

January 05, 2023

Bill Goulding
Acting Director of Public Works
City of Elliot Lake

RE: Elliot Lake Arts and Culture Hub – Design Update Fee Letter

Dear Mr. Goulding,

Thank you for inviting Brook McIlroy to provide a proposal for our services to update the previous Elliot Lake Arts and Culture Hub (ELACH) design, completed in July 2021, in order to apply for Infrastructure Canada's Green and Inclusive Community Buildings funding by end of February 2023.

We are extremely excited to have an opportunity to work with you and your community to provide a unique, inclusive, and sustainable community space that supports the health and well-being of Elliot Lake residents and visitors alike.

Further to our discussions, this letter summarizes our proposal to provide design and project management services, including the coordination of subconsultants.

1.0 Project Scope

- Revise architectural package based on City feedback
- Provide architectural, structural, mechanical, electrical, civil, and sustainability design briefs and narratives
- Prepare a Class C costing for the project
- Prepare an energy model and Letter of Attestation as required for the GICB funding submission

2.0 Consultant Team

Architects and landscape architects	Brook McIlroy
Structural engineers	Blackwell Engineers
Mechanical engineers	Smith and Andersen
Electrical engineers	Smith and Andersen
Civil engineers	Tulloch
Sustainability consultants	Footprint
Cost consultant	AW Hooker

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3.0 Fees

The proposed fee is \$58,500, which includes the services of both Brook McIlroy and the subconsultants.

Should the project costs vary above this amount due to higher levels of design requirements, we will coordinate with you to adjust our fees accordingly or invoice hourly at the following rates:

Calvin Brook:	\$250	Architect/Principal
Justin Spec:	\$140	Architect/ Project Manager
Support Staff:	\$100	

4.0 Terms and Conditions

Invoices will be monthly based on the work completed. All professional fees are exclusive of disbursements and applicable taxes, which are extra. All invoices are due for payment upon receipt.

Should the client adjust the scope of work outlined above, Brook McIlroy Inc. reserves the right to adjust the quoted fees accordingly.

Should revisions to drawings, schedules, specifications or other documents be required when such revisions are inconsistent with approvals or instructions previously given by the client, or representatives, or are due to other causes not solely within the control of Brook McIlroy Inc., the client will be charged based on a fee basis to be agreed to with the client. A "Do Not Exceed" value shall be agreed upon prior to undertaking any additional work.

This agreement may be terminated by either party, upon not less than 30 days prior written notification to the other party. Brook McIlroy Inc. will be remunerated for all work completed and in progress up until the time of termination.

We look forward to working with the City of Elliot Lake on this exciting project. Please contact me at 416-616-4075 should you wish to discuss any aspect of this proposal.

Yours Sincerely,



Calvin Brook, OAA, FRAIC, AIA Int, RPP, MCIP, LEED AP

Principal