

## TRANSMITTAL

**To:** Corporation of the  
Town of Hawkesbury  
600, rue Higginson Street,  
Hawkesbury, ON  
K6A 1H1  
**Attn: Mr. Guillaume Boudrias, Project Manager**

**Date:** October 30, 2017

Fax: 613.632.2463 Tel: 613.632.0106 Ext 2227

**Project:** La Maison de l'Ile – Phase 2 Masonry Repairs  
**Re:** Fees for Phase 2 Work (RMA 17167)

Dear Mr. Boudrias,

Thank-you for this opportunity to work on the *La Maison de l'Ile*, for Phase 2 masonry restoration work. We will provide services for Phase 2 working with John G. Cooke and Associates Ltd (JCAL).

Per your email sent 25 October 2017 the scope of work requested is understood to be as follows:

1. Selection of an experienced Mason to complete both pilot projects and the repointing of the North wall. Council has granted permission to the administration to derogate from the procurement policy, allowing for an informal quotation process, which means that we don't need to go through a lengthy RFT process; *(This will be done in conjunction with JCAL, which will involve contacting masons, providing documents to bid on, review of bids and recommendation).*
2. Prepare the minimum required specifications for the Contractor to provide an informal bid; *(This will be done in conjunction with JCAL, and will include limited drawings, photos, and/or instructions sufficient to convey requirements of the Work.)*
3. Direct and supervise both pilot projects and determine which procedure shall be used for this project; *(This will be done in conjunction with JCAL, who will be doing most of the direction and supervision.)*
4. Provide site supervision as required; *(This will be done in conjunction with JCAL, who will be doing most of the direction and supervision. RMA has allowed for two site visits with reports, and one final inspection/meeting.)*
5. Provide contract administration services; *(This will be done in conjunction with JCAL, with RMA as the general lead.)*
6. Provide opinion of cost; *(This will be for overall cost of the work based on the two approaches, and will be done in conjunction with JCAL.)*
7. Review and comment on contractor submittals (ie. Shop drawings, work plan etc.) *(This will be done in conjunction with JCAL, with RMA as the general lead.)*
8. Attend kick-off meeting. *(RMA and JCAL will attend.)*
9. Any other services/tasks that are required to complete this type of work. *(If other services/tasks cannot be accommodated in the time that our fees are based on, RMA/JCAL will notify the Town and provide a fee estimate before proceeding.)*

Robertson Martin  
Architects

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The above is based on an 8 week period of work. Should the project go beyond this and require additional fees, we will advise the Town before additional fees are incurred. Depending on schedule and availability, RMA and JCAL may engage other staff members to be involved with administering the project.

For the above work, RMA fees are **\$9,600.00**, not including HST and disbursements for such things as printing, travel, and meals. Disbursements will be claimed on actual cost with receipts submitted.

JCAL's fees for the Phase 2 work are **\$19,500.00**, not including fees to provide input to the maintenance manual, or a proposed allowance for independent mortar testing. Please see attached fee proposal letter from JCAL for more details.

Any additional work, will be billed at our hourly rates based on scope agreed to with the Town. Our hourly rates are provided below, and JCAL's are provided in their attached letter.

<b>Position</b>	<b>Rate (hourly)</b>
Principal Architect	\$126.00
Architect	\$116.00
Architect / Intern	\$95.00
Sr. Technologist	\$105.00
Int. Technologist	\$95.00
Jr. Technologist	\$85.00
Sr. Conservation Architect	\$140.00
Conservation Architect	\$120.00
Sr. Conservation Specialist	\$140.00
Int. Conservation Specialist	\$110.00
Jr. Conservation Specialist	\$100.00
Administration	\$65.00

In addition to the above, in your email we were requested to prepare a maintenance manual as follows:

"...Council also mandated the administration and Robertson Martin Architects to prepare a 10 year maintenance/work plan for *La Maison de l'Ile*. This should be kept separate from the repointing project and can be completed in 2018. The plan should include priority of work, budgets, timeline, safety, do's and don'ts, material specs (stone, wood, mortar etc.), quarry locations and contact information etc. I believe that we will gather some much needed information during the repointing project that will also be incorporated in the plan.."

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At this time the scope of work to prepare this manual is unclear and would be influenced by what must be covered in the manual, such as all assemblies or just the masonry, and information that is obtained in the course of the work. A Rough Order of Magnitude (**ROM**) to prepare a maintenance manual is **\$5,000.00** before HST, disbursements and fees from JCAL. We propose that the scope of work for this be further defined, along with project expectations for the work. It may be possible that the manual could be based on the close-out documents from the existing project and the Phase 2, providing economies.

We trust that the above meets your approval. Please do not hesitate to contact our office should you have any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "James Maddigan". The signature is written in a cursive, flowing style.

James Maddigan, MScA, CAHP, CSC, APTI  
Senior Associate, Building Conservation Specialist  
for Robertson Martin Architects

**Attachments:**

A. Fee proposal from John Cooke and Associates Ltd., Dated October 30, 2017.