



LETTER FROM OUR PRINCIPAL

We would like to thank you for the opportunity to be considered as a Project Manager and/or General Contractor for your upcoming project and to provide you with more information about our company.

ICI Contracting is a full-service Project Management and General Contracting firm. We have been in the commercial interior renovation industry for over twenty years and have constructed over fifteen million square feet of space. ICI Contracting understands that every project is unique, and our priority is to understand your specific requirements. Our objective then shifts to fulfilling and exceeding those expectations.

Project requirements often include management within strict budget parameters, on-time delivery and completion of construction to exceptional standards. We have been very successful in exceeding our client's objectives. Our success can be attributed to our unique approach to communication, accountability and working within a framework of cooperation with the many partners who contribute to the successful completion of the project.

ICI Contracting has exceptional project management skills ideally suited for any project. We have good solid working relationships with an experienced list of sub-trades, designers, consultants, property managers and landlords. ICI Contracting also has an excellent understanding of the strict government-regulated construction industry standards and requirements and is fully bondable.

I am very confident in our ability to provide you with exceptional service and look forward to working with you soon.

Thank you,

A handwritten signature in black ink, appearing to read 'M. Namakian', with a horizontal line underneath.

Mehran Namakian, P.Eng

Principal

ICI CONTRACTING INC.



CORPORATE INFORMATION

ICI CONTRACTING INC.

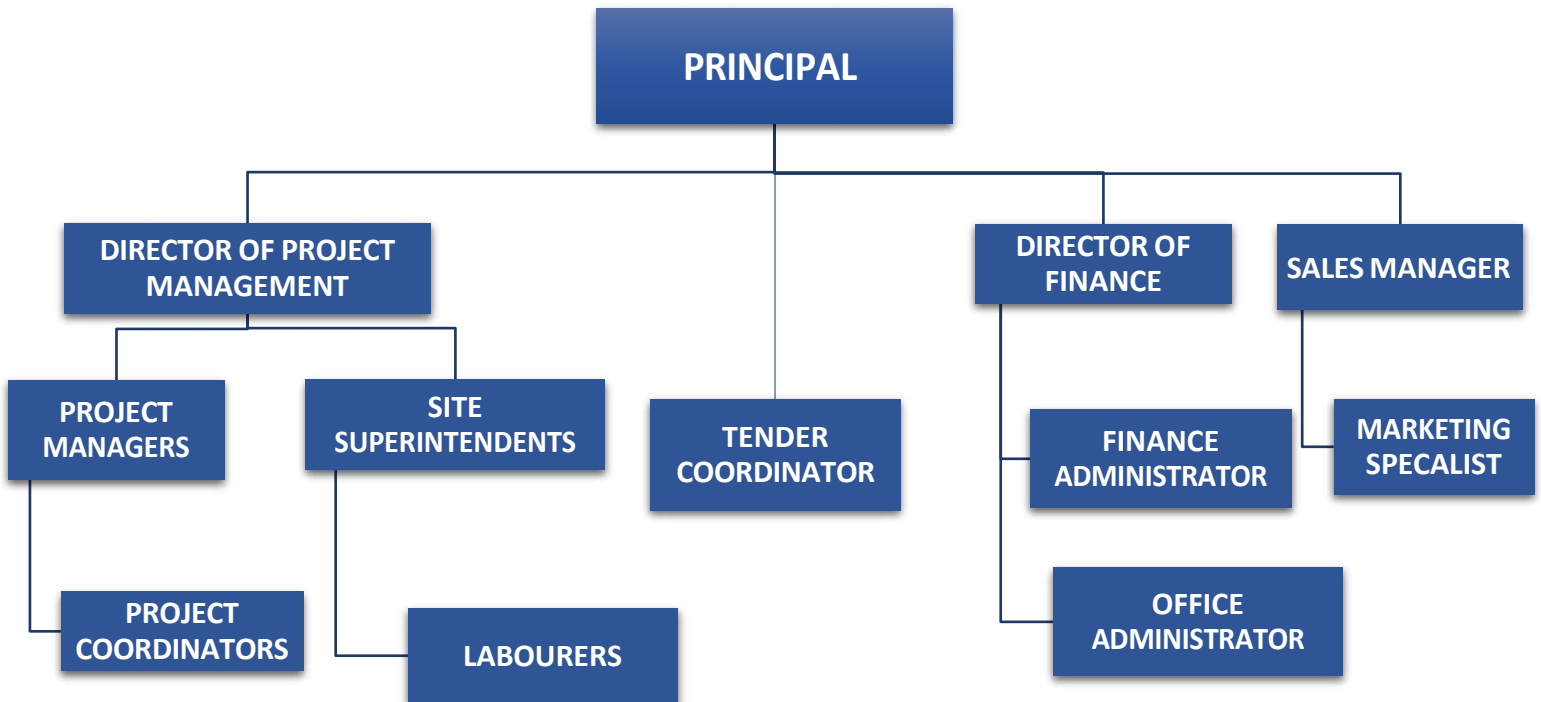
5409 Yonge St
North York, ON
M2N 5R6
647-886-4041
www.icicontracting.ca

Established: 1992

Incorporated: 1993

EMPLOYEES:

ICI Contracting has a total of 22 employees. Please refer to the organizational chart below.



SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

ICI Contracting will provide the following Construction Management services:

PRE-TENDER

- After consulting with the client and design team, prepare preliminary critical path schedule detailing all phases and all sub-trade work.
- Preparation of high-level budget based on preliminary drawings.
- Provide advice for any pre-ordering required to meet the proposed schedule.
- Our project manager will attend all design co-ordination meetings to keep fully informed on all aspects of the work and if required advise on the impact of design decisions on the cost of the work.
- As the working drawings are completed for each phase, a list of sub-contractors invited to bid the work will be prepared for approval by the design team.

TENDER

- Upon receipt of all Issued for Tender documents from the design team, ICI Contracting will prepare an electronic tender, sent to at least three (3) sub-trades per division.
- Sub-contract tender submissions will be analyzed and our recommendations presented to the design group for review and approval.
- ICI Contracting will ensure all trade contractors have appropriate insurance and workers compensation clearance certificate.
- ICI Contracting will apply for and obtain the building permit.

CONSTRUCTION

- Satisfy all required start-up documentation
- Initiate the Daily Log, Submittal Log and Change Notice Log.
- Trade sub-contracts will be prepared and executed by ICI Contracting.
- Update, develop and finalize the CPM construction schedule.
- Setup safety station on-site.
- Provide full time site supervision as required for the duration of the construction.
- Coordinate required city inspections for permit purposes.
- Arrange and chair weekly site meetings with contractors and the design team including preparation and distribution of minutes.
- Coordinate and expedite all work to ensure on schedule completion.
- Arrange necessary site safety inspections. Provide first aid facilities and act as designated safety representative as required by the Ontario Health & Safety Legislation.

- Monitor the work of all sub-contractors for compliance.
- Review progress claims submitted by sub-contractors. Prepare and submit comprehensive claim complete with back-up invoices and documentation for review and approval.
- Participate in deficiency walk-through with designer.

POST CONSTRUCTION

- Address all items on deficiency report.
- Ensure all permits are closed with the city.
- Obtain from contractors all as-built drawings, reports and warranty documentation.
- Submit comprehensive close out binder for tenant and landlord.
- Administer two-year warranty period.

SCOPE OF PROJECT MANAGEMENT SERVICES

ICI Contracting will provide the following Project Management services:

PHASE I: SURVEY, ANALYSIS AND SPACE PLANNING

The approved *Designer/Project Manager* will be responsible for coordinating with the *Client* to perform the following work:

- 1.1 Discuss needs and goals with the *Client* and establish clear lines of communication, representation, and co-ordination.
- 1.2 Establish with the *Client* a list of activities and develop an acceptable, detailed project schedule.
- 1.3 Survey the existing premises to obtain *staff* names, identify filing and storage requirements and identify special areas and equipment used or shared by your *staff*. This survey is to be verified by the *Client*. Conduct survey of existing furniture and equipment (to be re-used) in order to finalize the preliminary space plan.
- 1.4 Survey the new premises to identify any existing site conditions, discrepancies from the architectural plans and verify any critical dimensions.
- 1.5 Finalize the preliminary space plan and issue for the *Client's* review and approval. Approval is required in order to proceed with the next phase.
- 1.6 Liaise with mechanical, electrical, and other consultants required regarding the project (see Phase III item 3.2).
- 1.7 Review the space plans with regards to building bylaws, in order to ensure that all space plans meet the Ontario Building Code. Final approval rests with the local Department of Buildings and Inspections.

PHASE II: DESIGN CONCEPT DEVELOPMENT

The *Designer/Project Manager* will be responsible for coordinating with the *Client* to perform the following work:

- 2.1 Discuss with the client regarding any corporate standards and corporate image that should be reflected in the design concept.
- 2.2 Provide sketches and elevations illustrating the design concepts for all key areas in the facility.
- 2.3 Provide samples showing proposed materials, finishes and colors as well as indicating locations for special finishes and details for final review. The *Client* approval is required to continue.
- 2.4 Together with the *Client*, prepare a revised budget estimate for all interior construction (materials, finishes and items such as custom millwork) for the *Client's* evaluation

PHASE III: WORKING DRAWINGS AND ENGINEERING LIAISON

The *Designer/Project Manager* will be responsible for coordinating with the *Client* to perform the following work:

- 3 Prepare and submit for the *Client's* approval and signature, working drawings and specifications consisting of the following:
 - A. **Demolition Plan** indicating partitions and other items to be removed if required.
 - B. **Furniture Layout** indicating new furniture and existing furniture to be reused
 - C. **Partition Plan** indicating wall types, dimensions, door number, room identification, details, and notes.
 - D. **Reflected Ceiling Plan** for special lighting applications (e.g., Reception). Note: Electrical Engineer will be responsible for base building standard lighting layout throughout and the specification of special lighting fixtures. Electrical Engineer will verify fixture locations, numbers, and light levels.
 - E. **Power, Telephone and Data Outlet Plan** indicating locations of outlets and special requirements. Electrical Engineers will be responsible for electrical specifications.
 - F. **Wall Finishes Plan** showing location of wall coverings and paint colors.
 - G. **Floor Finishes Plan** showing locations of carpeting, ceramic/vinyl tile or stone flooring.
 - H. **Project Detail Manual** consisting of general notes, specifications, schedules, finishes specifications and details for doors, coat closets, kitchen counters etc.
- 3.2 Liaise with mechanical and electrical engineering consultants required to produce engineering drawings and review all engineering drawings and specifications. The *Client's* approval is required to proceed to the next phase.
- 3.3 The *Designer* will act as the design of record for the project and will provide the registered BCIN and the required designer information schedule for the permit application.

PHASE IV: ENGINEERING SCOPE OF SERVICES

The *Electrical and Mechanical Engineers* will be responsible for coordinating with the *Client* to perform the following work:

- 4.1 Survey of the premises to verify existing conditions.
- 4.2 Review of base building mechanical and electrical drawings including building standards manual.
- 4.3 Attendance at a maximum of three (3) design meetings per discipline if required.
- 4.4 Preparation of mechanical and electrical tender drawings and specifications (on drawings).
- 4.5 Drawings shall be prepared using AutoCAD Release 2004/2006 format. Mechanical documentation will address HVAC, plumbing, fire standpipe and standard sprinkler systems.
- 4.6 Electrical documentation will address power distribution, circuiting, lighting, life safety systems, and electrical rough-in, including conduit and/or raceways for telephone, data, audio/video, and security systems.

- 4.7 Office administration of construction, including review of shop drawings, progress drawings and "as-built" drawings.
- 4.8 Periodic site reviews and attendance at site meetings during construction complete with written reports.
- 4.9 Site reviews shall be for the purpose of confirming compliance of construction with contract documents and compliance with base building standards.
- 4.10 Preparation of a final deficiency report at substantial completion.

PHASE V: TENDER PHASE

The *Project Manager/General Contractor* will be responsible for performing the following work:

- 5.1 In conjunction with designer and engineer prepared tender drawings/details, preparation of all necessary documentation to trades for the tender call. Our standard format for bid submissions will be used to ensure all bidders (3) submit bids based on the same information.
- 5.2 Sub-contract tender submissions will be analyzed, and our recommendations presented to the design group for review and approval. All tenders will be opened in the presence of participating principals.
- 5.3 ICI Contracting will ensure all trade contractors have adequate insurance and workers compensation clearance certificate.

PHASE VI: CONSTRUCTION MANAGEMENT

The *Project Manager* is responsible for the following client representative activities:

- 6.1 The *Designer* will provide complete sets of drawings, detail manuals and engineering drawings to the landlord for building owner approval.
- 6.2 Apply for the building permit with the City of Toronto on the *Client's* behalf.
- 6.3 Establish an acceptable construction schedule.
- 6.4 Prepare and submit written documents as required for contract administration. Review shop drawings, inspection reports and approve samples.
- 6.5 Co-ordinate with the *Client* and the *Designer* to ensure that the project follows the accepted work schedule and to notify all parties of any changes or delays.

- 6.6 Provide one (1) weekly on-site inspection/site meeting during the construction of the project as required, with the *Designer*, engineering, and other consultants to ensure that work is in general conformity with the drawings and specifications prepared by the Designer. The *Designer* will be responsible for preparation of all design Addenda/Contemplated Change Notices/Notice of Change/Site Instructions, as may be required for the Designer's and engineering consultant's working drawings. The *Project Manager* will provide the necessary pricing for any of the contemplated changes.
- 6.7 Notify the *Client* in writing if any work or progress does not conform to the drawings and specifications prepared by the *Designer*.
- 6.8 The *Project Manager* will provide daily logs outlining the status of the project and the responsibilities of the parties involved with the project.
- 6.9 Site meetings, weekly or otherwise, are to be attended by the consulting engineers and other consultants as required. All site inspections, preparation of all engineering Addenda/Contemplated Change Notices/Notices of Change, documentation of deficiencies and documentation of completion of mechanical and electrical work will be carried out by the mechanical and electrical, and other consultants.
- 6.10 At substantial completion, a written deficiency report will be submitted by the Designer and reviewed by all parties. After completing the deficiencies and outstanding items, the Project Manager will issue a Certificate of Substantial Completion, Statutory Declaration and Workman's Compensation Certificate. A Close-Out Binder will be submitted to the Client upon completion of the project.

STEP-UP MASSAGE & PHYSIO

53 HAYDEN ST, 32 WELLINGTON ST



CLIENT

JACKY LEUNG

DESIGNER

PULSINELLI DESIGN
SIA MAHDIYE

8,100 sq. ft.

\$2,480,000

February 2022

DESCRIPTION

Step Up Massage & Physiotherapy is a franchise of massage, chiropractic, physiotherapy acupuncture and naturopathy services. They have already launched their fourth location at Yonge and Bloor. Their existing four locations are in the core downtown of Toronto and in the number one location. They are passionate and anxious to grow, leaning on their exceptional practitioners and fabulous customer service. ICI has been responsible for:

- Building 21 patient rooms in Wellington and 11 patient rooms in Bloor
- Building a mezzanine to provide a staff room and storage
- Feature exceptional reception area in both locations featuring solid Corian and living walls with Blue Moss panels
- Four utility rooms and industrial laundry rooms in each location
- Feature custom made upholstery for waiting area and custom-made millwork
- Unique wall cladding with laminated golden glass and frosted gold mirror
- Exceptional retail display with laminated golden glass in consistent with wall claddings
- Moss panels in reception area and all rooms

TEAM

Project Manager;
Mehran Namakian
Site Superintendent;
Amir Malekshahi

CLARINGTON INVESTMENT

SHEPPARD AVENUE EAST, TORONTO, ON



CLIENT

CLARINGTON INVESTMENT

DESCRIPTION

Clarington Investment is a world leader in leisure and business investment services. With over 8 locations across Ontario, CI prides itself in having the most experienced investment counsellors in the business. Providing access to a full range of financial institutions including specially negotiated rates.

ICI Contracting was hired to renovate this high-end presentation office, some of the highlights in the facility include:

- Electrified fog panels (see below)
- Custom sliding wood partitions
- Reception area, offices & lunch room

ICI Contracting completed this project on budget and on time.

TEAM

Project Manager;

Mehran Namakian

Site Superintendent;

Allen Bradshaw

23,000 sq. ft.

\$1,940,000

September 2014

CO-ALMOND

KING STREET WEST, TORONTO



CLIENT

CO-Almond Enterprise Ltd.

TEAM

Project Manager;

Mehran Namakian

Site Superintendent;

Anton Balachi

DESCRIPTION

CO-Almond is an independent, partner-owned investment counseling firm. They pursue a disciplined value investment philosophy in managing the wealth of individuals, families, endowments, foundations and pension funds, as well as their own assets, via pooled funds and segregated accounts. The CO-Almond project design was complex and of superior quality with finishing products selected from all around the globe. The project was completed over the course of four months. At the planning stage, the project schedule was adjusted from a typical schedule for an 8,000 sq. ft. project to accommodate the long lead times required for the high-end finishes to arrive. ICI Contracting completed this project on time and on budget. Some of the features worth noting in this office include:

- Dimmable fog glass
- Moveable wall panels (pictured above)
- Mixture between office and open space
- Full kitchen installed
- Café bar section (pictured above)

18,000 sq. ft.

\$1,600,000

April 2015

ESML ENGINEERING INC.

Queen Street West, Toronto, ON



CLIENT

ESML ENGINEERING INC.

DESCRIPTION

ESML Engineering is a market leading, employee-owned industrial engineering firm contributing to the social well-being and economic prosperity of the communities they serve. Since its inception in 1946, the company has accumulated an impressive track record of award-winning projects and has systematically grown to over a thousand employees in offices across North America.

ICI Contracting renovated four floors in the building, which included:

- Concourse with complete installation of storage cages
- Three floors of employee occupied space (300 employees)
- Two folding partitions complete with structural steel components
- Feature reception wall including wood slats
- Angled glass office fronts
- Boardrooms complete with acoustical paneling and wood paneling
- Meeting rooms complete with Filzfelt acoustical paneling
- Work lounges for individual employee meetings
- Employee social café with fabric seating booths, ceiling wood slats,
- Two showers – one being ADA Compliant

ICI Contracting worked on this project over the course of four months, which resulted in another successful project completed on time and on budget.

TEAM

Project Manager;

Mehran Namakian

Site Superintendent;

Allen Bradshaw

17,000 sq. ft.

\$1,078,000

October 2015

EYE STAR

TORONTO // BARRIE // BURLINGTON // ST. CATHARINES // STONEY CREEK



CLIENT

EYE STAR

DESCRIPTION

Eye star is a leading integrated international optical company specializing in optometry and active in luxury eye glasses. It operates mainly in Canada and US. Based in Montreal, the company has 142 locations across Canada and US.

Some of the project highlights include:

- Demolition of complete interior, new construction and re-branding
 - All locations feature retail entrance, desk areas, display sections & storage
- All projects were completed within the aggressive schedule over two to three weeks per location. All six locations were all completed on budget and on time.

TEAM

Project Manager;
Mehran Namakian
Site Superintendent;
Andrew Smerek

1,000 - 1,900 sq. ft.
\$105,000 - \$420,000
2015 - 2016

GRAY HAUS

FRONT STREET EAST, TORONTO



TEAM

Project Manager;
Mehran Namakian
Site Superintendent;
Denis Craig

CLIENT

Stafford Developments Ltd.

DESCRIPTION

Gray Haus is a community of entrepreneurs working together on King Street West. A cool location and a historic brick and beam building is where they work and where they work helps them bring to life their entrepreneurial success.

This five floor tenant space interiors renovation was a success from start to finish. With multiple levels and ramps along with a 5-floor metal staircase, ICI was able to completely reinvent this space. Some of the project highlights are listed below:

- Building shoring with structural column reinforcement
- New concrete slab with multiple levels and ramps
- Two new hydraulic lift elevators including new block shaft
- LVL installation for complete roof reinforcement, modified bitumen roof with roof anchor system, skylight installation
- Rooftop mechanical room with concrete slab
- Perimeter radiant heating system
- PC-350 doors and frames throughout
- Slab opening in reception to create 20' high open-ceiling
- Third floor rooftop patio with railing, including paver installation
- Interior garage door
- Permeable paver herringbone pattern outdoor lane way

PROJECT

60,000 sq. ft.
\$5,246,000
December 2015

"ICI Contracting was a critical partner in the success of the Gray Haus project located at King Street East in Toronto. Their team provided excellent client advocacy throughout this construction management engagement."

- Ali Nishat
Principal & CEO

Q Design Inc.

RYERSON WAY

350 VICTORIA STREET, TORONTO



DESCRIPTION

RYERSON university hired ICI to complete Ryerson university's 5,6th-floors to International talking office at Victoria & Bond Street downtown. The unionized project was completed over the course of 2017 with multiple phases.

ICI Contracting completed this project on time and on budget. Some of the features in this 74,000 sq. ft. office tenant fit-out include:

- 5 separate serveries
- Approx. 1,000 sq. ft. cafe
- 17 meeting rooms, most with operable walls
- PC350 frames throughout
- Garage door fronts
- Barrier free washroom & private shower

CLIENT

Ryerson University

TEAM

Project Manager;
Mehran Namakian
Site Superintendent;
Andrew Smrek

PROJECT

74,000 sq. ft.
\$8502,000
January 2018

RED CARPET HAIR DESIGN

AVENUE RD, TORONTO



TEAM

Project Manager;
Mehran Namakian

DESCRIPTION

It's a hybrid location offering convenience haircut and beauty services.

ICI Contracting was hired to completely renovate this 2400 square feet of open space. Also includes the following (Flooring, painting, lighting, washrooms, HVAC, Electrical, Plumbing etc.).

CLIENT

Mina Basiri
Project Manager, Construction
& Development

PROJECT

2400 sq. ft.
\$280,235.00
August 15, 2019

STAFFORD DEVELOPMENT

YONGE STREET, TORONTO



CLIENT

Stafford Developments Ltd.

DESCRIPTION

The historic factory at 38 Yonge Street was converted into a commercial rentable office space. The design was a mix of open concept and office space over three floors. All of the items required in the building were completed on time and on budget. Some of the specific project items included:

- Façade of building redone with new windows and doors
- Cut back slab on second floor
- Created atrium including barrier free access roofs and stairs
- New washrooms built; existing washrooms upgraded
- Mechanical condensing unit installed
- Installed new 200amp hydro service to entire building
- Lounge and kitchen area created with custom seating
- Building equipped with PC-350 windows and doors
- Concrete floor polishing
- Converted open space into individual suites
- Mechanical and electrical fed to new server room, fit with FM Fire compression system
- Overhead door installed

TEAM

Project Manager;

Mehran Namakian

Site Superintendent;

Andrew Smrek

31,000 sq.ft.

\$2640,000

December 2015

TURO FINANCIAL

BLOOR STREET EAST, TORONTO, ON



TEAM

Project Manager;
Mehran Namakian
Site
superintendent;
Allen Bradshaw

DESCRIPTION

Turo financial is the premier source of professional education and career development for the country's property and casualty lending industry. Established in 1899, the Institute is a not-for-profit organization serving more than 39,000+ members across Canada through 19 volunteer-driven provincial Institutes and chapters.

Interior Renovation work on two floors in occupied space. Phased (11 phases) & after-hours. Work included demo, drywall, paint, millwork, vinyl & carpet tiles, electrical, comms, HVAC and plumbing. Space included office, class rooms, meeting rooms as well Hub room & committee rooms.

CLIENT

Reza Farhanghi,
Project Manager

11,000 sq. ft.

\$1,970,000.00

June 2019

XERCALL

RICHMOND STREET, TORONTO



TEAM

Project Manager;
Mehran Namakian
Site Superintendent;
Allen Bradshaw

DESCRIPTION

CONSTANT Call is the world's #1 Content Experience Platform (CEP). With tools to aggregate all marketing content, they empower B2B marketing and sales teams to create personalized content experiences to engage accounts, nurture prospects, and convert leads, without the help of IT. It's their mission to put control back in the hands of marketing teams to deliver high-converting experiences, that put the customer front and center.

ICI contracting converted the space from a dated office for tenant use. This unique 30,000 square foot brick & beam space includes:

- Metal staircase entrance with bike rack
- Electronic room booking system throughout
- New windows throughout
- Presentation stage, games area and large exterior deck
- 20ft. garage door including block openings and associated structural steel
- PC-350 framing installed for each office and meeting room
- 20ft. full height walls in various locations
- Suspended cable trays throughout complete with full communication and power distribution
- Complete new lighting package

CLIENT

XERCALL

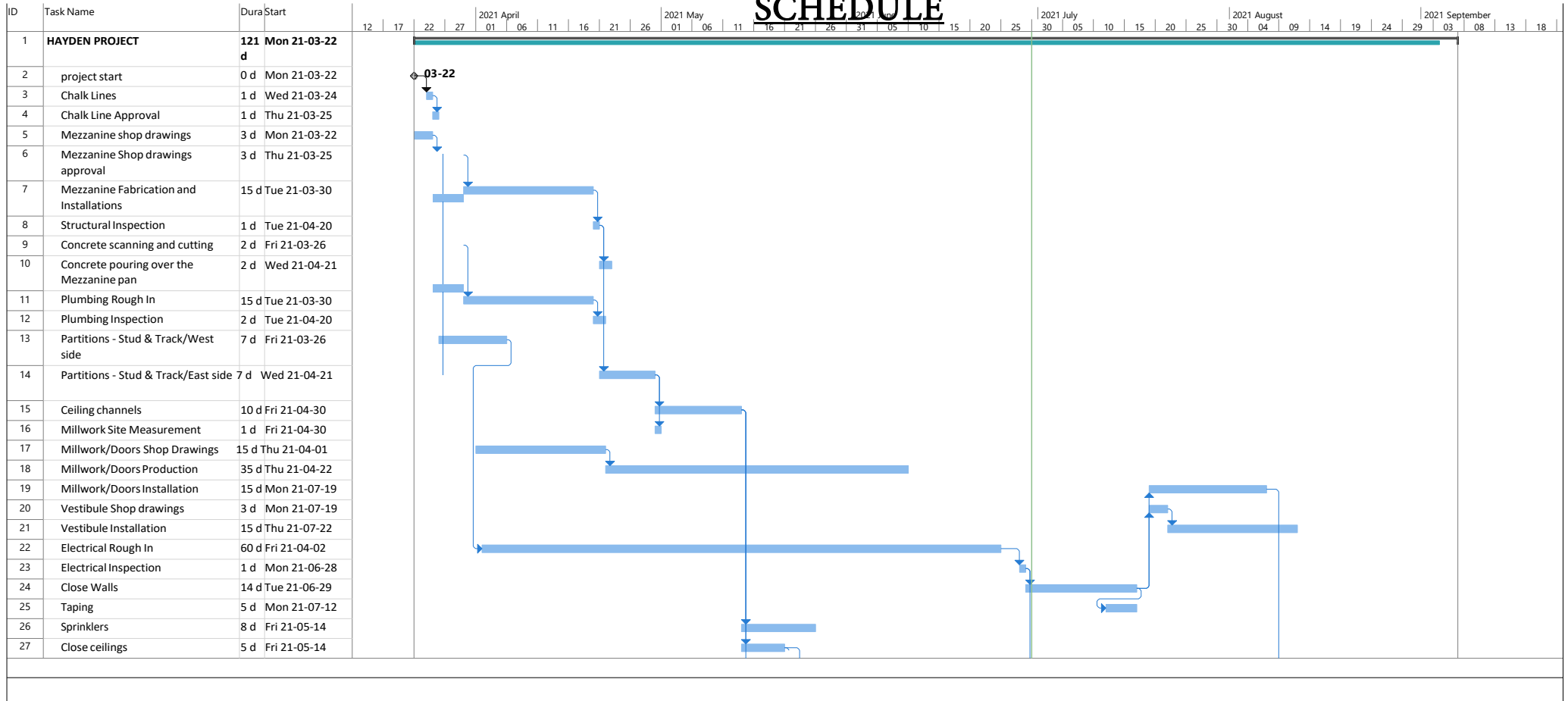
30,000 sq. ft.
\$2,890,000
MAY 2018



#207, 5409 Yonge St
 Toronto, ON M2N 5R6
 647-886-4041
 mnamakian@icicontracting.ca

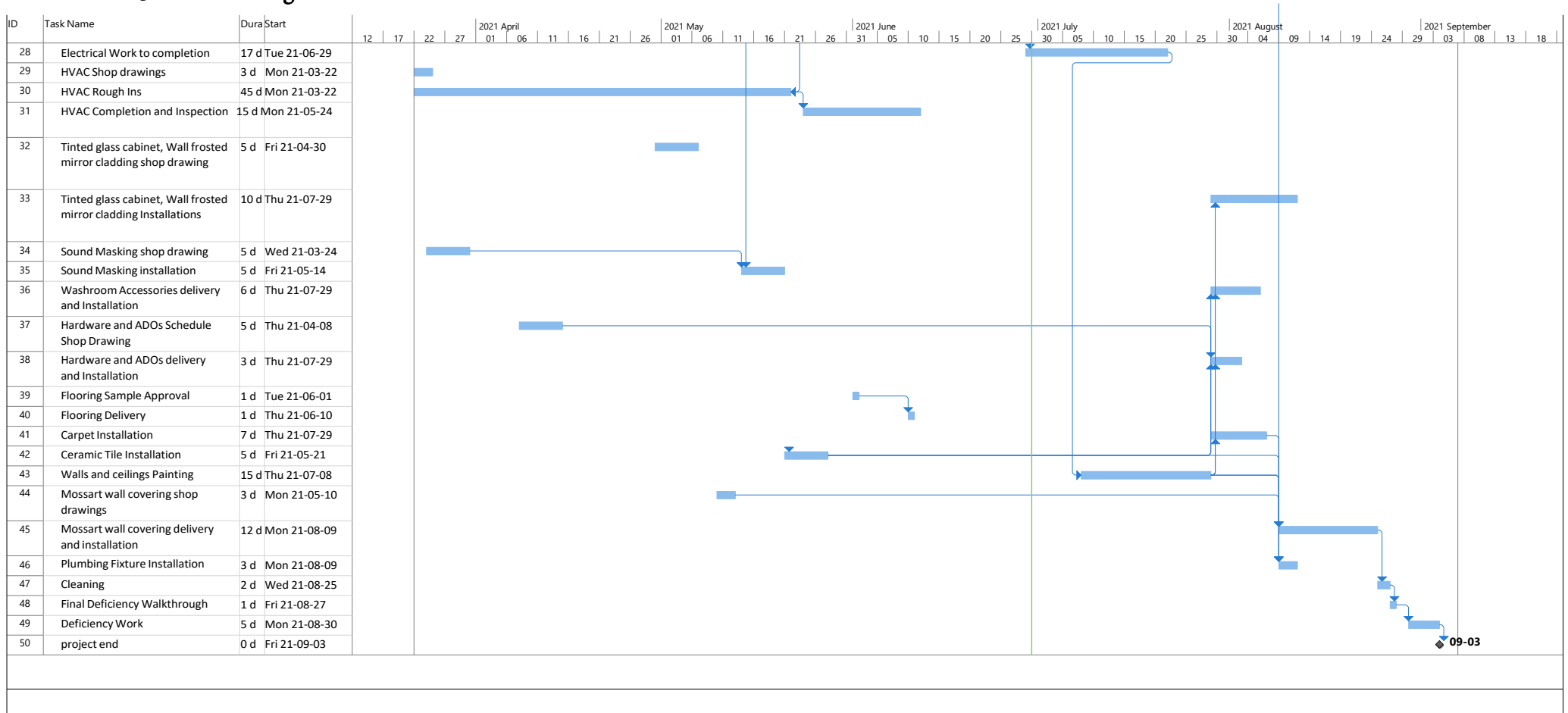
SAMPLE

SCHEDULE





#207, 5409 Yonge St
 Toronto, ON M2N 5R6
 647-886-4041
 mnamakian@iccontracting.ca





ESTIMATION

SAMPLE

CLIENT: Step Up Massage & Rehab
32 Wellington St East
Toronto, ON

DATE: May 15, 2020

Project#: 2020-085

Location: 53 Hayden St.

DESCRIPTION OF WORK BY DIVISION	BASE PRICE			
	QUANTITY	SUB-TOTAL	TOTAL	SF COST
01000 General Requirements <ul style="list-style-type: none"> • Building Permit Fees • General Conditions (Shop Drawings, Delivery, Hoisting, Trucking & Garbage) • Construction Clean 		3750 16215 2000 900		
01330 Close Out Documentation				
SUB TOTAL			22865	0
06000 Wood & Plastics <ul style="list-style-type: none"> 06200 Finish Carpentry <ul style="list-style-type: none"> • Wood Veneered Panels & Separation Panels • Millwork TV Units • Cappuccino Area Millwork • Reception Desk • Boardroom Countertops with supports • Filing Print Room • Staff Kitchen • Boardroom Countertops with supports • Staff Washroom & Closet Rod & Shelf 		147865 9670 15390 3680 12250 14065 8765 12245 2345		
SUB TOTAL			226275	0
08000 Doors & Windows <ul style="list-style-type: none"> 08200 Wood Doors & Frames -Supply & Install 08710 Hardware 06800 Glazing (Glass Doors & Back Painted Glass) 		11205 21800 135000		
SUBTOTAL			168005	0
09000 Finishes <ul style="list-style-type: none"> 09200 Drywall & Acoustics 09500 Ceilings (New Ceiling Grid Throughout) 09600 Flooring <ul style="list-style-type: none"> •Hardwood (Supply \$10 sq/ft) • Area Rugs (S/1 \$15 sq/ft) •Porcelian Tile/Stone Wall 09900 Painting 		57850 78000 91725 29250 21520 9900		
SUB TOTAL			286245	0

10000 Specialties 10440 Interior Signage 10810 Toilet Accessories		4500 5500		
SUB TOTAL			10000	0
11000 Equipment 11000 Sound Masking Equipment 11400 Food Service Equipment		NIC 14500		
SUB TOTAL			14500	0
12000 Furnishing 12490 Window Treatment (Mecho Shades & Glazing Film)		26320		
SUB TOTAL			26320	0
13000 Special Construction 13700 Security Access and Surveillance 13900 Fire Suppression		NIC 8500		
SUB TOTAL			8500	0
15000 Mechanical 15400 Plumbing 15700 HVAC 15950 Ax Balancing		34500 61000 4500		
SUB TOTAL			100000	0
16000 Electrical 16000 Electrical 16500 Lighting Relocation/New 16700 Communications 16600 Sound and Video		89000 85000 11000 20000		
SUB TOTAL			205000	0
Fee • Site Supervisor • Design Fees • Mechanical/Electrical Engineering Fees • ICI Management Fee		17500 NIC NIC 57360		
SUB TOTAL			71660	0
TOTAL (EXCLUDING HST)			\$1,141,570.00	\$0.00

NOTES

- Closeout Documents include (2) copies of the Closeout Documents Binder which may include but are not limited to: Warranties, Reports, Verifications
- All material and workmanship are guaranteed to be as specified
- All work will be completed in a professional manner according to standard practices
- Any alteration or deviation from the above specifications involving extra costs will be executed only on written instruction and will become an extra charge over and above the quotation
- Work specified to be conducted during regular business hours
- HST is not Included
- Mechanical/Electrical budgeted prices may vary based on full mechanical/electrical engineer review of detailed drawings



SAMPLE

SHOP DRAWINGS LOG

Project: 2016-###
Project #
Address 1 Dundas Street
Prime Consultant:
Project Manager: Mehran Namakian

DATE UPDATED: 11/04/2016

CODE	DESCRIPTION	TRADE	DATE SUBMITTED	EXPECTED DATE OF RETURN	DATE RETURNED	LEAD TIME	NOTES:
Division 5 - Metal Fabrication							
5100	Structural Steel Frame	Tremont					
	Shop Drawings		April, 8 2016	April, 14 2016			
5500	Metal Fabrications	I Metal					
	Shop Drawings						
Division 6 - Wood & Plastic							
6200	Millwork / Finish Carpentry	Ashbury					
	Shop Drawings		April, 6 2016				
	Samples						
Division 8- Doors & Windows							
8100	Metal Doors & Frames	Maxam					
	PC350		April, 4 2016	April, 7 2016			
	Metal Doors & Frames	Wilson					
	Shop Drawings		April, 11 2016	April, 13 2016			
8200	Wood Doors & Frames	G&P					
	Shop Drawings						
8800	Glazing	Stadia					
	Shop Drawings		April, 11 2016				
8710	Hardware	Trillium					
	Hardware Schedule		March, 28 2016	April, 1 2016	April, 1 2016		To resubmit
Division 9 - Finishes							
9200	Drywall & Acoustic	Maxam					
	Samples (100x100mm acoustic ceiling, y-bar, trim)		April, 1 2016				
	Acoustic wall treatment (600x600mm detail)		April, 8 2016				
9600	Flooring	Clifford					
	Samples (flooring, Transition strip, tiles, resilient, floor, rubber, wall base)		March, 30 2016	March, 30 2016	March, 30 2016		
	Carpet		March, 30 2016	March, 30 2016	March, 30 2016		
9900	Painting	Urban					
	Drawdowns		April, 1 2016				
Division 10 - Specialties							
10440	Custom Wall Panels	Europium					
	Cut sheets						
	Finishes samples						
10650	Operable Partition	Extreme					
	Shop Drawings		April, 8 2016	April, 13 2016			
	Finishes samples						
10670	Storage Shelving	Hang It Up					
	Shop Drawings						
10670	Door Operator	Rhinotek					
	Cut sheets		April, 4 2016	April, 7 2016			

10810	Toilet Accessories	EasternPartitions					
	Cut sheets		March, 31 2016	April, 7 2016			
Division 11 - Equipment							
11000	Sound Masking Equipment	Environmental					
	Shop drawings						
11400	Appliances	ICI	March, 31 2016				
	cut sheets						
Division 12 -Furnishing							
12491	Glazing Film						
	samples		April, 4 2016				
12491	Window Coverings						
	cut sheets		TBD				
Division 13 -Special Constructions							
13900	Fire Suppression						
	Shop drawings						
	Cut sheets						
Division 15- Mechanical							
154000	Plumbing/ HVAC/ Air Balancing						
	Shop drawings	AC unit	March, 31 2016	April, 1 2016	April, 1 2016		
		Heat pumps	March, 31 2016	April, 1 2016	April, 1 2016		
		Plumbing & Fixture	March, 31 2016	April, 1 2016	April, 1 2016		
		VAV, Diffuser, etc.	April, 1 2016	April, 6 2016	April, 6 2016		
Division 16- Electrical							
13900	Fixtures						
	cut sheets	Lighting fixtures	April, 05 2016				



Date:	June 26, 2015
Project#:	2015-114
Project Manager:	K Renard
Contact Number:	416 621 9886

2015-114- 121 King Street West

SITEMEETING:TUESDAYJULY3,2015

Client	
	<ul style="list-style-type: none"> Advised next site meeting will be at 121 King Street West Advised will ship two large Xerox copiers to site July 19. Requested ICI receive them 06/15 Advised Allstream will be on site July 9 for site review and July 12 for tum-up for PRI. 06/21 Jul 4 and Jul 9 for T1 site visit and install. 06/22
Landlord	
ADR Development James White 416-702-414 jwhite@arddevinc.com	<ul style="list-style-type: none"> Received request for elevator booking to accommodate furniture delivery. July 16 17, 19 6:00 pm to 11:00 pm. 06/18 Advised July 16 and 17 to 19th not available. 06/19 Will try and schedule with just the two approved dates. 06/26 To advise regarding lights not fitting along demising wall due to location of new demising wall location. 06/26 Received request for sample or image of base building blinds. 06/26
Designer	
	<ul style="list-style-type: none"> Issued CCN#1 (M-1/E-1) 06/04 Received revised pricing 06/12 Received inquiry from Fox regarding approval of this CCN. Walls will begin to be closed. Some of the items on this CCN need to be completed prior to the walls being closed. 06/16 received revised pricing 06/19 Issued CCN#4 06/11 Received pricing 06/21 Issued CCN#5 (M-2) 06/14 Received revised pricing 06/22 Issued CCN#6 (06/18) Received pricing 06/21 Issued CCN#7 (06/19) Received pricing 06/21 Issued CCN#8 (06/20) Received pricing 06/25 Issued CCN#9 (M-3) 06/21 To provide vinyl film specifications 06/04 Second request 06/22 Sent to client for review 06/25 Option 1 throughout the space 06/26 Received exit sign shop drawings for review/approval. 06/14 Was advised that the electrical IFC drawings are missing specifications for 8 and 81 fixtures. To advise 06/18 To provide direction on replacement 8 and 81 fixtures to accommodate better lead times 06/19 Awaiting specs for new fixtures 06/26 Received millwork shop drawings for review/approval 06/19 Received remaining millwork shop drawings for review/approval 06/25 To provide direction for area 1941 - existing wall cannot accommodate voice/data drops as wall is furred out concrete wall. 06/20 Site instruction issued 06/26 Was advised that LVT tile specified is on back order until August. Supplier recommended two color variations that are in stock. To provide direction 06/22
Mechanical Engineer	
	<ul style="list-style-type: none"> Requested that they be at the remaining site meetings 06/19 To advise if M-2 has been issued 06/25 issued 06/26
Electrical Engineer	
	<ul style="list-style-type: none"> Received partial electrical shop drawings for review. 06/15 Received request to clarify type of floor boxes used in room 1913 and 1928. 06/19 To review relocation of controls for motorized blinds in main boardroom. 06/19

	<ul style="list-style-type: none"> To provide direction on trim availability issue 06/20 received 06/26 Advised electrical drawings should dictate installation not architectural drawings 06/26 Provide elevation of junction box for rack. L5 20 (20 volt 20 am twist lock) for UPS connection. UPS should have a plug and point behind unit - need to provide plug 06/26
Contractor	
ICI CONTRACTING INC. MEHRAN NAMAKIAN 647-886-4941 mnamakian@icicontracting.ca	<ul style="list-style-type: none"> Distributed CCN #4 6/11 Submitted pricing 06/21 Distributed CCN #5 (M-2) Submitted revised pricing 06/22 Distributed CCN #6 06/18 submitted pricing 06/21 Distributed CCN #7 06/22 Distributed CCN #8 06/20 Submitted pricing 06/25 Distributed CCN#9 (M-3) 06/21 Follow up with Sousa regarding cutting light fixtures. 06/26 Shop drawings for Solar reflective Blinds to electrical engineer 06/26 To work with SNC regarding dry packing of suite entry door 06/26 LAN room needs to be ready for handover next week 06/26
Site Super	
ICI CONTRACTING INC. Amir Malekshahie, 8073577143	To provide elevator dimensions for refrigerator delivery 06/25
Trades	
Demolition	
Electrical	<ul style="list-style-type: none"> Advise of delivery schedule for all lights 06/04 Submitted exit sign shop drawings for approval 06/14 IT Room - mismatch on power 06/19 AV requirements need to be confirmed 06/19
Mechanical	<ul style="list-style-type: none"> Requested x-ray Monday June 18 at 11 :50 pm 06/14 Building approved x ray for June 24 11 :59 pm 06/20 X-Ray complete Coring scheduled for tonight 06/25 Complete 06/26 Advised FCU unit will arrive the week of July 13 06/20
Partitions	Walls will be Finished this week. Will be working on ceilings as well 06/26
Sprinklers	<ul style="list-style-type: none"> Removed all sprinkler head escutcheon plates. 6 were missing/damaged 06/04 To retrieve replacements from building management 06/05 Material delivery successful today. Scheduled additional drain down for Tuesday, June 19 to Friday, June 22 - approved 06/18 Require clarification for room 1939 06/26
Millwork & Doors/Frames	<ul style="list-style-type: none"> Submit shop drawings for approval 06/04 submitted 6/19 submitted remaining shop drawings 06/25 To ensure glass associated with detail M9 fits in the freight elevator. 06/18
Glazing	<ul style="list-style-type: none"> Was instructed to install glass doors level with the blocking on the low side of the frame 06/22
Flooring	<ul style="list-style-type: none"> Advised that LVT on back order until August. Provided two replacement options. Awaiting direction. 06/22 To be on site Monday, June 25 to review entry floor where glass doors are to be installed for dry packing purpose 06/22
Paint	<ul style="list-style-type: none"> Submit paint draw downs and material samples for designer approval 06/04 Second request via e-mail 06/19 Advised would be dropped off today to designer 06/20 delivered - awaiting approval 06/26
Hardware	
Communications	<ul style="list-style-type: none"> Hanging j hooks tonight. Will have all voice/data cabling pulled by end of this week 06/26
Security	
AV	<ul style="list-style-type: none"> To use ceiling pole, install for tv in area 1939 06/20 To provide distance away from wall that screen is to be installed 06/21 To provide location of controllers 06/26



SAMPLE

#207, 5409 Yonge St
 TORONTO, ON M2N5R6
 647-886-4041
 www.icicontracting.ca

CHANGE ORDER LOG

Item description	CCN/ Change Directive Issued Date	Carried amount	Change order #	Change order Approved amount	Status
Architectural clarification	18-MAR-16	\$18,335.00			Reviewed- To revise and resubmit
Modification to partition types	28-MAR-16	\$0			
Modification to partition types	29-MAR-16	\$10,255.57			Reviewed- To revise and resubmit
Engineers proposed change 1	28-MAR-16				
Floor finish changes	31-MAR-16				
Wall finish adjustments	31-MAR-16				
7 th floor wellness/ storage	31-MAR-16				
Ceiling Demolition	30-MAR-16	\$45,149.11			
Electrical changes PC E -02	4-APR-16				
Adult Change table	4-APR-16	-\$7,515.00			
Sound masking	4-APR-16				
PC-M01	5-APR-16				

Change order approved amount total	\$0.00
Original contract amount	\$4,891,350.00
Current Contract Total	\$4,891,350.00

