



Memorandum

To: Project Architect
From: Job Captain
Subject: ABC Building Renovation
Mechanical Data

Date: September 5, 1999
File/Project No.: 99101

Mechanical Engineer has advised as follows:

1. Mechanical Order of Magnitude Costs

1.1	Ground floor offices	\$6,600
1.2	Boardroom	\$6,600
1.3	Second floor offices	<u>\$11,500</u>
		\$24,700

Note: These costs are exclusive of fees or contingencies.

2. Architectural Requirements for Mechanical

- 2.1 Roof-top AC ducts (3) require holes in roof, roof curbs and enclosures in vertical duct shafts (about 2'-0" x 2'-0")
- 2.2 Furred-in enclosure for ducts allow 20" extensions, six spots cut and patch for each unit.

3. Electrical Requirements for Mechanical

- 3.1 2 1/2 H.P. required for each AC unit noted above.

c. Mechanical Engineer
Electrical Engineer

Method of Transmission: by fax only.



Minutes of Meeting No.: 4

Project: ABC Building Renovation

Date: May 18, 1999

Project No.: 99101

Location: Site

The following summarizes all subjects discussed and decisions reached at the above-noted meeting. Please advise Architect of any errors or omissions.

	Action by
<p>4.1 ATTENDEES</p> <p>Client: U. Lysses Contractor: O. Lympus Architect: P. Thagorus, J. Smith</p>	
<p>4.2 GENERAL</p>	
<p>.1 Contract — Client is to sign contract and return to Architect at earliest convenience (outstanding 2 weeks).</p>	<p>Client U. Lysses</p> <hr/>
<p>.2 Insurance — Contractor is not prepared to accept \$1,000 deductible as noted in his letter to provide same for remainder of project duration by June 1, 1999. Client to review.</p>	<p>Client U. Lysses</p> <hr/>
<p>.3 Cash Flow — Contractor has provided cash flow projections for first three months and is to provide same for remainder of project duration by June 1, 1999.</p>	<p>Contractor O. Lympus</p> <hr/>
<p>.4 Schedule — Copies of garage and tower superstructure bar chart schedules were distributed to Client and Architect for review and comment.</p>	<p>Architect P. Thagorus</p> <hr/>
<p>4.3 ARCHITECTURAL</p>	
<p>.1 Samples — Travertine sample to be resubmitted.</p>	<p>Contractor O. Lympus</p> <hr/>
<p>.2 Hoarding Colour & Sign — Client to advise regarding hoarding colour and \$600 allowance for sign.</p>	<p>Client U. Lysses</p> <hr/>
<p>.3 Documentation — Contractor advised that they had documented the condition of existing landscaped area by photograph and letter, before erecting temporary offices. A copy of this documentation will be submitted to Architect.</p>	<p>Contractor O. Lympus</p> <hr/>

4.4 STRUCTURAL

- .1 Service Tunnels —, Contractor stated that their bid does not include an allowance for tunnels, to connect services. Tunnel work should commence immediately, but the contractor is not prepared to start until this matter is clarified. Architect to review and advise.
- .2 Garage Alterations — Existing pipe columns are to be inspected by Structural Engineer and reworked. Instructions required (outstanding 1 week).

Action by

Architect
P. Thagorus

Structural Engineer

4.5 MECHANICAL

- .1 No pending business.

4.6 ELECTRICAL

- .1 Electrical Contract Clarification — Decision on the following is still outstanding and is delaying finalization of prime contract and electrical sub-contract:
 - ABC fixtures in lieu XYZ
 - Transformer type — dry type vs. oil

Client reported that while they have been fully briefed on this situation, they will not consider the matter further until Contractor replies to the Architect's letter of 10 April 1999.

Contractor
O. Lympus

4.7 STATUS OF SHOP DRAWINGS AND SAMPLES

- .1 Contractor and Architect reported no outstanding items at this time.

4.8 STATUS OF CHANGES

- .1 Status Proposed Changes issued to date:

- PC 1 Incoming service & power supply
- PC 2 Travertine finish — core walls
- PC 3 Mechanical revisions
- PC 4 Structural foundation revisions
- PC 5 Clarification of parking garage structure
- PC 6 Sprinkler revisions

Client signing CO
Architect checking
Architect checking
Architect checking
Contractor pricing
Contractor pricing

- 4.9 DISTRIBUTION — U, Lysses
- O, Lympus
- Structural Engineer

Prepared by:
James Smith, Project Architect



Transmittal

Project Name:

Project No.:

Date:

To:

From:

- For your:**
- Approval
 - Distribution
 - Information and use
 - Review and comment

- Via:**
- Mail
 - Courier
 - By hand
 - To be picked up
 - Fax
 - E-mail

Quantity:

Description:

Remarks:



Fax Memorandum

Date: _____

File: _____

To: _____

Project No.: _____

From: _____

Fax No.: _____

Subject: _____

Original to follow in mail: yes no

No. of pages (including this page):



Project Team Directory

Name of Project:

Project No.:

Name of Client:

Date Prepared:

Name of Client's Representative:

- Address:
- Telephone:
- Fax:
- Cellular:
- E-mail:

DISCIPLINE	Firm NAME	Representative
Architect		
Address		
Telephone		
Fax		
Cellular		
E-mail		
Structural Engineer		
Address		
Telephone		
Fax		
Cellular		
E-mail		
Mechanical Engineer		
Address		
Telephone		
Fax		
Cellular		
E-mail		
Electrical Engineer		
Address		
Telephone		
Fax		
Cellular		
E-mail		
Other Consultants		
Address		
Telephone		
Fax		
Cellular		
E-mail		



Addendum No. _____
page _____ of _____

Project No.: _____

Date: _____

Project:

The following information supplements and/or supersedes the bid documents issued on _____.

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original drawings and specifications issued for the above-named project to the extent referenced and shall become part thereof. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form. Failure to do so may subject bidder to disqualification.

Drawings: _____

Specifications: _____



Letter of Acceptance Sample No. 1

Date: _____

Contractor: _____

Address: _____

Attention: _____

Dear _____ :

Re: Project Title: _____

Project No.: _____

We thank you for your bid dated _____ in the amount of \$_____. We advise that your bid is accepted. This is your authorization to proceed with the work immediately.

Please obtain and submit the following documents as specified in the bid documents as soon as possible and before commencing activities at the site:

1. Workers Compensation Board certificate of good standing,
2. Certificates of insurance,
3. Certified copies of insurance policies, and
4. Performance bond.

We accept the alternative price of \$_____ deduction for using _____.

We also accept the proposed saving of \$_____ for eliminating _____ in accordance with the bid documents _____.

With these changes, the contract price will be \$_____.

The formal contract documents are being prepared and will be submitted to you shortly for execution.

Yours very truly,

Client



Client's logo

Letter of Acceptance (Qualified) Sample No. 2

Dear _____ :

Re: Project Title: _____
Project No.: _____

Thank you for your bid for the above-named project, dated _____ in the amount of \$ _____. We accept your bid subject to the following conditions and qualifications, and authorize you to proceed with the work immediately. We understand that the Architect, _____, has advised you of this acceptance and authorization by telephone on _____ and that you have agreed to begin work at the site on _____.

Your bid is comprised of the basic bid form, _____ pages; the Schedule of Alternative Prices, _____ pages; your letter of _____ to us care of the Architect explaining certain alternative prices; and your letter of _____ to us care of our Architect extending the time limit for the acceptance of your bid by _____ days.

Your bid included in the Schedule of Alternative Prices, certain alternatives. We accept alternative (a) for the _____ which will reduce your bid sum by \$ _____, the revised sum being \$ _____. This acceptance is conditional upon our being shown preliminary shop drawings which will demonstrate to our satisfaction that the alternative _____ will meet the performance requirements of the Specifications. We accept alternative (c) at no charge in price and accept _____ as the control sub-contractor.

We accept your assurance that the letters "N/A" in the blank space in Article 10.1 of your bid means that there is no premium to complete the work specified in Articles 8.1.5 and 8.1.6. However, in recognition of the delay in giving notification to proceed, from _____ to _____, the completion dates are hereby revised to _____ (8.1.5) and _____ (8.1.6).

We ask you to take immediate steps to obtain a letter from the Workers Compensation Board/Workplace Safety and Insurance Board certifying that you are in good standing and to secure and submit to us, via our Architect, a performance bond as set out in Article _____ of the General Conditions as amended by Supplementary Condition _____. Furthermore, we ask that the CCA form of performance bond be further modified as follows:

Instead of saying "Principal has entered into a written contract with Obligee, dated the _____ day of 20____," it shall say "Principal has, by bid dated _____, which was accepted by letter dated _____, entered into an agreement which is subsequently to be replaced and superseded by a formal contract as described in the contract documents."

Please submit the required certificates of insurance and certified copies to us through our Architect before commencing activities at the site.

Our Architect is assisting us in preparing a formal contract and will notify you when it is ready for execution.

Because our acceptance is qualified, it is necessary that you confirm your acceptance of the qualification by signing this letter and affixing your corporate seal in the place we have prepared for that purpose below.

(Client) (Seal)

Accepted: _____ (Contractor) (Seal)



Client's Logo

Letter to Unsuccessful Bidders

Date: _____

Contractor: _____

Address: _____

Attention: _____

Dear _____ **:**

Re: Project Title: _____
Project No.: _____

Thank you for your bid for the above project. We would like to advise you that the contract has been awarded to _____ (insert name of successful General Contractor) for an amount of \$_____. (insert contract amount)

(provide a brief explanation regarding contract amount if different from bid amount).

Could you please return the bid documents to _____ at your earliest convenience.

(insert information regarding return of bid security or bid deposit after execution of contract, if necessary).

Once again, thank you for bidding on this project.

_____(Client)

or

_____(Architect)



Field Review Report 3

Project: ABC Building Renovation
10 Jones Avenue, Toronto

Date of Visit(s): October 4, 1999

Contractor: Construction Contracting Ltd.

Project No.: 98101

Weather: Sunny, 5° C

Building Permit No.: 174/99

GENERAL

1.1 Reviewed work in progress with Client.

WORK IN PROGRESS — OBSERVATIONS

2.1 Demolition of existing building complete. Sub-contractor to remove stockpiled materials at N.W. corner of site.

2.2 Site preparation — Topsoil removed and stockpiled on site. Existing paved surfaces removed. Rough grading complete. Equipment on site — one tractor, vibrator, and compactor.

2.3 Excavation for footings complete — see Structural Engineer's report.

2.4 Footings — Concrete footings poured along gridline A from grids 1 to 8. Forming footings for remainder of gridline A. Four workers plus superintendent. Reinforcing steel for footings delivered.

INFORMATION OR ACTION REQUIRED

3.1 Sketches made of existing 100 x 100 steel column at grid E3 to E9. Contractor to clear away miscellaneous wood to expose connection in order to verify shop drawing details of steel connection to existing.

ITEMS TO BE VERIFIED — None.

Report by: James Smith

Title: Project Architect

(signature) (Project Architect)

Distribution by fax: ABC Corporation — Client Representative
Construction Contracting Limited, Project Manager
Chief Building Official
Architect File

Attachments: Structural Engineer Field Review Report Number 3

Method of transmission: