



ACACIA  
ENGINEERING LTD

514, 3208 8 Avenue NE,  
Calgary, Alberta T2A 7V8  
Telephone (403) 245-2200  
Fax (403) 245-6440  
www.AcaciaEngineering.ca

Thursday, January 23, 2020

Sunnyhill Housing Co-operative  
787 3 Street NW  
Calgary, AB  
T2N 1P1

Q622

Attn: ~~Philip Cox~~ Sunnyhill Housing Co-op Board

RE: ENERGY ASSESSMENTS

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We are pleased to provide you with the following proposal to conduct EnerGuide Version 15 energy evaluations of six (6) units, consisting of three (3) end units and three (3) middle units. Each end and middle unit will consist of a one bedroom, 2 bedroom and 3-bedroom unit (selection of units by condo co-operative). An energy evaluation as detailed below would assist in determining which upgrades make the most sense, both from a cost perspective and from a greenhouse gas emission reduction perspective. We will also consider the available incentives from various levels of Government.

An EnerGuide Rating System Version 15 assessment includes a complete evaluation of the building envelope, the existing mechanical system and a blower door test. A HOT2000 model is completed in accordance with NRCAN guidelines. The report will include individual upgrade recommendations, including calculated savings. Each assessed unit will receive an ERS label, homeowner information sheet, and renovation upgrade report.

Our fee for the EnerGuide energy assessment for the above-mentioned units is \$2,400 + GST. This price also includes infrared thermography scan.

We would be pleased to discuss any aspects of this proposal with you. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.



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Acacia Engineering, with its sister company VerdaTech Energy Management & Consulting, have been performing building evaluations since 1999, including commercial, residential buildings, mixed-use buildings and MURBs (multi-unit residential buildings). To date, we have completed over 45,000 energy assessments and are a licensed service provider for Natural Resources Canada for the EnerGuide version 15 program.

We have worked closely with many municipalities and authorities having jurisdiction to assist them in their energy efficiency initiatives. We have completed residential and ASHRAE Level 2 Audits for the City of Edmonton and City of Calgary's affordable housing, which included townhouses, MURBs and apartment style building. We have also completed many projects for and continue to work with First Nation communities across Alberta and have completed energy evaluations on residential and community buildings.

The key organization that we have worked with and continue to work with on all projects is the Federal Government (Natural Resources Canada). Further to this we have worked with CMHC on low-income housing programs and the former Climate Change Central Office (C3) of the Government of Alberta.

Our technical team includes engineers, HVAC designers, infrared thermographers, registered energy advisors and building envelope specialists. Our energy advisors are well trained, are certified to deliver the EnerGuide version 15 program and are passionate about energy efficiency. This specialized combination of skills enables us to recommend building upgrades that will often extend past the obvious monetary value to include things such as improved comfort, better air quality, reduced greenhouse gas emissions and more. We have strong working relationships with others in related industries for technical support as required.

Acacia Engineering is an Alberta-based company registered with APEGA, carries WCB and liability insurance and E&O insurance.



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Yours very truly  
**ACACIA ENGINEERING Ltd.**

Accepted

by: SARA PEIMMER - Board Chair

Date: May 14, 2020

Signed By:

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Stephen Farrell, P.L. (Eng.), C.E.M.

Purchase Order #:

Billing Information

Sunnyhill Housing Co-op

787 3rd NW

Calgary, AB

T2H 1P1



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**Current Billing Rates**

We confirm our per diem charges for mechanical engineering services and standard disbursement and travel charges for the current time period. These are our current hourly rates are as follows:

Principal Engineer	\$ 215.00
Intermediate Engineer	\$ 135.00
Engineering Technician	\$ 105.00

Our current travel rates are as follows:

Mileage	\$ 0.58/kilometre
Meals	\$ 60.00/day
Breakfast	\$ 12.50
Lunch	\$ 15.50
Dinner	\$ 32.00

Disbursements for reproduction, submission fees, and the like are charged at cost.

We trust this information is suitable for your use and information.

Yours very truly,

**ACACIA ENGINEERING Ltd.**



## Terms and Conditions

### ENGINEERING CONDITIONS

1. All work completed using Acacia Engineering designs must be completed in accordance with all local and national governing codes and regulations. The installer is to ensure compliance with manufactures information and installation guidelines.
2. Any alterations / variations from the original design must be communicated to Acacia Engineering in writing as this could affect the performance and operation of the system. Should the alteration or variation require extra design work this would be calculated at our standard hourly rate.
3. All designs are the intellectual property of ACACIA Engineering Ltd. and can only be used for the project specifically noted on the drawings.
4. Any work that is required outside of the original specified quote and / or scope of work will be subject to an additional fee of \$135 per hour.
5. Our service does not include project management unless specifically noted in writing and will be at a fee of \$135 per hour.
6. All site visits / meetings that exceed those in the original project quote will be billed at a rate of \$135/hour plus travel.
7. All hourly rates will be billed in 15-minute increments.

### PAYMENT TERMS AND CONDITIONS

1. Interest on outstanding balance is calculated at a rate of 18.5% per annum, compounded monthly.
2. A 4% processing fee will be added to any payments made by credit card
3. All accounts are payable in full prior to the release of final design documentation, unless a credit account has been approved and is in good standing.
4. Any requested changes made after the release of the final design / report will incur additional charges at the current billing rates outlined above.
5. In case of non-payment, any submission of documents / drawings / schedules for the purpose of permits, compliance or any other form of regulation, may be withdrawn.
6. Any and all costs incurred in collecting any outstanding amounts will be at the cost of the client; this may include but is not limited to legal fees, collection fees, interest, financial institution fees and all other related costs associated with collecting the outstanding debt.

### GENERAL TERMS AND CONDITIONS

1. Copyright laws apply to all ACACIA Engineering Ltd. Designs, drawings, specifications and cannot be copied or reproduced in any form without the express written permission from the management of ACACIA Engineering.
2. Travel charges are at a rate of \$0.58 per km for travel required to any projects outside of the city limits of Calgary.
3. If a project is cancelled after acceptance of the quote/project, ACACIA Engineering must be notified in writing. Any work performed on the project will be billed at the hourly rate of \$135/hr and any project related expenses incurred by ACACIA Engineering will be charged to the customer.
4. Changes to the original agreement must be in writing.

I have read and understood the above terms and conditions

Signature

Date

May 13, 2020