

Vertical Transportation Consulting Services Proposal

NWS 2912 Mayfair Gardens

March 31, 2026

P1-47560



March 31, 2026

VIA EMAIL

Advantage Property Management

8387 Young Road
Chilliwack, BC V2P 4N8

Attention: Mr. Ted Kennedy, Licensed Strata Agent

**SUBJECT: MAYFAIR GARDENS, 33401 MAYFAIR AVENUE, ABBOTSFORD, BC
VERTICAL TRANSPORTATION CONSULTING SERVICES PROPOSAL
PROJECT MANAGEMENT OF ELEVATOR MODERNIZATION**

Dear Mr. Kennedy,

We kindly submit the following proposal for the above noted project for your consideration.


Please note that a building permit application is not included herein, as Firefighter's Emergency Operation, connection to the fire alarm system, and the resulting building permit requirement is not mandatory (if the existing elevator is not already connected to the fire alarm system).

The following team members are proposed for this project; their detailed resumes are attached below:

- Sam Robertson – Project Supervisor: (604) 318-5123.
- Johnson Li – Project Manager: (778) 707-8998.

If you have any questions regarding the attached, please do not hesitate to contact the undersigned.

Yours truly,



Olessya Shakuda
Proposal Coordinator

Tel: 604.630.2276

Email: proposals@gunconsultants.com

Cc: Johnson Li, Project Manager, GUNN Consultants (johnson@gunconsultants.com)

Cc: Sam Robertson, Branch Manager - Vancouver (robertson@gunconsultants.com)

VERTICAL TRANSPORTATION CONSULTING SERVICES PROPOSAL
PROJECT MANAGEMENT OF ELEVATOR MODERNIZATION

NWS 2912 MAYFAIR GARDENS
33401 MAYFAIR AVENUE, ABBOTSFORD, BC

ADVANTAGE PROPERTY MANAGEMENT

proposal scope

PROJECT UNDERSTANDING

GENERAL

Our proposal includes for vertical transportation consulting services in accordance with our recommended scope of services for a project of this type. We understand the Client would like to modernize the existing hydraulic elevator at the above mentioned buildings.

EQUIPMENT

Our Services as described herein are based on the following equipment:

- a. One (1) passenger elevator.

All services provided by our firm will be undertaken or supervised by a Professional Engineer.

PROJECT SCHEDULE

- ✓ Project award by **April 2026**.
- ✓ Receipt of all required project data from Client by **April 2026**.
- ✓ Completion of design (Construction Documents) by **May 2026**.
- ✓ Completion of procurement by **July 2026**.
- ✓ Schedule SGM to vote on total project cost by **August 2026**.
- ✓ Award Elevator and Electrical contract by **September 2026**.
- ✓ Equipment delivery by **May 2027**.
- ✓ Completion of construction (Construction Administration) by **November 2027**.

GUNN Consultants reserves the right to revise our fees if the schedule changes from that outlined and agreed upon herein. The schedule above is contingent on receiving the required information from the project team as per item “b” above and for each subsequent phase.

scope of services

Below, we outline our proposed project flow and deliverables for each phase of this project:

CONSTRUCTION DOCUMENTS

SPECIFICATIONS

- ✓ Preparation of the specifications and drawings required for all trades, designed so that all competent contractors can quote competitively.
 - a. Detailed product requirements for vertical transportation equipment.
 - b. Division 1 – General Requirements
 - c. Electrical specifications (by GUNN).
 - d. Vertical Transportation specifications, including:
 - Detailed product requirements for vertical transportation equipment.
 - Equipment retained, refurbished, or replaced.
 - Quantity, design, and type of operating and signal fixtures.
 - Finishes of vertical transportation components.
 - Voice communication.
 - Firefighters Emergency Operation (emergency recall).
 - Standby power / battery lowering.
 - Estimated motor hp ratings.
 - Estimated heat emission rates.
 - Operational requirements, including performance times, dispatching, levelling, door operation and noise criteria.
 - Vibration isolation requirements (acoustical specialist retained by elevator contractor).
 - Testing, inspection, training requirements.
 - Requirements for interim (during work) and guaranteed maintenance (warranty period).
 - Warranty, testing and safety inspection requirements.
 - Manuals and diagnostic tool requirements for non-proprietary equipment.
- ✓ Specification packages as follows:
 - a. One (1) tender package for elevator work and related work.
- ✓ Meeting(s)/conference call(s), site visits, quantity as detailed in Appendix A.

CAB INTERIOR DESIGN – LIKE FOR LIKE

- ✓ The cab interior finishes detailed under the specification.
- ✓ Like for like finishes.
- ✓ Mood boards and samples.

MAINTENANCE CONTRACT

- ✓ Detailed maintenance contract based on our standard format.
- ✓ Specify the required scope of work, schedule of duties, performance requirements, site attendance frequency, reporting duties to Owner, and all other contractual aspects critical to the Owner.
- ✓ Solicit and incorporate Owner input into the final document.

CONSTRUCTION PROCUREMENT**SUBMITTAL REVIEW**

- ✓ Request for proposals/tenders for required scope of work (all trades).
- ✓ Mandatory site visit with the approved contractors.
- ✓ Review proposals/tenders for all required disciplines and respond to any queries regarding the project.
- ✓ Prepare and coordinate addenda as applicable.
- ✓ Assist the Owner in procuring proposals/tenders for the required work and coordinate a site tour for the approved contactors.
- ✓ Provide an analysis spreadsheet and Letter of Recommendation, including a summary budget for the project, for the Owner's consideration.
- ✓ Review and obtain client approval before proceeding to next phase.
- ✓ Meeting(s)/conference call(s), quantity as detailed in Appendix A.

MAINTENANCE TENDERING

- ✓ Administer the tendering process.
- ✓ Obtain and review competitive submissions.
- ✓ Provide a letter format report of the bid/proposal analysis and recommendations.
- ✓ Work with the vertical transportation contractor and Owner to finalize the program and issue contract documents.

CONSTRUCTION ADMINISTRATION

BUILDING PERMIT

- This project **will not require a building permit** submission to the Authority Having Jurisdiction.

PROJECT MANAGEMENT

- ✓ Project management of all aspects of the work, advise and act as a representative of the Client, forward all instructions from the Client to the Contractor.
- ✓ Act as an advisor on behalf of the owner in respect to problems, disputes, changes, and extras.
- ✓ Ensure the requirements of the Contract Documents are upheld and provide findings to the Client as requested.
- ✓ Render written findings relating to all claims, disputes and other matters in question between the Client and the Contractor relating to the execution or performance of the work or the interpretation of the Contract Documents.
- ✓ Preparation of CCDC contract.
- ✓ Review of shop drawings.
- ✓ Meetings / conference calls with minutes, as outlined in Appendix A and as follows:
 - Project kick-off.
 - Shop drawing review.
 - Construction pre-start.
 - Progress meetings.
- ✓ Site instructions.
- ✓ Respond to requests for information.
- ✓ Change orders.
- ✓ Progress claim certificates.

- ✓ Progress review site visit(s), with report, quantity as outlined in Appendix A.
- ✓ Coordination by the vertical transportation contractor of all required permitting and inspections with the Safety Authority.
- ✓ Final Inspection of the completed installation, quantity of site visits as outlined in Appendix A.
- ✓ Prepare Substantial Performance Certificate for all contracts.

proposed team



Sam Robertson, EDM-A

BRANCH MANAGER - VANCOUVER

Sam has been with GUNN since 2023. Sam graduated from Laurentian University in 1996. He then joined IUEC Toronto to begin an elevator mechanic apprenticeship. Sam has over 25 years experience in the vertical transportation industry and is an Elevating Device Mechanic Class A.

Sam is Branch Manager - Vancouver at GUNN and oversees commercial, institutional, and residential Modernization projects.

DESIGNATIONS

- Elevating Device Mechanic Class A

EDUCATION

B.A. Geographic Science and Cartography
Laurentian University, 1996

ROLE & RESPONSIBILITY

- Project Management
- Oversee design and construction
- Attend meetings
- Site inspections

PROFESSIONAL AFFILIATIONS

- Certified, Technical Standards & Safety Authority, Elevating Device Mechanic Class A
- Certified, Technical Safety BC, Elevating Device Mechanic Class A

HIGHLIGHT PROJECT EXPERIENCE

CIVIC

- Canada Line Transit System, Vancouver, BC
- RCMP Divisional Headquarters Surrey GTAP, Surrey, BC
- Surrey City Hall Modernization, Surrey, BC
- Calgary International Airport, Calgary, AB
- Edmonton International Airport, Edmonton, AB
- Royal Ontario Museum – Michael Lee Chin Crystal, Toronto, ON

HEALTHCARE

- Lakeridge Health, Oshawa, ON
- Southlake Regional Hospital, Newmarket, ON

COMMERCIAL

- Sears Redevelopment Project Pacific Centre, Vancouver, BC
- The Post on Georgia, Vancouver, BC
- Brian Canfield Centre, Vancouver, BC
- Metro Tower 1, Burnaby, BC
- Brentwood Mall, Burnaby, BC

RESIDENTIAL / MIXED USE

- Suter Brook Village, Port Moody, BC
- FLO, Richmond, BC
- Station Square 1, Burnaby, BC
- Minto Yorkville, Toronto, ON



Johnson Li, P.Eng.

PROJECT MANAGER

Johnson has been with GUNN since 2022. In 2017 he completed his co-op from University of British Columbia with GUNN. He is a registered Professional Engineer.

Johnson is a Project Manager and works across GUNN's Inspection, Modernization and New Construction teams.

DESIGNATIONS

- Professional Engineer

EDUCATION

B.A.Sc (Civil)
University of British Columbia, 2020

ROLE & RESPONSIBILITY

- Project Management
- Drawing Review
- Reports
- Specifications
- Elevator Traffic Analysis
- Contracts
- Meetings
- Site Reviews
- Final Inspection

PROFESSIONAL AFFILIATIONS

- Engineers and Geoscientists BC

HIGHLIGHT PROJECT EXPERIENCE

CIVIC

- BC Housing, Vancouver, BC
- Simon Fraser University, Burnaby, BC
- BC Hydro Stave Falls, Mission, BC
- Vancouver Island Conference Centre, Nanaimo, BC
- Richmond City Hall, Richmond, BC

HEALTHCARE

- Vancouver General Hospital, Vancouver, BC
- Lions Gate Hospital, Vancouver, BC
- UBC Hospital, Vancouver, BC

COMMERCIAL

- 570 Granville, Vancouver, BC
- 1803 Douglas, Victoria, BC
- Telus Garden, Vancouver, BC

RESIDENTIAL / MIXED USE

- Polaris, Burnaby, BC
- Murchies Building, Vancouver, BC
- Springs at Langara, Vancouver, BC

financial scope

MODERNIZATION SERVICES

Refer to Appendix A for the fee table.

ADDITIONAL FEES

MEETINGS / CONFERENCE CALLS / SITE VISITS

Our fee to provide meetings / conference calls / site visits (during normal work hours) that are in addition to the number proposed herein will be charged at our hourly rates, based on the amount of time required.

DISBURSEMENTS, INVOICES, CURRENCY, AND TAXES

Out of pocket disbursements directly related to the project are charged at cost, and are not included under the fixed figures. **These costs would relate to travel, meals, hotel, major outside printing, courier expenses, building permit fee, background drawings, CCDC's, and obtaining original elevator layout drawings.**

We will invoice regularly for work done.

The figures are in Canadian funds, and do not include GST or PST unless specified otherwise.

CURRENT HOURLY RATES

Our current hourly rates for this project are as follows:

Principal	\$285.00 per hour
Dept. Manager / Sr. Engineer / Sr. Project Manager	\$250.00 per hour
Professional Engineer / Project Manager	\$220.00 per hour
Technologist / Engineer in Training	\$175.00 per hour
Technical Coordinator	\$135.00 per hour
Administrative	\$ 90.00 per hour

proposal acceptance

By signing below, the Client acknowledges acceptance of the terms of this proposal.

Name of Client: _____

Name of Authorized Signatory: _____

Signature: _____

Date: _____

The correct billing information to appear on invoice(s) is as follows:

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City / Postal Code: _____

Purchase Order
(PO): _____

Accounts Payable contact information is as follows:

First Name: _____

Last Name: _____

Phone: _____

Email invoices to: _____

Form of Payment: EFT (Electronic Funds Transfer)

Cheque

(Please circle one) *EFT is the preferred method of payment

Special
instructions: _____

Site Access contact information is as follows:

First Name: _____

Last Name: _____

Phone: _____

Email: _____

IMPORTANT: Email executed copy: TO: Proposal Coordinator (proposals@gunncollectors.com)

terms and conditions

SITE VISITS AND MEETINGS

Site visits (field reviews) and attendance at meetings are included in this proposal to the extent specified herein only. Additional site visits and meetings are billed at our hourly rates, or according to the fixed fee specified above.

EXCLUSIONS AND CLARIFICATIONS

- a. Fire alarm connection to elevator is excluded. Firefighters Emergency Operation is not mandatory for existing elevators being modernized, if it is not currently connected.
- b. Electrical drawings for tendering and permit submission are excluded, the minor electrical work required will be addressed with specifications we will prepare.
- c. Security consulting services for integration with the elevators and the building are excluded.
- d. Unknown underground cylinder condition is excluded. Additional service will be required, but not limited, for water removal, concrete chipping, water sampling, pit sealing, environmental damages, etc.
- e. Mechanical consulting services to connect machine room cooling to base building system are excluded. Where required, AC unit will be specified under the electrical specification.
- f. Structural consulting services, where the selected elevator interior design is over the weight allowance, are excluded.
- g. Cab interior design drawings and services, re-design of the elevator cab interior are excluded. A cab interior outline specification and finish options will be included in the elevator specifications, with cab interior drawings provided by the Contractor.
- h. Alternative Solution application fee from the Authority Having Jurisdiction is excluded.
- i. Cancellation of existing Maintenance Contract is understood to be the responsibility of the Owner; we will assist with a review of the terms of the existing contract only.
- j. Fire Safety Plan update is excluded.
- k. Integrated Safety Tests are excluded.
- l. Asbestos testing and abatement is excluded.
- m. All services not explicitly proposed herein are excluded.

PAYMENT TERMS

Our invoices are due upon presentation. Any invoice remaining unpaid 30 days after the date of presentation shall be considered past due.

LIABILITY INSURANCE

We currently carry Professional Liability insurance to a limit of \$5,000,000.00, and Commercial General Liability insurance to a limit of \$5,000,000.00.

PROPOSAL VALIDITY PERIOD

Our proposal is valid for a period of six (6) months from the date of issue. The validity period may be extended by mutual agreement in writing. GUNN Consultants reserves the right to revise the quotation beyond the stated validity period.

a. appendix a - financial proposal

A.1 CONSULTING SERVICES FEES

Our fixed fee to provide the services as described herein is as follows:

Item	Phase	Percentage	TOTAL FEE FIXED
1	CONSTRUCTION DOCUMENTS	43.2%	\$6,042.56
2	CONSTRUCTION PROCUREMENT	21.6%	\$3,017.93
3	CONSTRUCTION ADMINISTRATION	35.3%	\$4,939.51
4	TOTAL	100.0%	\$14,000.00

A.2 MEETINGS, SITE VISITS, DISBURSEMENTS

Our fixed fee to provide the services as described herein is as follows:

Item	Phase	Meetings (Virtual / Conf)	Meetings (In-Person)	Site Visits
1	CONSTRUCTION DOCUMENTS	1	0	1
2	CONSTRUCTION PROCUREMENT	1	0	1
3	CONSTRUCTION ADMINISTRATION	4	0	2
4	TOTAL	6	0	4



GUNN Consultants

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