



ADDENDUM FORM

REQUEST FOR PROPOSAL: #2010-064
ADDENDUM NO: 1
DATE ISSUED: March 24, 2010
ISSUED BY: James Craig

DESCRIPTION: Supply of Prime Design Consultant Services for Inter-Professional Health Education Building (IPHEB)

INSTRUCTIONS: Amend your copy of the Proposal document as detailed below. Sign and return this addendum (attachments not necessary) and completed Appendix E Revised with your Proposal submission as confirmation that the addendum was taken into consideration.

DETAILS OF ADDENDUM:

This twenty four page addendum is issued for clarifications, questions and additional revised information:

CLARIFICATIONS:

1. To address the concerns raised regarding the fee structure and the renovation component of the scope of work, Dalhousie has elected to remove the design and construction of the Tupper Link renovations and the two pedestrian connections (Dentistry/Forrest/Burbidge to Tupper and IPHEB to Tupper Link) from the scope of work for Phase 2. The percentage fee component of the RFP will now only apply to the construction of the IPHEB.
2. The Tupper Link renovations and the two pedestrian connections will remain as part of the scope of work for Phase 1 (Pre-Design and Schematic Design) and should be included in the fixed fee portion of the fee proposal. At the conclusion of Phase 1, the schematic design and a separate Class D cost estimate for the Tupper Link renovations and pedestrian connections will be presented to Dalhousie for approval. The University will undertake the construction of the pedestrian connections and the Tupper Link renovations as a separate project.

All other Terms and Conditions remain unchanged.

Proposals that fail to include signed addenda will be declared non-compliant.

All Addenda must be signed and submitted with the Proposal. Addenda submitted by facsimile or electronic communication will not be accepted.

NAME OF FIRM: _____ **SIGNATURE:** _____

3. Section 1.5 of the Information to Consultants section of the RFP should be removed and replaced with the following:

1.5 Project Timeline:

1.5.1 Select Prime Design Consultant	April 2010
1.5.2 Schematic Design	May 2010 – September 2010
1.5.3 Design Development	October 2010 – March 2011
1.5.4 Construction Documents	April 2011 – September 2011
1.5.5 Tender Excavation & Site Works	June 2011
1.5.6 Tender Remaining Trade Packages	October 2011 – November 2011
1.5.7 Construction	December 2011 – June 2013
1.5.8 Commissioning	July 2013 – August 2013
1.5.9 Occupancy	September 2013

QUESTIONS:

Question 1: On the first page, Notice to Consultants, in the bolded paragraph describing what the consultants are requested to submit, there is reference to a ‘signed original Proposal Summary Form’. What is this document? Is it the Declaration Form (Appendix D)?

Answer: Delete: Proposal Summary Form
Add: Price Proposal Form (Appendix D)
The Declaration Form is Appendix C.

Question 2: Article 1.4 on page 1 of 8 of the Information to Consultants section indicates the Total Program Area to be 100,000 SF. The total of all the programmed areas included in Appendix A is 60,369 NSF (Net Square Feet) and the total gross building area is 99,609 GSF (Gross Square Feet), almost 100,000 SF. Is this what is being referred to in article 1.4?

Answer: Yes.

Question 2A: If so, article 1.4 goes on to say that the 100,000 SF ‘total programmed area’ does not include some aspects of the project including the Tupper Link Hub renovations. However, the Preliminary Functional Program (Appendix A) lists the Learning Commons (10,000 NSF), Bookstore (1,500 NSF) and Food Service (1,500 NSF). Are these spaces not part of the Tupper Link Hub Renovations? Please clarify.

Answer: The Preliminary Functional Program (Appendix A) was prepared in June 2009. Subsequently during the preparation of the Ten Year Carleton Campus Development Plan, referred to in Appendix F – Pre-Design Brief, the notion of renovating the Tupper Link to accommodate a Learning Commons, Bookstore and Food Service was explored and accepted by the Carleton Campus Space Planning Committee. The Learning Commons, Bookstore and Food Services are currently planned to be part of the Tupper Link renovations. The best location for these spaces should be evaluated during the development of the functional program and confirmed in Schematic Design.

Question 3: Please clarify the scope intended in Appendix B, Prime Design Consultant’s Scope of Services: General Services - All Applicable Phases, page 4 of 26 for FF&E:

We would normally provide services for the design and procurement of fixtures. ie: built-in millwork, fixtures, etc. However, this clause also appears to imply that we are to include services related to furniture (loose furniture) and equipment. The extent of this is difficult to quantify right now and the extent of complex equipment is unknown. The definition of the Construction Budget included in Appendix C, page 9 of 26, and Appendix E, Price Proposal, specifically excludes loose furniture, fixtures and equipment. Should the clause in Appendix B, for FF&E say “...built-in furniture, fixtures and equipment (FF&E)”?

Answer: The scope of the FF&E Selection, Procurement and/or Installation, in the General Services – All Applicable Phases in Appendix B, is intended to include identification, selection and assistance with the procurement of loose furniture including class room furniture, office furniture, common area furniture, etc.

The scope of the FF&E Selection, Procurement and/or Installation, in the General Services – All Applicable Phases in Appendix B, is intended to include identification, selection and assistance with the procurement of equipment including digital projectors, projection screens, televisions, etc. Video conferencing is not anticipated to be required in this facility.

Question 4: Fees:
Percentage Fee for Remaining Work - Phase 2
Appendix C and Appendix E are requesting a percentage fee for all remaining phases following the completion of the scope of work in Phase 1. This is understandable, especially if the final construction budget cannot be confirmed until later in the process. However, a percentage fee for a blend of both new construction and renovation is difficult to calculate and a blended percentage will not likely be fair to either the consultant or the client. We have two possible approaches for your consideration:

Can this be split to reflect the two types of work by asking the proponents to provide two percentage fees? We suggest this should be defined: One percentage fee for all new construction (new IPHEB, new Atrium at LSRI, the new Link to the Tupper ‘Hub’ and the steam tunnel connection); and one percentage fee for all renovation work (Tupper Link ‘Hub’ and the pedestrian connection from Dentistry, Forrest Building and Burbidge Building).

Alternatively, the fees for the renovation portions could be negotiated later and not included at this time, except for the completion of Phase 1. The scope of work for this aspect of the work is very difficult to predict right now and, as noted above, fees may be unfair to either Dalhousie or the Consultants.

Answer: This question has been addressed in clarification 1 and 2 of this addendum (page 1).

Question 5: Another complication with percentage fees over such a wide range of possible construction costs is this:
Several specialist consultants are required to successfully complete this project including LEED, Code, Acoustic, A/V, Energy Simulation, etc. and possibly Food Service. Fees for these specialists will not likely change too much despite a variation in the final project budget which will not be determined until the end of Phase 1. It will be difficult to blend their fixed fees in with the percentage fees over a wide range of possible construction budgets. Other fees that will likely be fixed and not change with the value of the construction are Landscape Architecture and Civil Engineering, so we suggest they also be included with the fixed fees for specialist consultants.

One possible remedy for this is to ask all proponents to list the fixed fees for each of the specialist consultants carried outside of the percentage fee for the basic services (structural, architectural, mechanical and electrical). As noted in 4. above, it may be easiest to say this applies to the new construction only. The scope of work to complete Phase 2 for the renovations portion is hard to determine right now.

Answer: The fees for all specialist consultants have been removed from the percentage fee for Phase 2 and will be priced separately as a fixed fee. Please see attached revised Appendix C and E.

Question 6: Can you please confirm if there is a requirement to carry a Food Service consultant. In previous work with Dalhousie University we have worked with Aramark who have acted in this capacity. After all, they are the ones who will likely be operating the food service facilities. Can we assume that this will be the case? If not, and a food service consultant is deemed to be necessary, can this consultant be added after their scope of work is better defined in Phase 1? We believe this will be in Dalhousie's best interests.

Answer: The Prime Design Consultant will not be required to include a Food Service consultant in their team.

Question 7: Appendix F, Pre-Design Brief, page 22 of 26, New Building Space Program: In the third paragraph there is reference to "...the Health Sciences Library and Learning Resources facilities (approximately 16,500 GSF)". These spaces do not appear to be in the Preliminary Functional Program in Appendix A. Perhaps they have differing names in the Program. Please clarify.

Answer: The Preliminary Functional Program was prepared before the 10 Year Carleton Campus Plan was developed and the Pre-Design Brief was prepared. The relocation of the Health Sciences Library and Learning Resource facilities to the IPHEB is being contemplated by Dalhousie. The best location for these spaces will be analyzed and confirmed during the development of the functional program.

Question 8: Appendix F, Pre-Design Brief, page 23 of 26, Tupper Link Renovations Program: There is reference in this paragraph to ‘clustered video conference class rooms with associated support spaces’. This is contradictory to Appendix B, Prime Design Consultant’s Scope of Services: General Services - All Applicable Phases, page 4 of 26, Provision of A/V Design Services. The last sentence here states that video conferencing is not anticipated to be required. Please clarify.

Answer: The information in Appendix B is correct. Video conferencing is not anticipated to be required.

Question 9: Appendix B states on page 4: FF&E Selection, Procurement and/or Installation – provide services for the identification and selection to be distributed by Dalhousie Purchasing for the procurement and installation of furniture, fixtures and equipment. Yet the definition of the construction budget upon which the fee is based excludes the value of this loose equipment. Normally, the value of this service, provided by an interior design firm is a percentage of the value of the furniture, fixtures and equipment. Is it your intention to have this fee added to the standard architectural fee or is this an oversight and will the FF&E be added back into the Construction Budget estimate so there will be a budget against which to apply the fee.

Answer: The value of the FF&E will not be added to the Construction Budget. Proponents should include the fees associated with the identification, selection and procurement of FF&E in the Fixed Fee for Specialist Consultants, Phase 2, Appendix E-Revised that was issued in Addendum 1.

Question 10: It is assumed that as the following are excluded from the construction value that all work associated with these activities will be totally looked after by others. Is this a correct assumption?

- Demolition
- Construction soil removal
- Asbestos removal
- Rock blasting

Answer: This assumption is correct. The successful Prime Design Consultant will be required to coordinate and cooperate with other service providers engaged by Dalhousie.

Appendix C - REVISED
Supplementary Conditions to RAIC Six

The Contract between the *Owner* and *Architect* the Canadian Standard Form of Contract for Architectural Services - 2006 Edition – Document 6 endorsed by the Royal Architectural Institute of Canada is amended by the Supplementary Conditions listed hereafter.

SUPPLEMENTARY CONDITIONS

A1

Insert the following as A3.1

The *Architect* represents that it is an HST registrant, with registrant number _____.

A6

Insert the following as A6.1

A6.1 The anticipated method of Project delivery is:

Construction Management as Owner's Agent

A10

Delete existing A10

Add:

A10 For the *Architect's* services as outlined in the Schedule(s) identified in A10, the

FIXED FEE FOR PRE-DESIGN AND SCHEMATIC DESIGN – PHASE I

FIXED FEE FOR PRE-DESIGN AND SCHEMATIC DESIGN \$ _____ (excludes HST)

PERCENTAGE FEE FOR REMAINING WORK – PHASE 2

The construction budget will be established during Schematic Design and approved by Dalhousie University at the conclusion of that phase. The Architect is required to provide a percentage fee for architectural, mechanical, electrical and structural design Phase 2 services described in Appendix B for the following construction cost ranges. Once the construction budget is approved, the applicable percentage fee will be used to calculate the Architect's fixed fee for Phase II services.

CONSTRUCTION BUDGET *	PERCENTAGE FEE
Less than \$25M	_____
Greater than \$25M, but less than \$30M	_____
Greater than \$30M but less than \$35M	_____
Greater than \$35M but less than \$40M	_____
Greater than \$40 M but less than \$45M	_____
Greater than \$45 M but less than \$50M	_____

FIXED FEE FOR SPECIALIST CONSULTANTS – PHASE 2

Consultants are required to provide a fixed fee for all specialist consultants (civil engineering, landscape architecture, code, LEED, AV, etc), for Phase 2 services described in Appendix B.

FIXED FEE FOR SPECIALIST CONSULTANTS \$ _____(exclusive of HST)

*The Construction Budget is the estimate of construction cost approved by the Client at the conclusion of the Schematic Design phase. The Construction Budget includes the estimated construction cost of all project elements designed or specified by, or on behalf of, or as a result of, the coordination by the Prime Design Consultant, including construction allowance, design and pricing allowance, built-in furniture, built-fixtures, built-in equipment and building permit costs, but excluding the following;

Loose furniture, fixtures and equipment
Escalation allowance
Land acquisition costs and impost charges
Development charges
Legal fees and expenses
Right of way charges
Easement costs
Insurance costs
Financing costs
Fund raising costs
Client's staff and associated management
Professional fees and expenses, including project management and construction management
Demolition of existing structures and foundations
Cost of contaminated soil removal
Costs of asbestos removal
Rock blasting
HST

A11

Delete existing A11 and replace with the following:

- .1 Any additional expenses incurred by the Architect shall be reimbursed by the Client only where the Client has provided prior written approval of such expenses.
- .2 No administrative charge shall be added to the reimbursable expenses as noted in GC12.9
- .3 Travel costs within Halifax Regional Municipality will not be reimbursed. Any travel outside HRM shall be approved in advance by the Client.

A12

Delete existing A12.

A13

Delete existing A13 and replace with the following:

No retaining fee will be paid to the *Architect*.

A18

Add the following:

- .1 The *Architect* shall follow the Dalhousie Building Design Standards which are located at the following URL:

http://fm.dal.ca/Dal_Design_Guide.htm
- .2 The *Architect* and Consultant Hourly Rates for this *Project* listed in Schedule B shall form the basis for cost of additional work in absence of a negotiated price.
- .3 The Definitions and General Conditions are modified as per Schedule D- Supplementary Conditions.

Definitions

Architect:

Replace the words “in the province or territory” with “in Nova Scotia”.

Add the following sentence:

”The Architect includes the Architect’s officers, directors, employees, and representatives.”

Client

Add the following definition of “Client”

”The Client is Dalhousie University”

Construction Cost:

Delete the existing definition and replace with the following:

The Construction Cost, for this contract, is the Class D estimate of construction costs prepared by a construction cost consultant, engaged by the Client, in collaboration with the Prime Design Consultant at the conclusion of Schematic Design Phase. It shall be an estimate of construction costs, including Construction Management Fee, Construction Contingency, and excluding taxes, loose equipment and furniture, audio/visual equipment, security equipment, design fees, project management fees, legal fees, design and pricing allowances and other Client related costs.

Instruments of Service

Add the words “in respect of the Project” following the word “Consultant”.

Reimbursable Expenses

Delete this definition in its entirety.

Substantial Performance of the Work

add the words “and is so confirmed by the Architect.” to the end of the sentence.

GC2 ARCHITECT'S RESPONSIBILITIES

Delete the existing GC2.2 and replace it with the following:

- .2 The Architect shall perform directly all its services in accordance with generally accepted architectural standards and in compliance with all applicable statutes, codes, regulations and bylaws, and in accordance with the requirements of this Agreement. Without limiting the foregoing, that plans and specifications for construction shall be reviewed, certified and stamped by professional architects or professional engineers, as the case may be, who are registered by their Associations.

Add the following:

- .3 The *Architect* shall maintain, by generally accepted accounting methods, records of *Reimbursable Expenses*, the *Architect's* additional services, invoices and payments made to Subconsultants and invoices to and payments made by the Client to the *Architect* under this Agreement. These records shall be available to the *Client* for inspection and audit at mutually convenient times.
- .4 The *Architect* shall appoint a representative to be the contact person for the *Architect*.

GC3 CONSTRUCTION BUDGET AND CONSTRUCTION COSTS

Replace the first paragraph of GC3.4 and replace it with the following:

- .4 If the lowest compliant bid or lowest negotiated proposal exceeds the *Construction Budget* the *Architect* shall provide a written report outlining recommendations for bringing the costs within the Construction Budget. The Client shall provide, upon receipt of such report:
 1. give written approval of an increase in the Construction Budget, or
 2. authorize rebidding or renegotiation of the proposal, or
 3. co-operate with the Architect in revising the Project Scope or quality as necessary to reduce the Construction Cost, or
 4. terminate this Agreement in accordance with GC8 if the Project is abandoned.

Delete the existing GC3.5 and replace it with the following:

If the Client proceeds under GC3.4, the Architect shall, at no additional fee, modify the *Construction Documents* or provide other services necessary to reduce the *Construction Cost* to within the latest agreed statement of probable *Construction Budget*.

GC5 COPYRIGHT AND USE OF DOCUMENTS

Delete the existing GC5.1 and replace with the following:

1. Copyright for the Architect's Instruments of Service belongs to the Architect.

Delete the existing GC5.3 and replace with the following:

- .3 The Client may retain copies, including electronic or digital and other reproducible copies, of the *Architect's Instruments of Service* for information and reference in connection with:
 - .1 Client's use and occupancy of the premises;

.2 for renovations, additions or alterations to the premises.

GC6 PROJECT IDENTIFICATION

Delete GC6.1 in its entirety.

Delete the existing GC6.2 and replace it with the following:

.2 The *Architect* shall be entitled to include as part of the contract documents a provision to erect a sign identifying the *Architect* on the *Project* site. The *Client* and *Contractor* shall also be represented on the sign. Graphics on the construction sign may also include a reproduction of a rendering of the *Project*. Sign requires approval by Client prior to fabrication.

GC7 LIABILITY OF THE ARCHITECT

Replace the existing GC7 and replace it with the following:

- .1 The *Architect* agrees to indemnify and hold the Client harmless from and against all liabilities, fines, suits, losses, damages, expenses (including legal costs), claims, demands and actions or any other loss or injury or death suffered by any person as the result of the negligence or wilful act of omission of the Architect, its agents or employees.
- .2 The Architect shall maintain and keep in force general liability coverage, including third party bodily injury and property damage coverage in an amount not less than \$5,000,000 per occurrence. The Client shall be included as an additional insured. This insurance shall be considered primary and any insurance or self-insurance maintained by the Client shall be excess of and non-contributory to the Architect's insurance.
- .3 The Architect shall maintain and keep in force throughout the term of this Agreement automobile insurance of at least \$2,000,000, combined single limit, on all owned automobiles.
- .4 The Client shall maintain and keep in force during the term of this Agreement, and for a period of two years following *Substantial Completion of the Work*, a single project professional liability insurance policy that includes the Architect, consultants and sub-consultants in an amount of \$5,000,000
- .5 Upon request of the Client, the *Architect* shall provide the Client proof of the insurance coverage required under the terms of this Agreement.

GC8 SUSPENSION AND TERMINATION

At GC8.2 replace "forty-five days" with "sixty days", and "seven days" with "fourteen days".

At GC8.3.1 replace "seven days" with "fourteen days".

Delete the existing GC8.6 and replace with the following:

- .6.1 Suspension expenses are limited to expenses directly attributable to suspension of the Project by the Client for which the Architect is not otherwise compensated, including costs directly attributable to suspending the Architect's contractual and employee commitments on account of the suspension, and for which the Architect can provide proof of payment if requested by the Client.
- .6.2 In the event of suspension of services, the Architect shall take immediate steps to mitigate any costs or expenses incurred by the Architect after the effective suspension date.

Delete the existing GC8.7 and replace it with the following:

.7 If the *Project* results in construction, this contract is terminated on the earliest of:

- .1 7 days from the receipt of letter of termination in accordance with GC8.8; or
- .2 7 days from the receipt of a letter of abandonment of the *Project* in accordance with GC8.9; or
- .3 one year from the date of certification of *Substantial Performance of the Work*; or
- .4 one year from the date of total completion (In Nova Scotia the term 'Total Completion' is used and defined in the *Builders' Lien Act*).

Delete the existing GC8.12 and replace with the following:

- .12 Termination expenses are expenses directly attributable to abandonment of the Project or termination of this Contract for which the Architect is not otherwise compensated. Termination expenses include anticipated loss of earnings. Termination expenses are payable by the Client only if this Contract is terminated through no fault of the Architect.

GC9 LAW GOVERNING THIS AGREEMENT

Replace the existing GC9 and replace it with the following:

- .1 This contract shall be governed by the laws of the Province of Nova Scotia.

GC12 PAYMENTS TO THE ARCHITECT

Replace the existing GC12.8 to 8.10 inclusive and replace it with the following:

8. Fees and *Reimbursable Expenses* may be subject to such value-added taxes as the Federal Goods and Services Tax or Harmonized Sales Tax. The Client shall pay to the *Architect*, together with and in addition to any fees and *Reimbursable Expenses* that become payable, value added taxes that become payable in relation to the fees and *Reimbursable Expenses* as required by legislation, any value-added taxes that become payable in relation to the fees and *Reimbursable Expenses* as required by legislation. The *Architect* agrees that it will maintain its HST registrant status for the duration of this contract.
- .9 The cost of all reimbursable expenses such as long distance telephone charges, postage and cellular communications are to be included in the Fee identified at Article A10, and shall not be reimbursed, except as noted herein.
- .10 All reproductions for client review (i.e.: plans, sketches, drawings, graphic representations, specifications and other documents, etc.) shall be excluded from the Fee and shall be reimbursed separately at cost, without addition or mark-up.
- .11 Subject to the restriction set out in Section A11, all travel costs shall be reimbursed separately at cost, without addition or mark-up.
- .12 The Architect shall supply a set of reproducible "For Construction" drawings and specifications which shall be reproduced by the Owner and Contractors, as required, at their own cost.
- .13 Fees or levies for permits or approval submissions to authorities having jurisdiction shall be excluded from the Fee and shall be reimbursed separately without addition or mark-up.
- .14 The *Client* will not consider any invoices until documentary evidence of all mandatory contract provisions have been met, including insurance and similar provisions.

GC13 DISPUTE RESOLUTION

Remove the existing GC13 and replace with the following:

- .1 For purposes of this Article “dispute” means a difference between the parties as to the interpretation, application or administration of this Agreement or any failure to agree where the agreement between the parties is called for in this Agreement.
- .2 The parties shall make all reasonable efforts to resolve a dispute by amicable negotiations and agree to provide, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents to facilitate these negotiations.
- .3 If the parties are unable to resolve a dispute, either party may, by written notice, require the appointment of a mediator to assist the parties to reach agreement. . All mediation shall be conducted in Halifax, Nova Scotia and all costs of mediation shall be shared equally by the parties
- .4 If the dispute is not resolved through mediation either party may pursue all remedies which are available to them at law.

Add GC15 Confidentiality

GC 15 Confidentiality

- .1 While this Agreement is in effect and at all times thereafter, the Consultant shall:
 - .1.1 shall treat as confidential all information, data, documents, and materials acquired or to which access has been given in the course of, or incidental to, the performance of this Agreement,
 - .1.2 shall not disclose, or permit to be disclosed, to any person, corporation, or organization such information, data, documents, or materials without obtaining written permission from the Client, and
 - .1.3 shall comply with any rules or directions made or given by the Client with respect to safeguarding or ensuring the confidentiality of such information, data, documents, or materials.
- .2 **.Add GC16 Conflicts of Interest**

GC 16 Conflicts of Interest

- .1 The Architect and the Architect’s employees:
 - 1 shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question,
 - 2 shall not influence, seek to influence, or otherwise take part in a decision of the Client, knowing that the decision might further their private interests,
 - 3 shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly with the performance of their duties relating to this Contract, that causes, or would appear to cause, a conflict or interest, and
 - 4 shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and

if such financial interest is acquired during the term of this Contract, the Architect shall promptly declare it to the Client.

Add GC17 Approvals to Proceed

GC 17 Approvals to Proceed

- .1 Before proceeding with each phase of the services, the Architect shall obtain the Client's written approval of the Architect's deliverables from the preceding phase.

Add GC18 Client's Representative

GC 18 Client's Representative

- .1 The client has retained [insert name of Project Manager] to provide Project Management services and represent their interests in all matters regarding this project.

DRAFT - INTERPROFESSIONAL HEALTH EDUCATION BUILDING

TERMS OF REFERENCE

JANUARY 28, 2010 R5

BACKGROUND

There are three health-related faculties situated on Carleton Campus: Faculties of Dentistry, Health Professions and Medicine. This closeness in geographic location allows for a unique opportunity for interprofessional collaboration. Additionally, the creation of new programs, the selling of Fenwick Tower, pedagogical changes and the expansion of the nursing program, has meant that there is a requirement for an Interprofessional Health Education Building.

In June 2009, the three Deans of Dentistry, Health Professions and Medicine along with the Carleton Campus Space Planning Committee agreed to the space requirement for this new building. The new building needs to begin detailed space programming and design, in order for construction to occur.

PURPOSE

To provide clear direction in the planning and implementation of the Interprofessional Health Education Building project in order to support the strategic goals of the university.

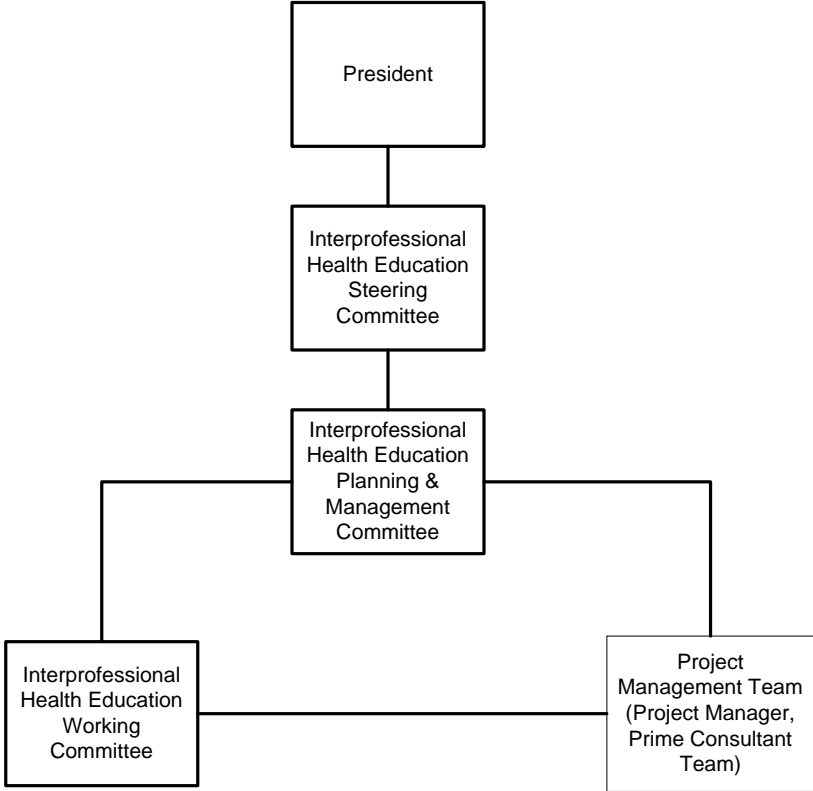
COMMITTEE STRUCTURE AND MEMBERS

The Interprofessional Health Education Building project will have three levels of Dalhousie review and participation: an **Interprofessional Health Education Steering Committee**, an **Interprofessional Health Education Planning & Management Committee** and an **Interprofessional Health Education Working Committee**.

PROCESS

The approval process for the Interprofessional Health Education Building Project will be from the Project Management Team via the Interprofessional Health Education Working Committee to the Interprofessional Health Education Management Committee, to the Interprofessional Health Education Steering Committee, as illustrated below. The Interprofessional Health Education Steering Committee will report to the Board of Governors through the President.

**Interprofessional Health Education Building
Committee Structure
Dalhousie University**



SCHEDULE

The type of project delivery methodology selected for the Interprofessional Health Education Building will influence the duration and relative timing of both the design and construction phases of the project. In the absence of this information, it can be stated that project is anticipated to be complete in 2013.

INTERPROFESSIONAL HEALTH EDUCATION BUILDING STEERING COMMITTEE

THE INTERPROFESSIONAL HEALTH EDUCATION BUILDING STEERING COMMITTEE operates under the sponsorship of the senior administration through the Vice-President of Finance and Administration.

TERMS OF REFERENCE

- To provide general oversight of the Interprofessional Health Education Building Project.
- To ensure that the University's interests are communicated to, and implemented by, those responsible for design and construction of the Project.
- To ensure that pertinent information regarding the design, construction and commissioning of the Project is communicated on a regular and timely basis to the Board of Governors through Dalhousie University Operations Committee, Senate, the President's Office and the neighboring community.
- To report to the Board of Governors through the President.

MEMBERSHIP:

- One Board of Governors representative, who shall be Chair
- Vice-President, Finance & Administration
- Vice-President, Academic and Provost
- Vice-President, Research Services
- Vice-President, Student Services
- Assistant Vice-President, Facilities Management
- Assistant Vice-President, Communications & Marketing
- Dean, Faculty of Dentistry
- Dean, Faculty of Health Professions
- Dean, Faculty of Medicine
- President, DSU
- Dalhousie Community Rep (external)
- President (Ex-officio)

Resource: Project Manager
Project Management Team
Director Projects
Director Planning

PROCEDURES

- Meetings shall be called by the Chair.
- The Chair will establish the agendas in consultation with the Vice-President, Finance and Administration.
- The agenda and supporting documentation will be distributed to committee members two days prior to the meeting.
- The Committee shall invite individuals or representatives of interested groups to attend and participate in meetings when a subject of interest to them will be discussed.
- The Project Manager shall maintain records of Committee meetings.

REPORTS/MAKES RECOMMENDATIONS TO:

The Committee shall report to the Board of Governors through the President.

INTERPROFESSIONAL HEALTH EDUCATION PLANNING & MANAGEMENT COMMITTEE

THE INTERPROFESSIONAL HEALTH EDUCATION PLANNING & MANAGEMENT COMMITTEE operates under the sponsorship of the senior administration through the Vice-President of Finance and Administration.

TERMS OF REFERENCE

- To provide direction to the Project Management Team of the Interprofessional Health Education Building Project, including review of space requirements and making decisions on allocation of space in the building.
- To ensure that the University's interests are communicated to, and implemented by, those responsible for design and construction of the Project.
- To ensure that pertinent information regarding the design, construction and commissioning of the Project is communicated on a regular and timely basis to the members of the Faculties and Departments concerned.
- To meet with the Project Management Team on a regular basis to monitor the progress of the Project.
- Make recommendations and report to the Interprofessional Health Education Steering Committee.

MEMBERSHIP:

- Vice-President, Academic and Provost, Chair
- Vice-President, Finance & Administration
- Assistant Vice-President, Facilities Management
- Assistant Vice-President, Communications & Marketing
- Dean, Faculty of Dentistry
- Dean, Faculty of Health Professions
- Dean, Faculty of Medicine
- Executive Director, Student Community Services
- DSU Representative

Resource: Director Projects
Director Planning
Institutional Analysis and Research
Project Manager

PROCEDURES

- Meetings shall be called by the Chair.
- The Chair will establish the agendas in consultation with the Assistant Vice-President, Facilities Management.
- The agenda and supporting documentation will be distributed to committee members two days prior to the meeting.
- The Committee shall invite individuals or representatives of interested groups to attend and participate in meetings when a subject of interest to them will be discussed.
- The Project Manager shall maintain records of its meetings.

REPORTS/MAKES RECOMMENDATIONS TO:

The Committee shall report to the Interprofessional Health Education Building Steering Committee.

INTERPROFESSIONAL HEALTH EDUCATION WORKING COMMITTEE

TERMS OF REFERENCE

- To provide detailed level of input and feedback into the building layout, design and overall schedule.
- To explore, analyze and provide recommendations on issues raised by the Planning & Management Committee, Project Manager and/or Project Management Team.
- To review and comment upon schedules and other communications prepared by the Project Management Team
- To meet on an as needed basis with the Project Management Team

MEMBERSHIP: *(or designate)*

- Project Manager, Chair
- Project Management Team
- Associate Vice-President, Academic Services
- Associate Vice-President Research
- Associate Dean, Health Professions
- Associate Dean, Dentistry
- Associate Dean Medicine
- Director of Health Administration
- Director of Human Communication Disorders
- Director of Learning Resource Centre
- Director of Nursing
- Director of Physiotherapy
- Director of Occupational Therapy
- Director of Pharmacy
- Director, Sustainability
- Executive Director, Student Community Services
- Director, Network & Systems
- Registrar's Office
- Learning and Teaching - Audio Visual
- Student Member from the Medical Society
- Student Member from the Dentistry Society
- Student Member from the Health Professions Society
- Graduate Student Member
- Communications & Marketing Member
- Architectural Planner
- Research Services (+CFI)

Resource: Director Projects
Director Planning

PROCEDURES

- Meetings shall be called by the Chair.
 - The Chair will establish the agendas.
 - The agenda and supporting documentation will be distributed to committee members two days prior to the meeting.
 - The Committee shall invite individuals or representatives of interested groups to attend and participate in meetings when a subject of interest to them will be discussed eg. Safety Office (Ray Ilson),etc.
 - The Committee shall maintain records of its meetings.
-

REPORTS/MAKES RECOMMENDATIONS TO:

The Committee shall report to the Interprofessional Health Education Planning & Management Committee.

PROJECT MANAGEMENT TEAM

TERMS OF REFERENCE

- To manage the project's scope, schedule, and budget.

MEMBERSHIP: *(or designate)*

- Assistant Vice-President, Facilities Management
- Director Planning
- Director Projects
- Associate Director FM Finance
- Project Manager
- Prime Consultant Team (architects, engineers, specialists, designers, etc.)

REPORTS/MAKES RECOMMENDATIONS TO:

The Committee shall report to the Interprofessional Health Education Planning & Management Committee

Appendix E - REVISED

Price Proposal

INSTRUCTIONS: Delete the original Appendix E and replace with the attached. Complete this Price Proposal Form and submit with your Proposal.

Name of Consultant: _____

Address: _____

Phone/Fax No: _____

FIXED FEE FOR PRE-DESIGN AND SCHEMATIC DESIGN – PHASE 1

FIXED FEE FOR PRE-DESIGN AND SCHEMATIC DESIGN \$ _____

PERCENTAGE FEE FOR REMAINING WORK – PHASE 2

The Construction Budget will be established during Schematic Design and approved by Dalhousie University at the conclusion of that phase. Consultants are required to provide a percentage fee for architectural, mechanical, electrical and structural design for Phase 2 services described in Appendix B for the following construction cost ranges. Once the Construction Budget is approved, the applicable percentage fee will be used to calculate the Consultant's fixed fee for Phase 2.

The Construction Budget is defined on the last page of this Appendix.

CONSTRUCTION BUDGET	PERCENTAGE FEE
Less than \$25 million	_____
Greater than \$25 million but less than \$30 million	_____
Greater than \$30 million but less than \$35 million	_____
Greater than \$35 million but less than \$40 million	_____
Greater than \$40 million but less than \$45 million	_____
Greater than \$45 million but less than \$50 million	_____

FIXED FEE FOR SPECIALIST CONSULTANTS – PHASE 2

Consultants are required to provide a fixed fee for all specialist consultants (civil engineering, landscape architecture, code, LEED, AV, etc), for Phase 2 services described in Appendix B by completing the table on the following page.

FIXED FEE FOR SPECIALIST CONSULTANTS – PHASE 2

Name of Specialist Consultant

Fixed Fee

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIALIST CONSULTANT FIXED FEE

\$ _____

All fees listed in Appendix E include all disbursements, as defined in GC 12 Appendix C.

The Construction Budget is defined on the following page.

Construction Budget:

The Construction Budget is the estimate of construction cost approved by the Client at the conclusion of the Schematic Design phase. The Construction Budget includes the estimated construction cost of all project elements designed or specified by, or on behalf of, or as a result of, the coordination by the Prime Design Consultant, including construction allowance, design and pricing allowance, built-in furniture, built-fixtures, built-in equipment and building permit costs, but excluding the following;

- Loose furniture, fixtures and equipment
- Escalation allowance
- Land acquisition costs and impost charges
- Development charges
- Legal fees and expenses
- Right of way charges
- Easement costs
- Insurance costs

SIGNATURE OF CONSULTANT

The Consultant agrees to provide ALL services requested in the Request for Proposal.

.....
Signature

.....
Signature

.....
Capacity

.....
Capacity

.....
Signature

.....
Signature

.....
Capacity

.....
Capacity

END OF PRICE PROPOSAL FORM