and finishes • Building and Fire Code Review complete with preliminary review from appropriate Authorities Having Jurisdiction • Facility Condition Assessment Mechanical/Electrical <ul style="list-style-type: none"> • Determine the capacity of the existing system to determine if supply services require expansion and integrate that expansion into the design. All Disciplines: <ul style="list-style-type: none"> • Design complete with detail that is equivalent to 50% of typical Design Development detail. 	X			
	Marketing Documents – Preparation of Promotional Presentations or Special submissions.	X			
	Architectural Models – Assist client in engagement of model builder and coordination of construction of scale models for client's use.				X
	Estimate of Probable Construction Cost – Prepare and submit to the client an estimate of probable construction cost based on current area or volume unit costs factored to anticipated time of construction.			X	
	3D computer modelling – Arrange for development and coordinate development of 3-D computer modeling and /or video for client's use.	X			
	Architectural Renderings – Arrange for preparation of renderings and other special delineations for client's use.	X			
	Alternative Design Approaches and Construction Contracts – Discuss with client alternative design approaches at outset of the schematic design concepts. Review alternative construction procurement and delivery methods and related contracts.			X	
	Review Applicable Statutes, Codes etc. – Review applicable statutes, regulations, codes and by-laws.	X			
Assist client in obtaining approval of authorities if necessary.	X				
Review and client approval to be obtained before proceeding to next phase					

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
DESIGN DEVELOPMENT PHASE	<p>Design Development Documents – Based on the client's approved schematic design documents and agreed estimate of probable construction cost, prepare for client's review and approval, design development documents drawings and other documents appropriate to the size of the project, as listed below: (insert additional documents as required)</p> <ul style="list-style-type: none"> • Site Plan • Plans • Sections • All elevations, primary material selections • Building and Fire Code Review complete with review from appropriate Authorities Having Jurisdiction • Preliminary finish schedule • Wall and roof assemblies, typical wall sections • Furniture, Fixture and Equipment layouts • Project brief detailing area calculations, building systems and outline specifications to describe the size and character of the entire project including the architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. <p>Mechanical / Electrical / Information Technology</p> <ul style="list-style-type: none"> • Detailed system descriptions • Preliminary duct/feeder layouts • Equipment/fixture accommodation <p>All Disciplines:</p> <ul style="list-style-type: none"> • Design complete with detail that is equivalent to 66% detail. 	X		
	<p>Update Estimate of Probable Construction Cost – Prepare and submit to the client a revised estimate of probable construction cost.</p>		X	
	<p>Continue Review of Applicable Statutes, Codes etc. – Review applicable statutes, regulations codes and by-laws as the design of the project is developed.</p>	X		
	<p>Review and client approval to be obtained before proceeding to next phase</p>			
CONSTRUCTION DOCUMENTS PHASE	<p>Drawings and Specifications – Based on the client's approved design development documents and agreed updated estimate of probable construction cost, prepare for client's review and approval, construction documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project.</p>	X		
	<p>Provision of Working Drawings to Quantity Surveyor - Provide all necessary drawings and specifications to client supplied Quantity Surveyor at 50%, 75% and 95% Working Drawings such that the Quantity Surveyor can provide estimates with +/- 7%, +/- 5% and +/- 3% accuracy respectively.</p>	X		
	<p>Updated Estimate of Probable Construction Cost – Advise the client of any adjustments to the estimate of probable construction cost, including adjustments indicated by changes in requirements and general market conditions.</p>	X		
	<p>Preparation of Bidding Information and Construction Contract Conditions – Obtain instructions from and advise client on the preparation of the necessary bidding information, bidding forms, conditions of the contract, client and the form of contract between client and contractor.</p>	X		
	<p>Bid Document Review™ – Provide 8 copies of tender ready contract documents for a thorough review and commentary by an independent third party. Make all necessary revisions in a coordinated fashion prior to issuance for tender. Provide written response acknowledging correction of identified issues as appropriate.</p>	X		
	<p>Review Applicable Statutes, Codes etc. – Review statutes, regulations, codes and by-laws applicable to the design and, where necessary, review the same with the authorities having jurisdiction in order that the client may apply for and obtain consents, approvals, licences and permits necessary for the project.</p>	X		
	<p>Review and client approval to be obtained before proceeding to next phase</p>			
NOTATION PHASE	<p>Assist Client with Pre-qualification of Bidders – Prepare parameters of pre-qualification process, advise participants of rating criteria. Receive responses from interested parties, prepare analysis spread sheet and report results to client for decision, assemble and provide bid documents to bidders, monitor enquiries in regard to bid requirements.</p>	X		
	<p>Documentation for Alternative, Unit and Itemized Prices – Include necessary documentation, clearly identifying in the bid documents the requirements for alternative, unit and itemized prices and the role their significance in determination of successful compliant bid.</p>	X		
	<p>Documentation for Sequential Bids – Provide services and prepare bid document packages in connection with sequential bidding of trade contracts.</p>			X
	<p>Addenda – Prepare and process addenda during bidding and before award of construction contract(s).</p>	X		

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
BIDDING/NEC	Bid Receipt and Review – Arrange for receipt of bids, opening of bids, identification of apparently non-compliant bids, comparative review and report to client.	X		
	Assist Client with Construction Contract Negotiations	X		
	Revision of Documents to Incorporate Addenda – Confer with client, receive instructions and prepare contract documents incorporating relevant addenda information into composite documents.	X		
	Preparation of Construction Contract Documents – Assemble construction contracts and related documents for signature by the contracting parties.	X		
	Review and client approval to be obtained before proceeding to next phase			

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
CONSTRUCTION PHASE CONTRACT ADMINISTRATION (GENERAL REVIEW) OFFICE FUNCTIONS	Receive Proof of WSIB or Workers' Compensation Board Certificates, Bonds and Insurance Policies – If construction contract provides for these to be supplied by the contractor, arrange to receive WSIB certificates or other Workers' Compensation Board documents, bonds and insurance policies and deliver to client for client's bond and insurance advisors to review.	X		
	Review Construction Schedule – Receive construction schedule and projected cash flow schedule, review against client's anticipated construction duration and report to client. Adjust, if required until parties to the contract reach agreement.	X		
	Review Schedule of Values – Receive schedule of values from contractor and review along within approved construction and cash flow schedules. Adjust, if required, until parties to the contract reach agreement. Advise both client and contractor that the agreed schedule of values will form the basis for factoring percentage completed work into certificates for payment.	X		
	Supplemental Details and Instructions – Prepare and issue additional documents and supplemental instructions as required for clarification of the requirements of the contract documents.	X		
	Requests for information (RFI's) – Receive requests for information from contractors and process accordingly.	X		
	Change Notices/Orders and Change Directives – Prepare drawings, specifications and supporting data, evaluate contractor's proposals and provide other services in connection with changes to the project.	X		
	Review Contractor's Documentation at Project Completion – Receive and review contractor's submitted documentation as required under the contract and transfer them to the client.	X		
	Evaluating Contractor's Proposed Substitutions – Provide services in connection with evaluating substitutions proposed by the contractor and make subsequent revisions to the drawings, specifications and other documentation resulting from them.	X		
	Services Necessitated By Default of Client or Contractor – Provide services made necessary by the default of the contractor, by major defects or deficiencies in the Work of the contractor, or by failure of performance by either the client or the contractor under the construction contract.	X		
	Consultation Services in Regard to Replacement of Damaged Work – Provide consultation concerning replacement of any work damaged by fire or other cause during construction and furnish services as may be required in connection with the replacement of such work.	X		
	Evaluation of Extensive or Unreasonable Claims – Provide services in evaluating an extensive or unreasonable number of claims submitted by the contractor or others in connection with the Work.	X		
	Record Drawings – Prepare record drawings showing changes to the work made during construction based on as-built drawings (marked up prints) drawings, and other data furnished by the contractor to the architect: the accuracy of such information shall be the sole responsibility of the contractor.	X		

	ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A
CONTRACT ADMINISTRATION - FIELD FUNCTIONS	Site Meetings – Preside over and report on site meetings with contractor , major sub-contractors and consultants, where appropriate, to review the progress of the Work.	X		
	Field Review / General Review of Code Related Matters – Provide field review/general review services in accordance with Practice Bulletins no. A.10, A.10a, A.10c and A.10d.	X		
	Field Review / General Review of Code and Non-Code Related Matters – Provide field review / general review services in accordance with Practice Bulletins no. A.10, A.10b, A.10c and A.10d.	X		
	Inspection & Testing Services – Observe the contractor's performance in having inspection and testing companies perform services as required by the construction contract, receive and review their reports and report to client.	X		
	Off-Site Review of Manufactured Products – If off site review is required of major components, prefabrication sites etc., attend at these sites and perform general review to extent necessary to comply with general review services requirements.	X		
	Contract Documentation Interpretation – CCDC documents provide for the architect to be the interpreter of the construction documents in the first instance. Review documents and respond to questions of interpretation of document requirements in conjunction with the stated hierarchy in construction contract documents.	X		
	Payment Certification – Provide general review, receive and assess contractor's application for payment and issue payment certificates to client, having factored percentage of completeness against the schedule of values.	X		
	Substantial Performance Certification – As payment certifier prepare and issue at the appropriate time, a Certificate of Substantial Performance in accordance with the provisions of the appropriate lien legislation.	X		
	Statement of Deemed Completion – As payment certifier, prepare and issue the statement of completion in accordance with the provisions of the appropriate lien legislation.	X		
	Additional Project Representation – If the client requires this service, set out in writing, the agreed terms and conditions as well as remuneration of additional representation on site.	X		
Takeover Procedure – Arrange for takeover of the project by the owner, including demonstration of operating equipment, handover of maintenance manuals and replacement parts as specified	X			
POST CONSTRUCTION PHASE	Project Close Out – At the end of construction provide services in accordance with the standard provisions of the province or territory for the takeover of the project by the client.	X		
	Systems Demonstrations – At the completion of construction and in accordance with the terms and conditions of the contract between the owner and the contractor, coordinate with the contractor, and if appropriate, consultants to conduct systems demonstrations for the client's operations personnel.	X		
	Manuals – At the completion of construction and in accordance with the terms and conditions of the contract between the owner and the contractor, receive from the contractor the operating manuals as specified, and turn them over to the client.	X		
	Client's Maintenance Procedures Instruction – At the completion of construction and in accordance with the terms and conditions of the contract between the owner and the contractor, coordinate with the contractor, and if appropriate, consultants to conduct maintenance procedures Instructions the client's building maintenance personnel.	X		
	Quarterly Warranty Review – Participate and attend four warranty meetings during the one year following the date of Substantial Performance of the Work, review any defects or deficiencies which have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the Work in accordance with the contract between the owner and contractor.	X		
	Architectural services after expiry of 1 year after Substantial Performance of the Work or after all warranty issues are accepted by the client as resolved, whichever is later.	X		

		ITEM	ARCHITECT'S SERVICES: Fee Class	CLIENT'S RESPONSIBILITIES	N/A	
NEGOTIATIONS WITH AUTHORITIES HAVING JURISDICTION (INCLUDING APPLICATIONS, PRESENTATIONS AND PUBLIC HEARINGS)	MUNICIPAL	Zoning or Land Use Amendment – Assist client in preparation of documents for, application for and attendance at public hearings for amendments to land use and / or zoning by-laws if required.	X			
		Committee of Adjustment – Assist client in preparation of documents for, application for and attendance at public hearings for minor variances if required.	X			
		Site Development Review – Assist client in preparation of documents for, application for and attendance at public hearings and other meetings for Site Development Review if required.	X			
		Development Approval/Agreement – Assist client in preparation of documents and attendance at meetings for Development Approval/Agreement if required.	X			
		Public hearings – Assist client in preparation of documents and attendance at public hearings in regard to the project if required.	X			
		Building Permit Application – Assist client in preparation of application for building permit.	X			
		Other – List and describe.				
	REGIONAL	Planning – Assist client in review of planning authority issues with regional government if required.				X
		Health – Assist client in review of health authority issues with regional government if required.				X
		Work/Roads/Engineering – Assist client in review of works, roads and engineering authority issues with regional government if required.	X			
		Conservation (if required) – Assist client in review of conservation authority issues with regional government if required.	X			
		Other – List and describe.				
	PROVINCIAL	Housing – Assist client in review of provincial housing authority's issues with provincial government ministry if required.				X
		Labour – Assist client in review of Provincial Authority's labour issues with Provincial Government Ministry if required.				X
		Health – Assist client in review of Provincial Health and Long Term Care Authorities' issues with Provincial Government Ministry if required.				X
		Fire Marshal – Assist client in review of Provincial Authority's Fire Protection issues with the office of the provincial Fire Marshal if required.	X			
		Elevating Devices – Assist client in review of provincial elevating devices issues with the Provincial Ministry if required.	X			
		Transportation – Assist client in review of Provincial Transportation Authority's issues with the Provincial Ministry if required.	X			
		Communications – Assist client in review of Provincial Communications Authority's issues with the Provincial Ministry if required.	X			
		Environment – Assist client in review of Provincial Environment Authority's issues with the Provincial Ministry if required.	X			
		Social and Family Services – Assist client in review of Provincial Social and Family Services Authority's issues with the Provincial Ministry if required.				X
		Municipal Planning Appeals (if required) – Assist client in preparation of material for and attendance at provincial tribunal or municipal board hearings if required.				X
		Liquor Licensing Board – Assist client in review of Liquor Licensing Board requirements with the Provincial Ministry if required.	X			
		Other – List and describe.				
FEDERAL	Planning – Assist client in review of Federal Authority's requirements if required.	X				
	Health – Assist client in review of Federal Communications Authority's requirements if required.	X				
	Work/Roads/Engineering –					
	Conservation (if required) –					
	Other – List and describe.					