



IRC Building Sciences Group

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Proposal No.: C10652P

May 7, 2020

Sunnyhill Housing Cooperative
787 3rd Avenue NW
Calgary, AB
T2H 1P1

E: lightwizard@shaw.ca

Attention: Mark Terrell

RE: Structural Foundations Assessment

Project: Sunnyhill Housing Cooperative, 787 3rd Street NW, Calgary, AB T2H 1P1

Dear ~~Mr. Terrell,~~ Sunnyhill Housing Co-op Board

1 Introduction

IRC Building Sciences Group (IRC) is pleased to submit this proposal for the aforementioned site and would like to thank you for the opportunity to be of service

Our understanding is that the Co-op would like to engage IRC to provide an assessment of the structural foundations of the townhouses at Sunnyhill Housing Cooperative.

2 Scope of Services

IRC will provide the following services:

- Review available structural drawings and reports provided by the client.
- Interview any relevant personnel regarding perceived structural issues or historical rehabilitation work.
- Visual review of the perimeter of all buildings to identify any visual differential settlement or cracks.
- Visual review of a representative sampling of the interior of units with reported problems or settlement observed from the exterior.
- Prepare a Letter Style Report of the findings and recommendations for repairs if needed.

Excluded:

- Destructive investigation to reveal hidden conditions.
- Engineering design for structural repairs



3 Fees

IRC's fees listed below are to provide services to conform to the Scope of Services identified above.

Description	Fees	Billing
Site Visit and Report	\$1,800	Upon completion

Notes:

1. This proposal is valid for a period of 30 days.
2. All terms are net 30 days.
3. Price does not include applicable taxes.

For any work not included within the proposal or for work requiring additional effort above what was intended, IRC's schedule of hourly rates would apply, as follows. Client approval would be required prior to performing any additional work to which these hourly rates would apply.

Manager / Executive Director	\$ 190
Senior Project Manager / Associate Engineer	\$ 165
Project Manager / Senior Engineer	\$ 150
Engineer / Project Coordinator	\$ 125
Junior Engineer (EIT)	\$ 105
Engineering / Architectural Technologist (Drafter)	\$ 90
Clerical	\$ 60

Notes for Schedule of Hourly Rates:

1. These rates apply to all items not covered elsewhere in proposal.
2. Work which must be performed beyond an 8 hour day or on holidays will be charged at 1.5x regular rate of \$500 per half day site visit.
3. All personnel involved in specialty assignments, litigation, hearings, etc. will be charged at 1.5 x the designated rate.
4. These rates do not include applicable taxes.



4 Project Team

Brian Boomars, P.Eng., Executive Director and General Manager of the BC regional office, has more than 27 years of engineering and construction related experience. Mr. Boomars has managed projects as large as \$140 million, and has worked throughout Canada. Projects include: building envelope rehabilitations, new construction, major building additions, skylights and glazing, HVAC and plumbing, paving and drainage rehabilitation and roofing restorations. He is a member of Engineers and Geoscientists BC (EGBC), the BC Building Envelope Council (BCBEC), International Institute of Building Enclosure Consultants (IIBEC), and the Condominium Homeowners Association (CHOA).

Ana Gutierrez, P.Eng., Director of Engineering, has more than 20 years of structural and building enclosure engineering experience and currently manages the engineering department for BC. Ms. Gutierrez has been involved in structural assessments, design, construction, renovation, and administration of existing and new buildings in Canada and overseas. She has been involved in numerous Building Envelope restoration projects within BC and has performed in the capacity of Structural Engineer and Building Enlosure Engineer.

Michelle Plante, P.Eng., Project Manger, Building Sciences, Ms. Plante is a graduate of University of New Brunswick (B.Sc. Civil Eng. 2013) and a recipient of the prestigious Richard J. Curie Scholarship in Engineering (valued at \$50,000.00). A Professional Engineer, her role at IRC is focused on building envelope engineering. Her services include providing building envelope investigation and design to remediate failed building envelope systems. She also has experience on new construction projects providing third-party review of Architectural Drawings during the design phase and onsite field reviews during the construction phase to ensure compliance with design, the Building Code, and good building envelope practice. She also regularly provides project coordination in terms of schedule and budget as well as construction administration. Michelle has worked on commercial projects including hotels, warehouses and retail units as well as residential projects including apartment buildings and both multi and single-family homes. Michelle has experience in providing detailed structural design in concrete, steel, wood & masonry complying with the National Building Code of Canada and the Alberta Building Code.

5 Corporate Profile

IRC Building Sciences Group (IRC) is a consulting firm that focuses predominantly on building performance, evaluation and rehabilitation of commercial, industrial, institutional and residential buildings.

IRC provides a full range of services, from the performance of pre-purchase studies, technical audits, and site investigations, to asset management planning and preparation of reserve fund studies. These services include full capabilities in providing needs assessment, program forecasts, budgetary costing, preliminary design and specifications. Where required, the company services include the preparation of contract and tender documents, construction review of work in progress, contract administration and construction management.

IRC's building envelope experience includes all facets of the building envelope including roofing, fenestration, wall claddings including stone, masonry, metal and EIFS, balconies and parking garage restoration.

Since the establishment of IRC 1983, the company's basic philosophy of producing quality work, on time



and within budget has translated into the firm's rapidly growing list of satisfied clients and a corresponding high incidence of repeat and referral business. IRC offers its clients a diversified background in knowledge and experience which translates into comprehensive solutions to our clients.

6 Warranty and Liability

IRC warrants that its proposed services will be performed within the professional limitations outlined above and within the limits prescribed by the Corporation at the time the services are rendered. No other warranty or representation, whether expressed or implied, is included in its proposals, contracts or reports.

IRC Professional Liability Insurance limits are \$2,000,000 limit of liability and \$2,000,000 aggregate limit.

Our budget does not include for effort required to resolve conditions that arise during the performance of the work that varies significantly from the specified scope of work. Additional work and charges relating to unforeseen conditions would be discussed prior to commencement and would require written authorization from the signing authority before proceeding.

We trust that the above is satisfactory for your purposes. If you have any questions regarding this proposal, please contact me.

Kind Regards,
IRC Building Sciences Group

A handwritten signature in blue ink, appearing to read 'Michelle Plante'.

Michelle Plante, P.Eng.
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E: mplane@ircgroup.com
www.ircgroup.com



7 Client's Authorization to Proceed

Proposal No.: C10652P

If this proposal is acceptable, please complete the following and fax back to 604.279.9644 or e-mail to mplante@ircgroup.com.

SARA REIMBER - CHAIR
Name of Person Authorizing Work

[Handwritten Signature]
Signature of Person Authorizing Work

Purchase Order No. _____

May 13, 2020
Date



TERMS OF ENGAGEMENT

IRC Building Sciences Group

GENERAL

IRC Building Sciences Group (IRC) shall render the Services, as specified in the attached Fee Proposal and Scope of Services (if provided), to the Client for this Project in accordance with the following terms of engagement. IRC may, at its discretion, and at any stage, engage sub consultants to perform all or any part of the Services.

COMPENSATION

Charges for the Services rendered will be invoiced in accordance with the Fixed Fee Proposal and/or the Schedule of Fees included with the proposal on a periodic basis as the Services are rendered. All Charges will be payable in Canadian Dollars (unless otherwise noted). Invoices will be due and payable by the Client within fifteen (15) days of the date of the invoice without hold back. Interest on overdue accounts is 2% per month. Work requested by the client beyond that outlined in the Fee Proposal shall be invoiced on a time and material basis. Work performed by IRC due to Contractor deficiencies or issues will be billed to the Client (the Client may be able to recover these costs from the contractor).

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to IRC its Charges for the Services performed, including all expenses and other charges incurred by IRC for this Project. If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by IRC under this paragraph, the Client shall forthwith pay to IRC its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

ENVIRONMENTAL

Field investigation and engineering recommendations will not address or evaluate environmental issues such as, but not limited to pollution of soil, pollution of groundwater, asbestos issues, and mould issues.

PROFESSIONAL RESPONSIBILITY

In performing the Services, IRC will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed.

DOCUMENTS

All of the documents prepared by IRC or on behalf of IRC in connection with the Project are "instruments of service" for the execution of the Project as ownership of a physical object does not include ownership of copyright, ownership of a set of plans (drawings and specifications) does not mean that the Client also owns the copyright in them. The plans can be owned by the Client, but activities restricted by copyright law (such as making a copy, posting the plans on a website, or constructing a second project from the plans) still apply. The Client is entitled to the use of the instruments of service (usually the drawings and specifications), but only on the condition that the client has paid for the services represented by the instruments of service, and then only for the purpose intended. The Client's physical ownership of the plans does not mean that the plans can be copied, used on a web site, or used to construct another project. IRC retains the copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of IRC.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of IRC, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended by the Client will result in IRC providing qualified certifications for the work.

LIMITATION OF LIABILITY

- The total amount of all claims the Client may have against IRC or any present or former partner, executive officer, director, stockholder or employee thereof under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall not exceed the IRC contract amount for services and shall not exceed the amount of any professional liability insurance the Consultant may have available at the time of this proposal.
- No claim may be brought against IRC in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

IRC GROUP SHALL NOT BE RESPONSIBLE FOR:

- The failure of a contractor to perform the work required for the Project in accordance with the applicable contract documents.
- The design of or defects in equipment supplied or provided by the Client for incorporation into the Project.
- Delays to delivery of services due to weather, acts of God, or conditions outside the control of IRC.
- Any cross-contamination resulting from subsurface investigations.
- Any damage to subsurface structures and utilities, which were identified and located by the Client.
- Any Project decisions made by the Client without the advice of IRC or contrary to or inconsistent with IRC advice.
- Delays to delivery of services due to unavailability or untimely delivery of Client drawings, reports or other documentation.
- Consequential loss, injury/damages suffered by the Client, including but not limited to loss of use, earnings and business interruption.
- The unauthorized distribution of any confidential document prepared by or on behalf of IRC for the exclusive use of the Client.
- Work or issues resulting from the work by other project consultants engaged by the client directly.

DISPUTE RESOLUTION

If requested in writing by either party, the Client and IRC shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis.

QSF-7-003 Rev 1 December 18, 2019