



Municipality of West Elgin

Addendum Agenda

Council Meeting

Date: April 8 2021, 9:30 a.m.

Location: Electronic Participation Meeting via Zoom

Due to Orders under *Reopening Ontario Act, 2020* this meeting will be held electronically. If you wish to view this meeting please contact the Clerk's Department also if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

7. Staff Reports

7.3. Administration

7.3.1. *M. Badura, CAO/Treasurer - Municipal Office Building Renovations*

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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Building Renovations; and That L360 Architecture be retained to provide the necessary design development, construction and permit drawings required to comply with all applicable provincial codes, legislation, and standards. In addition, that L360 Architecture provide all the services to the Municipality of West Elgin as set out in their March 12, 2021 fee proposal in the amount of \$27,000.00 excluding HST; and

That CAO/Treasurer be directed to sign the proposal agreement.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-04-08
Subject: Municipal Office Building Renovations

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Building Renovations; and That L360 Architecture be retained to provide the necessary design development, construction and permit drawings required to comply with all applicable provincial codes, legislation, and standards. In addition, that L360 Architecture provide all the services to the Municipality of West Elgin as set out in their March 12, 2021 fee proposal in the amount of \$27,000.00 excluding HST; and
That CAO/Treasurer be directed to sign the proposal agreement.

Purpose:

The purpose of this report is to obtain Council's approval to engage the services of L360 Architecture to prepare construction and building permit application design drawings, tender documentation, and provide contract administration services associated with the Municipal Building renovations.

Background:

The Municipality of West Elgin has identified the following building and mechanical deficiencies:

- Create adequate workspace to all office staff (comply with physical distancing requirements)
- Address water leaks and mold remediation (health and safety concerns)
- Reorganize public spaces within the office
- Create new public washroom
- Provide fixed protective screening
- Comply with AODA standards
- Insulate the exterior walls and replace windows
- Replace HVAC system
- Replace outdated security system and keyless access

Three architectural companies have been contacted and following proposals have been received:

L360 Architecture \$27,000.00 plus HST
SPH Engineering \$27,375.00 plus HST
Spriets Associates – received on response

Financial Implications:

This project was included in the 2021 Capital Budget approved by Council, with \$300,000 being identified for this work.

Report Approval Details

Document Title:	Municipal Office Building Renovations - 2021-12-Administration Finance.docx
Attachments:	- L360 CoWE Admin Office Renovations Proposal.pdf
Final Approval Date:	Apr 7, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



MUNICIPALITY OF
West Elgin

**Request for Architectural Services
Interior Renovation to West Elgin
Municipal Building**

March 12, 2021



Section 1 | Company Profile

.1 The Company: Size and Relevance

L360 ARCHITECTURE is based in London, Ontario and has serviced Southern Ontario over the past 19 years. We have completed several projects including the current Elgin County Administration Building Elevator Addition and have a strong standing relationship with the Building Departments for several municipalities.

L360 has completed several administration expansion projects for different municipalities including the City of London, The County of Elgin, The Township of Chapleau. The most notable project would be the redesign of the current City of London's Council Chambers completed in 2010 to 2012.

The breakdown of our company is as follows:

principal: Paul F. Loreto, OAA, MRAIC, CanBIM CP President
OAA License #5461

architect: Keerat Kaur, M Arch., M. Eng.
graduate architect: Sabrina Villela, B. Arch., M. Eng.
graduate architect: Sergio Gondim, B. Arch.
graduate interior designer: Leeda Omar, B. Int. Design

Three architectural technologists
David Doka Sr. Associate -Sr. Project Manager
Chris Sammut Associate -Sr. Architectural Technologist
Nils Sillanpaa Associate - Sr. Project Manager/ Business Dev.
(Timmins)

finance
Jing Chen B.Comm. - Finance (London)

.2 Number of Years in Business

L360 ARCHITECTURE started in London, Ontario in 2001 under the name of paul f. loreto architect inc. In 2010, after creating our unique business process, the L360 ARCHITECTURE Process (L360AP) during our development of the Woodstock Hospital Virtual Construction Model for EllisDon, we changed our name to L360 ARCHITECTURE to brand our Process.

.3 Confirmation of Licensing in Province of Ontario

L360 ARCHITECTURE holds, in good standing, Certificate of Practice License #4819 with the Ontario Association of Architects.

.4 Memberships in Professional Associations

L360 ARCHITECTURE holds, in good standing, the following memberships:

- 1) Ontario Association of Architects
- 2) Royal Architectural Institute of Canada
- 3) Canada BIM Council
- 4) US Green Building Council - LEED A/P - Nils Sillanpaa
- 5) Association of Architectural Technologists of Ontario

.5 Ability to Respond Onsite Within 1-3/4 Hours

L360 ARCHITECTURE has local representation and is capable of a maximum one hour response time to all of the County's onsite needs.

.6 Legal Name of Proposing Entity

L360 ARCHITECTURE Inc. is the legal name in which we have been incorporated in 2010 after being incorporated as paul f. loreto architect inc. in 2001.

.7 Principal Businesses and Corporate Directors

Paul Francis Loreto, OAA, MRAIC is the Director and holds 100% ownership of L360 ARCHITECTURE and L Three60+.

1) **L360 ARCHITECTURE:** Principal Business: Architecture
Director (100% Ownership)
Paul Francis Loreto, OAA, MRAIC

1) **LTHREE60+:** Principal Business: Project Management
Director (100% Ownership)

.8 Staff Qualifications

The following professionals will be assigned to the Conestoga projects. Please see their individual resumes showing their experience and expertise.

L360 ARCHITECTURE: Design Team
Paul F. Loreto, OAA, MRAIC, President- Lead Designer
Sergio Gondim, B, Arch, Co-Lead Designer

Production Team:
Chris Sammut Associate, Sr. Technologist
David Doka, Sr. Associate, Sr Technologist
Leeda Ayoub, B. ID, Interior Designer

.9 Key Contacts

Paul Francis Loreto, OAA, MRAIC will be the College's point of contact for all Design and Contractual matters.

Chris Sammut, MAATO, Sr. Project Manager will be the College's Key Point of Contact for all things related to the production aspects of the project.

.10 Offices

L360 ARCHITECTURE
Suite 305, 1490 Richmond Street
London, Ontario N6G 0J4

LTHREE60+
Suite 201, 7 Balsam Street S.
Timmins, Ontario P4N 2C7

Section 2| Key Personnel

L360 ARCHITECTURE is a full service 8-person architectural firm that strives on achieving excellence in design and project management for a wide range of industries throughout Canada and the United States while maintaining a high standing within Ontario's architectural community since 2001.

Our team of professionals is comprised of Architects, Project Managers, Technologists and LEED® AP's, who excel in their work ethic, experience and commitment to L360's vision of implementing technology for design solutions at its highest level.

The following team resources will be assigned to this project as each member listed has worked on integrated projects ranging between \$100,000.00 to \$40.0 Million. If required for specific tasks, additional L360 staff may be called upon for their particular expertise to aid in the completion of work on any given assignment.



PAUL F. LORETO - LEAD DESIGN
OAA, MRAIC
President - Sr. Architect
Partner-in-charge
Bsc. Tech.(Arch. Sci), B.Arch, M.Arch.
pfloreto@L360arch.com
519 473 6641 ext.361

Paul F. Loreto has 31 years of experience in the Architecture and Construction Industry and has been a leader in BIM implementation since 2001. Paul has worked on numerous projects for public sector clients dealing with the full design of classrooms, support services spaces to the removal and replacement of building systems such as roofs, windows, mechanical units and full electrical systems. Paul's role as the Key Contact and Lead Designer will ensure that the County's requirements have been successfully achieved.



DAVID DOKA
Sr. Architectural Technologist
Dipl.Arch.Tech., Fanshawe College(1998)
david.doka@L360arch.com
519 473 6641 ext.366

As a Sr. Architectural Technologist, David's 20 years of expertise will provide the technical and building science leadership required during the preparation of construction documentation. David's expertise in the coordination of all Consultant deliverables will add the extra level of conciseness and will result in an unparalleled level of cost control ensuring that the work is properly developed without coordination errors.



LEEDA AYOUB
Graduate interior Designer
Fanshawe College (2017)
BID, Yorkville University (2019)
leeda.omar@L360arch.com
519 473 6641 ext.371

Leeda is a recent graduate of the Interior Design Bachelor Degree Program. She has taken a lead role in assisting all L360 Clients in their material and finishes selections, placing a strict focus on the budget at hand. Leeda is a passionate and active individual who thrives to make a statement in the Interior Design industry and is currently in the process of obtaining her license. Seeking the best in her design work, she is always inspired by the art and science of creating healthy environments and enhancing interiors to achieve aesthetically pleasing spaces.

Fee Proposal

L360 ARCHITECTURE is privileged to have been chosen for this project. Our FIXED Fee shown below will provide the County of West Elgin with the necessary design development, construction and permit drawings required to make this project a great success. The fee also includes, 40 hours of Construction Administration time during construction to ensure that this project will be constructed properly and as per the documents developed by our Team.

The scope of work associated with this project is to further develop the schematic design concept provided to L360, review the leaking roof, reorganize public spaces within the office, provide OBC review and incorporate a new public washroom, Lobby millwork as per the design concept, and protective screening. All Mechanical and Electrical review of the proposed work and development of permit drawings are part of L360's proposed fee

ITEM.	FIXED FEE. : \$27,000.00 plus H.S.T.
All costs associated with this proposal includes all schematic design, design development, contract documents, contract administration, and all disbursements.	Breakdown
	L360 ARCHITECTURE: \$15,000.00
	Mechanical / Electrical / Plumbing \$ 12,000.00
<hr/> *Additional Cost COST CONSULTING if required by Municipality \$2,000.00	

SCHEDULE OF PER DIEM RATES AND DISBURSEMENTS (EFFECTIVE January 2021)

President – Paul F. Loreto, OAA, MRAIC Partner	\$ 250.00 per hour
Project Architect	\$ 225.00 per hour
Project Manager – David Doka, Nils Sillanpaa, Sr.	\$ 165.00 per hour
Graduate Architect	\$ 165.00 per hour
BIM Certified Consultant- Sergio Gondim	\$ 155.00 per hour
International Graduate Architect	\$ 135.00 per hour
Senior Site Administrator	\$ 115.00 per hour
Senior Architectural Technologist - Chris Sammut	\$ 155.00 per hour
Intermediate Architectural Technologist, Interior	\$ 155.00 per hour
Designer (Non- Registered)	\$ 135.00 per hour
Junior Technologist	\$ 115.00 per hour
Administrative Staff	\$ 125.00 per hour
Expert Witness	\$ 65.00 per hour
	\$ 600.00 per hour

DISBURSEMENTS:

- services & expenses of consultants	@ cost + 10%
- printing, plotting, courier, photography & photographic reproductions	@ cost + 10%
- materials for special presentations	@ cost + 10%
- long distance	@ cost + 10%
- photocopying	@ \$ 0.25 per page
- mileage	@ \$ 0.54 per km
- authorized taxi charges & travel expenses	@ cost + 10%
- in-house white prints	@ \$ 1.35/sheet

NOTE THAT ALL TAXES AS PRESCRIBED BY LAW WILL BE ADDITIONAL TO THE FEES AND/OR COSTS STATED ABOVE.

L360 ARCHITECTURE

SUITE 305

1490 RICHMOND STREET

LONDON ONTARIO CANADA N6G 0J4

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