Request for Proposal For
Emergency Services Building Station 3
(Beachville)
Architectural & Engineering Design Services

Spriet Associates Architects and Engineers
155 York Street – London, Ontario – N6A 1A8
T: 519-672-4100
F: 519-433-9351
mail@spriet.on.ca
www.spriet.on.ca
July 29, 2016

The Corporation of the Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario
N0J 1N0

Attention: Mr. Jeff VanRybroeck
Fire Chief

Re: Request for Proposal 2016-01
Request for Proposal for Emergency Services
Building Station 3 (Beachville)

Spriet Associates London Limited appreciates the opportunity to submit this proposal in response to your recent Request for Proposal for architectural and engineering services for the new Emergency Services Building Station 3 (Beachville). For this project, we have assembled a team of architectural and engineering specialists uniquely qualified to provide the Township with an outstanding facility. We will work closely with the user groups to foster an active feedback of ideas. Our team brings a competency to this project that enables us to deliver a design based on a thorough understanding of needs, technical awareness and design aesthetics.

Our firm has successfully completed many Fire Stations including the Thamesford Fire Station for Zorra Township; No. 14 Fire & EMS Station for the City of London; South Dorchester Community Centre & Fire Station; Township of Norwich Fire Service Station No. 2; Delaware Fire Hall Renovations; Ilderton Fire Hall and the Springfield Fire Hall and Library. Our Team has the multi-disciplinary expertise required to fully understand the facility requirements.

We sincerely believe that we have the most suitable professional team to define and provide for the needs of the Township. On behalf of our team, we wish you well in your selection process and look forward to hearing from you with the outcome of your deliberations.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

Kevin J. McIlmurray, P.Eng., OAA
Associate
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1.1 Names, Qualifications, Professional Designation, Experience and Locations of key personal

Architects
Spriet Associates London Limited
155 York St.
London, Ontario N6A 1A8
Tel. (519) 672-4100
Email. mail@spriet.on.ca

Structural Engineers
Spriet Associates London Limited

Civil Engineers
Spriet Associates London Limited

Mechanical and Electrical Engineers
Callidus Engineering
1385 North Routledge Park
Unit 9
London, Ontario N6H 5N5
Tel. (519) 472-7640

Cost Consultant
Spriet Associates London Limited

Project Team Description
The Team proposed for this project is made up of individuals who have worked together on projects of a similar nature or scope. Our Sub-Consultants are regular participants in other Spriet Associates Projects. The principals have known each other for a number of years and have pursued a variety of professional activities together which means developing innovative and cost effective solutions and providing you, the client, with unwavering service. Each firm brings strength to the table to address the different functional and programmatic elements for the Proposed Emergency Service Building Station 3 (Beachville), Ontario.

Architects (Team Leader / Project Manager)
Spriet Associates London Limited
Kevin McIlmurray, P.Eng., O.A.A., is an associate and partner with Spriet Associates London Limited, and will act as the main contact for the project. Kevin will be responsible for the general overview and direction of all phases of project. Kevin is the head of the Architectural Department of the Firm, and has been an associate for over 40 years.
**Design Team**
Led by Kevin McIlmurray, P.Eng., O.A.A., an associate with Spriet Associates London Limited. He has a proven reputation in the delivery of cost effective buildings which maximize usability while minimizing operational and energy expenditures. Kevin McIlmurray has comprised a design team consisting of an intern architect; two well adapt highly experienced senior technologists, and a junior technologist. Kevin has over 40 years of experience in the development of commercial and institutional facilities, including numerous multi-use facilities. The design team has been successful in working with multi-interest user groups and has a proven record of consensus building design.

**Structural Engineers**
*Spriet Associates London Limited*
Spriet Associates is relatively unique within the field of architecture in that we have “in-house” structural and engineering capabilities. These capabilities work to the benefit of the Client as they ensure seamless coordination between the various professional disciplines. Alex Altenliu, P.Eng., an associate and partner with 16 years of experience will serve as the Structural Design Engineer. Kevin McIlmurray, P.Eng., O.A.A., will aid in structural decisions and serve as the senior Structural Design Engineer for the facility in addition to his principle role as Project Manager.

**Civil Engineers**
*Spriet Associates London Limited*
John M. Spriet, P.Eng., will provide civil engineering expertise for this project. John is an associate and partner with 20 years of experience in civil engineering, he has the knowledge and understanding required to provide services for this project including site plan design, site grading, storm sewer, sanitary sewer, watermains, entrance parking areas and other necessary services.

**Mechanical and Electrical Engineers**
*Callidus Engineering*
Grant Hall, P. Eng., is the Senior Project Manager and President of the firm. He has over 20 years of experience in the area of building services and the design of major institutional, commercial, residential, industrial, and government facilities. They provide mechanical and electrical engineering services to an ever expanding group of clients in Canada. Their mission is to provide an excellent engineering product coupled with exceptional customer service. The company goal is to develop and maintain a strong profile in the mechanical and electrical consulting engineering field. To this end, they are committed to the growth and development of our client base and to the personal growth and development of their staff.

Callidus Engineering has a team of 19 full time employees, including professional engineers, engineers in training, designers, drafters, and administration staff. Callidus has a team of 6 professional licensed engineers, and currently 5 designers working towards their professional engineering licenses.
1.2 Resumes of Project Team

See Attached Appendix B for Project Team Profiles and Resumes

1.3 Confirmation of Provincial Professional License

Spriet Associates Professional Engineers of Ontario: License No. 0117705
Spriet Associates Ontario Association of Architects: License No. 1307

Kevin McIlmurray P.Eng., OAA
Ontario Association of Professional Engineers: License No. 30503015
Ontario Association of Architects: License No. 3879
Royal Architects Institute of Canada: License No. 7676

Alex Altenliu, P.Eng.
Ontario Association of Professional Engineers: License No. 100083920

John M. Spriet, P.Eng.
Ontario Association of Professional Engineers License No. 90496878

Callidus Engineering Professional Engineers of Ontario: License No. 100090086

Jacqueline Gordon, P.Eng
Ontario Association of Professional Engineers License No. 100125452

Grant Hall, P.Eng
Ontario Association of Professional Engineers License No. 17879602

1.4 Resumes of back-up Team Members (Consultants)

See Attached Appendix B for Project Team Profiles and Resumes
2.1 Design Process

Spriet Associates encourages the client on every project to participate in the design process. To ensure that the design meets and exceeds the standards of the end user, a collaborative design process will be implemented. It is of utmost importance that the finish product accommodates the needs of all users.

The project typically is broken down into seven stages. Stages one to three are key stages that involve participation from: Building Committee, Staff, Council and volunteer firefighters.
Below are detailed descriptions of stages one through seven which encompass our project approach and methodology:

Stage One - Programming Phase
Facilitate meetings with Township Council / Building Committee, as needed to develop basic components building systems, equipment and materials.
Review the site conditions and report the Township of any issues found.
Provide a schematic cost estimate and conceptual project schedule.

Stage Two - Schematic Design Phase
Facilitate meetings with Township Council / Building Committee, to review requirements.
Attend Pre-Development meeting and address points of clarification regarding the project.
Provide a Class C cost estimate.

Stage Three - Design Development Phase
Facilitate meetings with Township Council / Building Committee, to develop Design Development Documents.
Prepare and submit Development Documents including Detailed Specifications, and schedule to the staff for review and approval. (60% plan review).

Stage Four - Construction Documents Phase
Prepare complete Construction Documents and Specifications and submit to Township Council / Building Committee for general review and approval (90% plan review).
Apply for building permit on the Townships behalf.
Provide a Class A cost estimate.

Stage Five - Bid Phase
Pre-qualify contractors.
Provide Notice to Bidders (qualified contractors) of project tender.
Reproduce and disseminate bid sets to Owner, Sub-Consultants, Construction Associations, etc.
Distribute plans to bidders
Keep record of plan holder’s list
Chair mandatory site visit and attend the Bid Opening
Respond in writing to questions from bidders and prepare addenda as necessary.
Prepare recommendation of Contractor to the Township that includes the following required content:
  - Check for math errors and reconcile any mathematical discrepancies
  - Review for unbalance bid items
  - Recommendation to award

Produce and transmit to selected contractor 3 sets of contract documents (CCDC 2008 Contract, drawings and specifications) ready for execution with Insurance, WSIB and Notice of Project received from the contractor.

**Stage Six - Construction Administration Phase**
Facilitate Pre-Construction meeting and conduct regular bi-weekly construction progress meetings.
Provide Contract Administration.
Review, log and approve submittals, shop drawings, Request for Information etc.
Review Construction Materials Testing reports.
Review and approve applications for progress payments.
Coordinate with Construction Manager or Project Manager on all Request for Change / Information, Change Orders, etc. including maintaining a log of all such documents.
Provide direction for questions and concerns from the contractor and Construction/Project Manager in resolution of problems.
The designated Project Manager or specific sub-consultant to conduct site visits at regular intervals, including observation of structural concrete placement, underground piping installation and inspections, mechanical, electrical, plumbing cover-up, etc.
Conduct Substantial Completion Inspection, coordinate with Construction Project Manager to create list of deficiencies, substantiate that items noted are completed, and issue Substantial Completion Certificate.

**Stage Seven - Project Close Out**
Provide Warranty Administration Services during the entire Warranty Period (1 year from Substantial Completion). Consultant to review items after the Contractor has notified the Township that these items are complete.
Provide support services as needed during the project close out process.
Obtain and review close out submittal from the contractor for completeness before transmitting to the Township which include but are not limited to:
  - Contractor’s red lines and record drawings
  - Warranty information
  - Material Safety Data Sheet (MSDS)
  - Operating Manuals
  - Start up and testing reports
  - Building commissioner report
  - Record drawings (in hard copy and digital format CAD)

Issue Final Completion and Acceptance letter to the Owner recommending acceptance.
2.2 Energy Efficiency and Life Cycle

Though past projects, Spriet Associates has acquired the experience needed to select materials that prove to increase the life cycle of the built environment. By combining material selection with current energy code standards, we strive to create a finished product that is both visually attractive and in harmony with its surroundings. As non-renewable sources remain the primary fuel for mechanical systems, by designing a building envelope that reduces the demand is our duty. Working closely with our mechanical and electrical consultants we have proven through our combined design solutions we are able to use systems that meet the needs of our clients, while creating an environment that satisfies the end users.

2.3 Professional Coordination

At Spriet Associates we provide in-house Architectural and Engineering Services (Structural and Civil). Our team of professionals provides a comprehensive service unlike most standalone architectural firms. The results are a unique planning and design perspective that affords our clientele a most intuitive and thoughtful design service to completely satisfy project goals. By providing the majority of the services required in-house this allows us to create a design that incorporates engineering during the early stages of the project. Our mechanical and Electrical Consultants, Callidus Engineering have collaborated with Spriet Associates multiple projects and have built a reliable partnership.

2.4 Monitoring of Schedule and Budget

The schedule and budget will be monitored by the Team Leader, Kevin McIlmurray P.Eng., OAA. Working with his team Kevin will determine an initial cost estimate after a conceptual design is approved by the Township Council / Building Committee. Kevin will ensure that the project remains on schedule by providing direct supervision on the implementation team. Once working drawings have reached the 75% completion point, the initial cost estimate (Class C) will be reviewed and revised (Class A) to determine if there are any changes to the estimate. The design team will ensure that all responses to the owner’s question are replied to in a timely manner; ensuring that the schedule proceeds as planned while the project progresses.
2.5 Client Communication

Spriet Associates will provide minutes to meetings held with the client during the preliminary design stage.
After award of the construction minutes of all project meetings will be produced and copies will be passed on to the Township.
If there are any changes to the construction implemented (ie.change orders), we will review submission from the contractor and submit to the client for their approval.

2.6 On-Site Meeting & Inspections

Spriet Associates will conduct an initial site visit to determine topographical features and the location of existing site services. This information is required to identify the building’s optimal location.
During Construction there will be regular bi-weekly project meetings on site. The General Contractor, Sub-trades, Owner representative, and Consultants will attend the site meetings.
The building will be inspected at key periodic intervals such as; the pouring of concrete footings, floor slabs, the erection of the structure, and at any other key times to ensure the building conforms to the plans and specifications.
Proponents Past Relevant Experience
3.1 Profile of Firm

Spriet Associates London Limited is a multi-disciplinary architectural and engineering consulting firm established since 1961 by Andrew M. Spriet, P.Eng. O.A.A. Since our inception, we have provided consulting services for townships, municipalities and private clients throughout Ontario.

We believe the design process is a collaborative effort and we encourage owner participation in all phases of a project. This ensures that all relevant issues are identified, resolved and implemented. Throughout our 55 year history, the firm has met the challenges of designing complex projects, for a diverse range of stakeholders. Our projects have been recognized for providing: Economical and efficient designs while maintaining code compliance and program functionality. We strive in sustaining a commitment to design excellence, which have included extensive investigation of user / client requirements for each unique venture. Numerous repeat clients can provide a compelling testimonial that our approach works, and that we make every effort to preserve the clients pre-established schedule needs.

The firm provides services ranging from feasibility studies, urban design, program development, architectural design, interior and facility space planning, structural engineering, civil engineering, construction document preparation, contract administration, construction review, commissioning and facilities management, for a wide variety of clients.

Our team of professionals provides a fully integrated and comprehensive service, unlike most conventional practices. The results are a unique planning and design perspective that affords our clientele a most intuitive and thoughtful design service to completely satisfy project goals. Our services also include project master planning for current and future building and site design to provide a product that is consistent with the long-range plans of the client.
3.2 Similar Project (Examples)

**Thamesford Fire Station, Township of Zorra**

In 2014 Spriet Associates provided Architectural and Engineering services for the design of a new Fire Station in Thamesford. The facility is 10,000 sq ft and was designed to be energy efficient.

Name of Client: **Township of Zorra**  
Project Name **Thamesford Fire Station**  
Construction Contract: **$2,000,000.00**  
Construction Completion: **2015**

Contact:  
Mr. John McFarlan  
Fire Chief  
Phone: (519) 485-2490  
Address: 274620 27th Line, R. R. # 3 Ingersoll, Ontario  
Email: jmcfarlan@zorra.on.ca
Spriet Associates worked with the City of London and London Fire Department to construct a Fire Station to suit their needs, this station housed 4 dormitories, workout room, kitchen, one Apparatus Bay and washrooms. This is a dual purpose station housing both London Fire Department and Thames EMS Paramedics. We designed the station in a residential style to suit the future residential character of the area.

**Contact:**
Mr. Jeff Wilson  
Facilities Technologist - Architectural  
Phone: (519) 661-2500 Ext. 2507  
Address: 663 Bathurst St. London, Ont.  
A.J. Tyler Operations Centre - 2nd Floor  
Email: jwilson@london.ca
**South Dorchester Community Centre & Fire Station**

Name of Client: Township of Malahide  
Project Name: South Dorchester Community Centre & Fire Station  
Construction Contract: $1,600,000.00  
Construction Completion: 2010

**Contact:**  
Mr. Eugenio DiMeo  
Phone: (519) 773-5344  
Address: 87 John Street Aylmer, Ontario  
Email: edimeo@malahide.ca

The South Dorchester Community Centre and Fire Station was completed in 2010; the building was designed to complement the surrounding area and to emulate the existing school house which once stood on this site. This fire station is designed for volunteer fire fighters and therefore the layout of the building was designed accordingly.
The Township of Norwich Fire Service Station No. 2

The Norwich Fire Station was designed as a post disaster building for the Township of Norwich. The entire structure is a Pre-Fabricated Metal Building housing 3 Apparatus Bays, a training room, boardroom, kitchen, washrooms and lockers. The building also was constructed to house a Police Satellite Office for the Ontario Provincial Police which has an open office area, secure storage area washrooms, kitchenette and reception area.

Name of Client: The Township of Norwich
Project Name: The Township of Norwich Fire Service Station No. 2
Construction Contract: $1,200,000.00
Construction Completion: August 2008

Contact: Mr. Bob Parson
Fire & Protective Services
Phone: (519) 863-2709 Ext. 236
Address: 210 Main St East
Otterville, Ontario
Email: bparsons@twp.norwich.on.ca
Dutton Dunwich EMS Station

The Dutton Dunwich EMS Station is a new 2 drive through bay constructed for the County of Elgin. This building also contains the ancillary use space for staff and equipment.

Name of Client: Elgin County
Project Name: New Dutton EMS Station
Construction Contract: $727,150.00
Construction Completion: 2013

Contact:
Mr. Jim Carter
Phone: (519) 631-1460
Ext. 165
Address: 450 Sunset Drive
St. Thomas, Ontario
Email: jcarter@elgin-county.on.ca
DESCRIPTION:
Project consisted of a 5,300 square foot Emergency Services building for London EMS. The building consisted of four ambulance bays complete with living area and showers for staff.

CONSULTING SERVICES:
Callidus Engineering provided the electrical and mechanical design for the project. The mechanical systems included a rooftop unit for the living space and unit heaters for the bays. The electrical systems consisted of an emergency generator and service entrance equipment, general indoor and building mounted exterior lighting, general power and data layouts, gas detection systems and special provisions for ambulance connection. Callidus’ relationship was with the landlord Herfordshire Capital and construction manager, McKay Cocker and included a base building package with Petroff Architects and tenant finish package with Spriet Associates.

STATUS:
Completed – September 2014

DESIGN TEAM:
Project Manager & Principal in Charge – Matthew Van Gilst, P. Eng.
Mechanical Engineer – Matthew Van Gilst, P. Eng.
Electrical Engineer – Andrew Hall, P. Eng.
Mechanical Designer – Jacqueline Gordan, P. Eng
Electrical Designer – Millar Nicol

REFERENCE:
Steven Ruse – Herfordshire Capital Corporation
10095 Pineview Trail
Campbellville, Ontario
780.713.1017
CONSULTING SERVICES:

Callidus Engineering provided the electrical and mechanical design drawings for a new fire hall. Mechanical design included the plumbing and mechanical systems as well as air handling equipment, hazardous gas monitoring and control systems and gas-fired radiant heaters. Separate HVAC systems were included for both the community uses and fire hall application. The plumbing systems included design n and consideration for oil interception and trench drains for the apparatus bay. The electrical design included building systems power, site lighting and coordination for all mechanical items.

STATUS: Completed

DESIGN TEAM:
Project Manager – Grant Hall, P. Eng.
Mechanical and Electrical Engineer – Grant Hall, P. Eng.
Electrical Designer – Brad Tilson
Mechanical Designer – Derek Reid

REFERENCE:
The Ventin Group Ltd., Architects
45 Peel Street
Simcoe, Ontario
519.426.6271
DESCRIPTION:

Designed a new 5600 square foot wood framed fire hall which included four fire truck bays, offices, maintenance room, washrooms, kitchen and training room.

CONSULTING SERVICES:

Callidus Engineering provided the architectural, electrical plumbing and mechanical design and acted as the prime consultant for the project. The electrical design consisted of the power distribution including integration of pad mounted emergency generator, lighting, emergency and life safety systems throughout the building. The Architectural design drawings included building code matrix, site and grading plans, detailed floor plans and wall types, detailed building elevations and sections, construction details, reflected ceiling plan, washroom elevations, door, window and finishes schedules, and millwork plans, sections and elevations. The mechanical design included plumbing systems with on site septic storage, firefighting water storage tank, a hydronic in-flo heating system and forced air HVAC for the occupied spaces. Construction administration was provided from concept through to occupancy.

STATUS: Completed

DESIGN TEAM:

- Project Manager – Grant Hall, P. Eng.
- Mechanical and Electrical Engineer – Grant Hall, P. Eng.
- Electrical Designer – Zam Abdulla
- Mechanical Designer – Russ Strathdee
- Architectural Designer – Deb Chapman

REFERENCE:

Jeff Denomy
Township of Adelaide-Metcalfe
2340 Egremont Drive – RR #5
Strathroy, Ontario
519.247.3687
4.1 Schedule of Milestones

Spriet Associates is aware that The Township of South-West Oxford would prefer to tender the project in November / December 2016. With past experience we have found that our clients are offered preferred prices when tendered at the commencement of a new year.

We are also aware of the restricted load on the roads for the months of March and April. We feel these months can be utilized to review show drawings to allow the contractor to begin purchase orders and reduce delivery time when construction begins May 1, 2017.
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Fees and Experience

5.0
5.1 Fixed Fees, Hourly Rates, Estimated upset Cost, and Estimated Costs

Spriet Associates Fixed Fees including disbursements for this project will be $125,000.00 (HST not included)

THIS FIXED FEE IS BASED ON THE A FACILITY WITH FINAL COSTS OF 1.4 MILLION, AND NOT INCLUDING THE DESIGN FOR PHOTOVOLTAIC PANELS.

It is estimated that this type of facility will cost at least $200 per sq ft. Therefore a 10,000 sq ft facility will cost around 2 million to construct (excluding professional fees). If the budget is revised we are proposing an 8% fee of building construction cost.

The cost breakdown is as follows:

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<th>Service</th>
<th>Fee (incl. HST)</th>
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<tr>
<td>Site &amp; Building Design</td>
<td>$26,880.00 (24%)</td>
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<tr>
<td>Construction Documents</td>
<td>$50,400.00 (45%)</td>
</tr>
<tr>
<td>Bidding and Negotiation</td>
<td>$6,720.00 (6%)</td>
</tr>
<tr>
<td>Construction Administration &amp; Inspections</td>
<td>$28,000.00 (25%)</td>
</tr>
<tr>
<td>Disbursements</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Soils Investigation Report</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Legal and Topographic Survey</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Total Fees $125,000.00

13% HST $16,250.00

Total Cost $141,250.00

Net Zero Design (Engineering) $17,000.00 (optional) + HST

The Disbursements are for printing of contract documents (Limited to 30 sets), mileage, and printing of coloured design concepts for public meetings, etc...

Further to your request we are providing the following hourly rates for additional services:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate (incl. HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle</td>
<td>$180.00</td>
</tr>
<tr>
<td>Senior Architect</td>
<td>$150.00</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>$150.00</td>
</tr>
<tr>
<td>Intermediate Architect</td>
<td>$120.00</td>
</tr>
<tr>
<td>Intermediate Engineer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Senior Technician</td>
<td>$100.00</td>
</tr>
<tr>
<td>Intermediate Technician</td>
<td>$85.00</td>
</tr>
<tr>
<td>Junior Technician</td>
<td>$60.00</td>
</tr>
<tr>
<td>Senior Planner</td>
<td>$80.00</td>
</tr>
<tr>
<td>Clerical</td>
<td>$45.00</td>
</tr>
</tbody>
</table>
SCHEDULE “A”
Request for Proposal
Submission Form

Date:  
JULY 29, 2016

Submitted By:  
SPRIET ASSOCIATES

1. The undersigned acknowledges receipt of the addenda listed hereafter:

<table>
<thead>
<tr>
<th>Addenda No.</th>
<th>Date of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JUNE 16, 2016</td>
</tr>
</tbody>
</table>

2. Pursuant to and in compliance with the RFP Documents and the addenda listed above, the undersigned, being familiar with the RFP Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submit a proposal to provide Design and Engineering services for Emergency Services Building Station 3 (Beachville) as specified for this project.

3. The Proponent declares:

a) that it has complied with the instructions and that it accepts all of the terms, provisions, stipulations and requirements set out in the RFP;

b) that it is not relying on any information other than that set out in the RFP and addenda and issued pursuant thereto by the Township of Township of South-West Oxford;

c) that all statements and information set out in its RFP Submission Form or otherwise provided to the Township in connection with the RFP, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principles of full, true and plain disclosure.

4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this RFP Submission Form.

Signature of Proponent:

KEVIN MCILMURRAY PENG  
CMA  

Printed Name and Position  
Signature

JULY 29, 2016  
Date
KEVIN J. McILMURRAY, B.Sc., P. Eng., OAA, MRAIC
Professional Engineer and Architect
Partner & Associate

Position
Department Head of the Architectural and Structural Engineering division

Memberships
Association of Professional Engineers of Ontario
Member of the Ontario Association of Architects
Member of the Association of Construction Specifications, Canada
Member of the Royal Architectural Institute of Canada

Education
Qualifying Examinations for the Ontario Association of Architects as required by the Joint Practise Board
Bachelor of Applied Science (Civil Engineering)
University of Ottawa, Ottawa, Ontario

Experience
1976 to Present - Spriet Associates London Limited
Associate Senior Engineer and Architect

Develop designs of complete architectural and structural for commercial, recreational, industrial and residential buildings in compliance with applicable codes.

Manages structural design projects in steel, wood, and concrete design for industrial, commercial, recreational, and institutional buildings.

Coordination of interaction between drafting and written specifications with other disciplines and sub consultants.

Perform site inspections and prepare final reports and documentation.

Work with contractors for various design-build project type projects.

1975 - 1976 - M.M. Dillon, Ottawa, Ontario
Construction Inspector

Bridge Department - Survey, Design and Inspection
ALEX ALTENLIU, P. Eng.
Professional Engineer
Partner & Associate

Position
Structural Engineer

Memberships
Association of Professional Engineers of Ontario

Education
Bachelor of Civil Engineering Science
Master of Structural Engineering
Technical University of Civil Engineering, Bucharest, Romania

Experience
March 2007 to Present - Spriet Associates London Limited
Structural Engineer
Develops complete structural designs of commercial, recreational, industrial, residential and educational buildings.
Provide field review and consulting during the construction phase.
Experience with steel reinforced concrete, masonry, and wood structures.

May 2005 - March 2007 - AMEC Earth Environmental Building Science Engineer
Provided consulting services pertaining to building envelope systems design and construction.

April 2003 - May 2005 - Spencer Steel Structural Steel Detailer
Completed structural steel shop and erection drawings for industrial, commercial and educational buildings.
Design of structural steel connections

January 2001 - April 2003 - Husky Detailing Structural Steel Detailer
Completed structural steel shop and erection drawings for industrial, commercial and educational buildings.
JOHN M. SPRIET, P. Eng.
Professional Engineer
Partner & Associate

Position  Civil Engineer

Memberships  Association of Professional Engineers of Ontario

Education  Bachelor of Engineering Science (Civil)
University of Western Ontario

Experience  1996 to Present - Spriet Associates London Limited
Project Engineer

Manages projects in various disciplines including structural, bridge design and municipal design, including but not limited to the following tasks:

- Consultation with clients
- Preliminary design
- Cost estimates
- Coordination of sub-consultants
- Final design, including drawings production
- Construction administration

Develop preliminary and final designs of complete site plans - storm water management, and building services for commercial, industrial, residential and recreational buildings in conformance with applicable codes.

Coordination of interaction between drafting and written specifications with other consulting disciplines. Prepare detailed cost estimates for budget purposes.
SHANNA MCILMURRAY, M.ARCH (Hons.) MRAIC
Intern Architect

Position Intern Architect

Education Lawrence Technological University, Southfield, Michigan
Master of Architecture
Bachelor in Science of Architecture

Fanshawe College, London, Ontario
Architectural Technology Course: Co-op Experience (1 Year at Spriet Associates)


Junior Technologist (Jan. 2010 - Sept. 2010)
Intern Architect (Aug. 2013 - Present)

Prepare design and working drawings of numerous architectural and structural projects for commercial, recreational, institutional and industrial facilities.

Reviews Ontario Building Code Compliances and completes the require building code matrix for a wide variety of projects. Reviews energy efficiency for all projects and completes SB-10 calculations with the aid of COMcheck software.

Gathering existing site information by means of surveying and documentation as required for a number of projects.

Create 3D presentations with multiple platforms of software tools including: AutoCAD, Revit, Showcase, Adobe Photoshop and Adobe Illustrator.

Responsible for supervision and co-ordination of the preparation of all design and working drawings in all disciplines.

Perform site inspections and prepare final reports and documentation.
AMY HENTON, Dipl. Arch. Tech.
Designer / Drafter

Position  Senior Technologist

Education  Fanshawe College, London, Ontario
Architectural Technology Course: Co-op Experience

Areas of Specialty  Design, Drafting and Project Management of Commercial,
Assembly, Institutional, and Institutional Projects

Experience  
August 2005 to Present - Spriet Associates London Ltd.
Senior Technologist
Prepare design and working drawings of numerous
architectural and structural projects for commercial,
recreational, institutional and industrial facilities.
Responsible for supervision and co-ordination of the
preparation of all design and working drawings in all
disciplines.

January 2004 to August 2005 - NA Engineering
Associates Inc.
Junior Technologist

Responsible for producing building permit drawings on
various projects.

Prepared working drawings for structural projects in the
commercial, industrial and residential sectors.
DIANA SMITH, Dipl. Arch. Tech.
Designer / Drafter

**Position**
Intermediate Technologist

**Education**
Fanshawe College, London, Ontario
Architectural Technology Course: Co-op Experience

**Areas of Specialty**
Design, Drafting and Project Management of Commercial, Assembly, Institutional, Residential and Institutional Projects

**Experience**

**Intermediate Technologist**

Prepare design and working drawings of numerous architectural and structural projects for commercial, recreational, institutional residential and industrial facilities.


Responsible for supervision and co-ordination of the preparation of all design and working drawings in all disciplines.

*November 2011 to July 2015 – djDESIGN*
**Intermediate Technologist**

Prepared design and working drawings for part 9 buildings (Residential and small commercial).

Coordinated with consultants to ensure project remained on schedule.

*February 2010 – April 2011 – MNSA Inc.*
**Junior Technologist**

Prepared working drawings under supervision of Principal Architect.

Ensured working drawings complied with Municipal Specific Zoning By-Laws and Ontario/National Building Codes

Coordinated with Landscape Architects, Structural, Mechanical, Electrical & Civil Engineers to ensure all drawings coincide.
AFFILIATIONS

Professional Engineers of Ontario (P.Eng.)
The Association of Professional Engineers and Geoscientists of British Columbia (P.Eng.)
The Association of Professional Engineers and Geoscientists of Saskatchewan (P. Eng.)
Professional Engineers & Geoscientists of Newfoundland & Labrador (PEGNL)(P. Eng.)
The Association of Professional Engineers and Geoscientists of New Brunswick (P.Eng.)
Member - Ontario Society of Professional Engineers (OSPE)
Member - American Society of Plumbing Engineers (ASPE)
Member - American Society of Heating, Refrigeration & Air Conditioning Engineers (ASHRAE)
Member - Ontario Electrical League (OEL)

EDUCATION

1978  University of Toronto
       Bachelor of Applied Science - Electrical Engineering

1979  University of Grenoble, France
       2nd Degree, French Language Studies

EMPLOYMENT HISTORY

2005 - Present  Callidus Engineering
               President, Mechanical and Electrical Engineer

1993 - 2004  JED Engineering
             President, Mechanical and Electrical Engineer

1991-1993  Paragon Engineering Limited (Stantec Consultants)
           Senior Project Manager

             Junior Partner/Manager - Electrical Engineering Department

PROJECT EXPERIENCE

2011  South West Oxford Fire Hall
      Brownsville, ON
      Electrical Engineer & Project Manager

Project consisted of new construction of a two bay Fire Hall and community centre for the town of Brownsville in the municipality of South-West Oxford. Approximate size of Fire Hall was 5,000 sq ft. Callidus Engineering provided plumbing, mechanical, electrical and site services design and drafting services, contract administration and construction observation. Project challenges included low municipal water pressure and no water supply for firefighting.

2009  Kerwood Fire Hall
      Township of Adelaide
      Electrical & Mechanical Engineer

New construction of 4 apparatus bay Fire Hall. Approximate floor area is 5,600 sq ft. Callidus Engineering was the prime consultant for this project and provided architectural, plumbing, mechanical, electrical and site service design and construction supervision from concept through to occupancy.

2008  Floradale Fire Hall
      Region of Waterloo
      Electrical & Mechanical Engineer

New construction of a single storey, two bay, drive through community Fire Hall with ancillary spaces for community use. Callidus Engineering provided plumbing, mechanical and electrical engineering and design and construction administration and observation services for this new Fire Hall.
AFFILIATIONS

Professional Engineers of Ontario (P. Eng.)

EDUCATION

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution</th>
<th>Degree/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>University of Western Ontario</td>
<td>Professional Certificate in Project Management</td>
</tr>
<tr>
<td>2007</td>
<td>University of Western Ontario</td>
<td>Bachelor of Engineering Science, Mechanical &amp; Materials Engineering</td>
</tr>
</tbody>
</table>

EMPLOYMENT HISTORY

<table>
<thead>
<tr>
<th>Year</th>
<th>Company</th>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 - Present</td>
<td>Callidus Engineering</td>
<td>Mechanical Designer/Project Manager</td>
<td>Designed mechanical and plumbing systems for interior renovation of an existing OPP branch office. Mechanical design involved modifications to existing duct work distribution and additional z-transfer grilles due to interior partition changes. Additionally plumbing for a new washroom.</td>
</tr>
<tr>
<td>2009 – 2010</td>
<td>NA Engineering Associates Inc.</td>
<td>Mechanical Engineer-in-training</td>
<td>Designed mechanical and plumbing systems for a new 16,000 sq.ft two storey funeral home. Mechanical systems included multiple air handling units with VVT boxes, furnaces, exhaust fans, natural gas fire places and gas detection monitoring systems. Plumbing systems included gaborator, multiple washroom plumbing fixtures, embalming room, servery, kitchenette and water feature.</td>
</tr>
<tr>
<td>2009</td>
<td>Integrated Engineering</td>
<td>Mechanical Engineer-in-training</td>
<td>Designed mechanical and plumbing systems for a single storey addition to an existing fire hall. The addition consisted of a single apparatus bay and office/sleeping areas. The addition is approximately 750 sq ft.</td>
</tr>
<tr>
<td>2010</td>
<td>Boyle Memorial Community Centre</td>
<td>Mechanical Designer</td>
<td>Designed mechanical and plumbing systems for a major renovation to an existing building. The facility features a gym, multi-purpose rooms and full kitchen.</td>
</tr>
<tr>
<td>2010</td>
<td>Byron Optimist Community Centre</td>
<td>Mechanical Designer</td>
<td>Designed mechanical and plumbing systems for the renovation to an existing building. The facility features a gym, offices, programming space and full kitchen.</td>
</tr>
<tr>
<td>2011</td>
<td>GO Transit Rutherford Station</td>
<td>Mechanical Designer</td>
<td>Designed snow melt system for platform addition and tied into existing system within main building.</td>
</tr>
</tbody>
</table>

For a complete curriculum vitae, please contact the office.
**AFFILIATIONS**

Professional Engineers of Ontario (P. Eng.)  
Member – IEEE – Institute of Electrical and Electronics Engineers, Inc.  
Member - Ontario Electrical League (OEL)

**EDUCATION**

1984  
University of Waterloo  
Bachelor of Applied Science – Civil Engineering

**EMPLOYMENT HISTORY**

2005 - Present  
Callidus Engineering  
Electrical Engineer, Project Engineer  
2004  
JED Engineering  
Electrical Engineer  
2000 - 2004  
Chorley & Bisset Ltd.  
Electrical Engineer  
1986 - 2000  
Vanderweseten and Rutherford Associates Inc.  
Electrical Engineer, Project Manager and Associate  
1984 – 1986  
Smylie and Crow Associates Inc.  
Electrical Engineer, Designer and Draftsman

**PROJECT EXPERIENCE**

2007  
MTO Communications Centre  
London, ON  
Electrical Designer & Engineer  
Design, specification and construction review for the following: Normal, emergency and UPS power distribution including new 45kW natural gas fired generator in outdoor sound attenuating weatherproof enclosure dedicated to the Com Centre and UPS system with bypass. Lighting and controls to accommodate video wall, work stations, lunch area and Regional Action Group meeting room. IT backbone and structured communication wiring system, communication pathways, equipment racks, equipment cabling wiring schematic and terminations schedule.

2010  
St. Thomas Airport Terminal and Hangar  
St. Thomas, ON  
Electrical Engineer  
Electrical design for new construction of an aircraft hangar facility and ancillary spaces including office, pilot lounge, passenger waiting area, public and private washrooms, storage room(s), utility rooms, etc. Total hangar building area is approximately 10,000 sq. ft. with an additional 2,000 sq. ft. of ancillary spaces. Total new construction floor area of approximately 12,000 sq. ft.

2008  
Via Rail  
Windsor, ON  
Electrical Engineer  
Electrical engineer for the new construction of the Via Rail station in Windsor, ON. The station has a total building area of approximately 13,875 sq. ft. The building will house the waiting area, ticket sales, Via general offices, public washrooms, and work crew facilities.

For a complete curriculum vitae, please contact the office.
# Millar J Nicol

**Senior Electrical Designer**

---

## Education

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>Fanshawe College</td>
<td>Control Systems Engineering Technology</td>
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</tbody>
</table>

## Employment History

<table>
<thead>
<tr>
<th>Year</th>
<th>Company</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 - Present</td>
<td>Callidus Engineering</td>
<td>Senior Electrical Designer/Project Manager</td>
</tr>
<tr>
<td>2003 - 2008</td>
<td>Smyle and Crow Associates</td>
<td>Electrical Designer/Project Manager</td>
</tr>
<tr>
<td>2002 - 2003</td>
<td>Colt Engineering Corporation</td>
<td>Electrical Designer</td>
</tr>
<tr>
<td>1994 - 2002</td>
<td>Tyco Thermal Controls</td>
<td>Engineering Coordinator</td>
</tr>
</tbody>
</table>

## Project Experience

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 - 2016</td>
<td>Crosby Audi Dealership</td>
<td>Senior Electrical Designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This high-end automobile dealership included adhering to the Audi Brand while making design fit within owner’s budget. The City of Kitchener has stick outdoor lighting guidelines and the Audi branded lighting product needed to be revise to meet the requirements. Project included a multi-bay repair garage, automated car wash, large client vehicle drive through lane, parts and storage areas, offices and showrooms.</td>
</tr>
<tr>
<td>2012 - 2013</td>
<td>Grogan Ford</td>
<td>Electrical Designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lead Electrical designer for new 14,000 sq. ft millennium heritage car dealership building and site. Building includes large 8 bay Garage/Repair area, 4 bay detailing area and 2 bay wash area. Parts storage, service department and financing and sales offices, as well as indoor showroom are all included. New LED lighting for car showrooms are provided. Worked for Construction Management firm in a design build relationship.</td>
</tr>
<tr>
<td>2010 - 2011</td>
<td>Thames Centre Recreation Centre</td>
<td>Electrical Designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lead Electrical designer for new addition to the existing ice rink/community centre which included and NHL sized ice-pad with bowl seating for 1500 and gymnasium addition. Floor areas included 42,000 sq. ft at ice level and 14,000 sq. ft on the upper bowl level. T5HO lighting was used throughout with occupancy sensing controls. Worked for Construction Management firm in a design build relationship.</td>
</tr>
<tr>
<td>2010</td>
<td>South West Oxford Fire Hall</td>
<td>Electrical Designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New 8270 square foot $2M municipal building housing a fire-station, library and community centre in the town of Brownsville in Southwest Oxford. Lead Electrical Designer for electrical and building systems design for the new building, including provision for mobile generator connection and new service. Construction review and administration to final completion.</td>
</tr>
</tbody>
</table>

For a complete curriculum vitae, please contact the office.
Mandatory Requirements

IC

APPENDIX
Certificate of Insurance

Issued to: Professional Engineers of Ontario
101-40 Sheppard Ave W
Toronto, ON M2N 6K9

Professional Liability Insurance
Policy DBC457149

1. NAMED INSURED: SPRIET ASSOCIATES LONDON LIMITED

2. INSURED'S Address: 155 YORK ST
LONDON ON N6A 1A8

3. POLICY PERIOD: from 07 August 2015 to 07 December 2016
at 00:01 local time at the INSURED'S address
shown above without tacit renewal

4. Limits of Liability: $ 5,000,000 per CLAIM
$ 5,000,000 per POLICY PERIOD

5. DEDUCTIBLE: $ 50,000 per CLAIM
* All amounts shown in Canadian dollars

6. INSURERS:
   Temple Insurance Company 25.0%
   Aviva Insurance Company of Canada 25.0%
   ACE INA Insurance 25.0%
   XL Reinsurance America Inc. 15.0%
   Everest Insurance Company of Canada 10.0%

This certificate provides the above NAMED INSURED with coverage under the
disclosed POLICY on file with the INSURERS subject to the terms and
conditions thereof and the above limits of liability and DEDUCTIBLE.

The policy contains a forty-five (45) day Notice of Cancellation to the
certificate holder listed above.

The INSURERS have duly authorized ENCON Group Inc. to execute and sign this
Certificate of Insurance.

Dated: 30 July 2015

Jean F. Laurin, President
Authorized Representative
CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS
Spiet Associates London Limited
155 York St.
London, Ontario
N6A 1A8

BROKER'S FULL NAME AND MAILING ADDRESS
McFarlan Rowlands Insurance Brokers
450 James St.
Delhi, Ontario

BROKER'S CLIENT ID: 032589 POSTAL CODE: N4B 2C1

COVERAGES:
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>INSURANCE COMPANY AND POLICY NUMBER</th>
<th>EFFECTIVE DATE (YYYY/MM/DD)</th>
<th>EXPIRY DATE (YYYY/MM/DD)</th>
<th>LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Economical Mutual Insurance 004703448</td>
<td>2015-11-30</td>
<td>2016-11-30</td>
<td>EACH OCCURRENCE $2,000,000 GENERAL AGGREGATE $2,000,000 PRODUCT’S LIABILITY $2,000,000 PERSONAL INJURY $2,000,000 TENANTS LEGAL LIABILITY $100,000 MED EXP (Per Person) $25,000 NON-OWNED AUTO $2,000,000 OPTIONAL POLLUTION LIABILITY EXTENSION [1x Ostomclus] $</td>
</tr>
<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>Economical Mutual Insurance 004703448</td>
<td>2015-11-30</td>
<td>2016-11-30</td>
<td>ICEDLY INJURY AND PROPERTY DAMAGE COMBINES</td>
</tr>
<tr>
<td>EXCESS LIABILITY</td>
<td>Economical Mutual Insurance 004703448</td>
<td>2015-11-30</td>
<td>2016-11-30</td>
<td>EACH OCCURRENCE $6,000,000 AGGREGATE $6,000,000</td>
</tr>
</tbody>
</table>

OTHER LIABILITY (SPECIFY)

DESCRIPTION OF OPERATIONS/Locations/Automobiles/Special Items
Operations usual to the business of the Named Insured.

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

PROOF OF INSURANCE ONLY

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME INCLUDING POSITION HELD
Vivian Gagnon/Registered Insurance Broker

COMPANY: McFarlan Rowlands Commercial Insurance Brokers Ltd. DATE: 12/01/2016

© 2000, Centre for Study of Insurance Operations. All rights reserved.
CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS
Spratt Associates London Limited
155 York Street
London, Ontario
N6A 1A8

BROKER'S FULL NAME AND MAILING ADDRESS
McFarlan Rowlands Insurance Brokers
450 James St.
Delhi, Ontario

BROKER'S CLIENT ID: 030389
POSTAL CODE: N4B 2C1

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The coverage afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>INSURANCE COMPANY AND POLICY NUMBER</th>
<th>EFFECTIVE DATE (YY/MM/DD)</th>
<th>EXPIRY DATE (YY/MM/DD)</th>
<th>LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)</th>
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</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
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<tr>
<td>CLAIMS MADE OR OCCURRENCE</td>
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<tr>
<td>PRODUCTS AND/OR COMPLETED OPERATIONS</td>
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<tr>
<td>EMPLOYER'S LIABILITY</td>
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<tr>
<td>CROSS LIABILITY</td>
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<tr>
<td>TENANTS LIABILITY</td>
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<tr>
<td>NON-OWNED AUTOMOBILES</td>
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<tr>
<td>HIRED AUTOMOBILES</td>
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<tr>
<td>POLLUTION LIABILITY EXTENSION</td>
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<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>Economical Mutual Insurance C20308135</td>
<td>2016-01-01</td>
<td>2017-01-01</td>
<td>($2,000,000)</td>
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<td>X DESCRIBED AUTOMOBILES</td>
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<td>ALL OWNED AUTS</td>
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<td>LEASED AUTOMOBILES</td>
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<td></td>
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<tr>
<td>ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</td>
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<tr>
<td>EXCESS LIABILITY</td>
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<tr>
<td>UMBRELLA FORM</td>
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<tr>
<td>OTHER THAN UMBRELLA FORM</td>
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<tr>
<td>OTHER LIABILITY (SPECIFY)</td>
<td></td>
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<tr>
<td>DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS</td>
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<tr>
<td>PROOF OF INSURANCE</td>
<td></td>
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</tr>
</tbody>
</table>

CERTIFICATE HOLDER—NAME AND MAILING ADDRESS

Vivian Gagnon/Registered Insurance Broker

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME INCLUDING POSITION HELD

DATE 13/01/2016

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eClearance

View my Account Details

Your Workplace Safety & Insurance Board (WSIB) account details are based on the most up to date information available. Please note that payments and other transactions may take 5 to 10 business days to be processed. Contact WSIB if you have any questions.

<table>
<thead>
<tr>
<th>Account Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>SPRIET ASSOCIATES LONDON LIMITED</td>
</tr>
<tr>
<td>Trade Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>155 YORK ST, LONDON, ON, N6A1A8, CA</td>
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<tr>
<td>Account Number / Firm Number</td>
<td>2411202 / 256392D</td>
</tr>
<tr>
<td>WSIB Account Status</td>
<td>Active</td>
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<tr>
<td>Rate Group and Description</td>
<td>958: Technical and Business Services</td>
</tr>
<tr>
<td>Classification Unit and Description</td>
<td>7752-000: Offices of Engineers</td>
</tr>
<tr>
<td>Payroll Reporting Frequency</td>
<td>Monthly</td>
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<tr>
<td>Premium Due Dates</td>
<td>End of month</td>
</tr>
<tr>
<td>Outstanding Payroll</td>
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</tr>
<tr>
<td>To report current year payroll, click here.</td>
<td></td>
</tr>
<tr>
<td>To enroll in ePremium, click here.</td>
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<tr>
<td>Account Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Active Optional Insurance for Executive Officers</td>
<td>Yes</td>
</tr>
<tr>
<td>Optional Insurance Coverage Amount per individual</td>
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</tr>
</tbody>
</table>

https://eservices.wsib.on.ca/portal/server.pt/community/eservices/eclearance/ 7/28/2016
July 29, 2016

The Corporation of the Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario
N0J 1N0

Attention: Mr. Jeff VanRybroeck
Fire Chief

Re: Request for Proposal 2016-01
Request for Proposal for Emergency Services
Building Station 3 (Beachville)

Spriet Associates London Limited is not involved in any litigation with respect to
engineering, architecture for design services with any clients.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

Kevin J. McIlmurray, P.Eng., OOA
Associate