The Township of Rideau Lakes



Request for Proposals

Maple View Lodge – Building Permit Code Review Services

DS 2021-02

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1.0 Information to Bidders

General Description

The Corporation of the Township of Rideau Lakes is inviting qualified firms and individuals to provide the services as described in the Terms of Reference.

Bid Submission

Proposals shall be made in the format specified in Section 1, include the forms in Section 2. Proposals shall be properly labeled with the proposal number 'DS 2021-02' and submitted no later than the Closing Date and Time.

Proposals are to be submitted by email to: bmulhern@rideaulakes.ca. No sealed/hard copy submission is required. Proposals will be received until 4:00p.m. E.S.T., September 2, 2021. It is the Bidder's responsibility to ensure that the bid submission is received by the Manager of Development Services prior to the submission deadline.

All proposals received will be held in strict confidence until after the closing date and time.

Registration

Individuals or firms interested in submitting a proposal should register as a Bidder with the municipality to ensure they receive any addenda which may be issued. Individuals or firms may register by contacting the Manager of Development Services by email at the contact below:

Brittany Mulhern

Manager of Development Services

bmulhern@rideaulakes.ca

RFP Schedule

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

Last Day for Questions: August 26, 2021
RFP Closing Date and Time: September 2, 2021 at 4:00pm
Selection of Successful Vendor: September 2021
Project Start: October 2021

Cost of Submission

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

Right to Accept or Reject Proposal

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted. If there are a limited number of responses to this request, the Township reserves to right to terminate the request or make further requests for proposals.

Validity

The Proposal submitted shall remain valid for at least one hundred and twenty (120) days from the Proposal Closing Date.

Withdrawal of Proposal Prior to Closing

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the closing date and time for receiving Proposals;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the Manager of Development Services by email.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

Review of Documents

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

Multiple Proposals

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately;

Addenda

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as Bidders. It is the Bidder's

responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

Price Submission

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

Award

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes Council.

Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done so for the purposes of proposal review and potential vendor selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

Standard Terms and Conditions

The Township of Rideau Lakes, maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy – Revised March 2013 will be provided on request.

Terms of Payment and Invoices

The Township of Rideau Lakes terms of payment are net thirty (30) calendar days upon receipt of invoice. Invoices are to be forwarded as goods or services that are rendered to the attention of:

Brittany Mulhern Manager of Development Services bmulhern@rideaulakes.ca

Invoices submitted for goods not received or services not completed will be held until the date of delivery or completed prior to starting the net thirty days to payment.

Termination

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the vendor.

Background Check

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful vendor or manufacturer.

Conduct of Vendor Staff

The successful vendor shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful vendor in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the vendor, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

Accessibility

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful Bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the vendor's full cost.

Insurance - Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful vendor, the vendor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- 2 Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
- 3 Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his subcontractor's same limits as required in Clause (a).

Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all polices duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

Workplace Safety Insurance Act

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Quality of Work

Any successful vendor at all times shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

Conflict of Interest

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Lobbying

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

a) Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.

- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c) Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

Questions Regarding the Request for Proposal

Bidders having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall contact the Manager of Development Services. The Manager of Development Services may elect to provide clarifications directly or via an Addenda to all vendors, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Brittany Mulhern
Manager of Development Services
613-928-2251 ext. 244
bmulhern@rideaulakes.ca

As some of the questions regarding the Proposal may be technical/administrative in nature, the Manager may internally forward such questions to proper department representatives for the needed responses. The final day for questions will be as stated in the Request for Proposal.

2.0 Submission Forms

Form for Proposal

I/We have reviewed the RFP, including the Terms and Conditions, and Terms of Reference, and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

HST

Total Cost

For the Provision of: Consultant Services – Building Plans Review for Maple View Lodge Expansion

Consultant Services as detailed in the Terms of Reference

and Pricing Forwarded from Price Schedule

\$	\$ \$	
In writing:	Dollars	
Registered Business Name:	 	
Business Address:	 	
City:	 	
Postal Code:	 	
Contact Name:		
Telephone Number:	 	
E-mail Address:	 	
Signature of Authorized Officer:	 	
Name of Authorized Officer (please print):	 	

Note for Signing Office: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above named organization.

Price Schedule

Please attach an Excel Worksheet or other appropriate breakdown of price.

Bidder's Declaration Form

I/We (enter name)
Title/Position
Name of Organization or Business
1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
4) Further declare that the several matters stated in the said proposal are in all respects true. 5) Further declare that I/We have examined the Project Documents and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal. 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.
Name of Authorized Officer (please print)
Signature of Authorized Officer
Signature of Witness
Name of Witness (please print)

Dated_____

3.0 Proposal Format

A digital file of each proposal, signed by the Bidder's authorized representative must be received.

The Bidder who puts forth the proposal will have them signed by an official authorized to bind the Bidder's firm and will provide the name(s), title(s), mailing address, email address and telephone number for the individual(s) to be contacted during the evaluation process.

To assure similarity in the Proposal presentation, and to facilitate the comparison of competing Proposals by the evaluation team, bidders shall include the required material using the sections as follows:

Title Page Cover Letter Signed Addenda – if any issued Submission Forms Proposal

4.0 Terms of Reference

Project Background and Overview

The Township of Rideau Lakes is responsible for building permit review and inspection services for the Township of Athens. Beginning in October 2021 Maple View Lodge in the Township of Athens, will be submitting building permit applications in order to construct a new approximately 5,300m² 3 storey institutional building for Long Term Care purposes; the building will contain approximately 192 beds for residents. The new building will be constructed on the same property as the existing long term care facility.

The Township of Rideau Lakes is seeking building permit review services including (but not limited to) architectural, mechanical and electrical for the proposed facility. The purpose will be to ensure Ontario Building Code (as amended) conformity and advise when in non-conformity. The Township of Rideau Lakes is also seeking potential assistance with the inspections of the building during the course of construction should the need arise. The successful firm will ultimately work as a consultant for the Chief Building Official as the Township of Rideau Lakes will remain the authority for enforcement, primary site inspections and final decisions on all matters related to the Ontario Building Code and Ontario Building Code Act. For the purposes of preparing the proposal Attachment A includes a draft Building Code Compliance Report with an overview of the Maple View Lodge Project. Attachment B includes preliminary drawings.

Summary of Work Overview

The scope of the works for the successful firm shall include, but not be limited to:

- Building Permit Review services of architectural, mechanical and electrical drawings and other submissions related to the Maple View Lodge Expansion Project;
- Building Permit Peer Review services of structural drawings;
- Ability to provide on site services to assist Township Building Inspectors as needed;
- Assisting Township Building inspectors with responding to questions arising as a result of the reviews/inspections; and
- Providing an electronic version of all documents in a form satisfactory to the Township

Project Timing and Phasing

This project may be a multi-year process, however a majority of the work will begin October 2021 through initial submissions. The process will be guided by the timelines indicated in the Ontario Building Code as well as through the Chief Building Official.

Proposals must be submitted to the undersigned electronically via email, clearly identified as to its contents, by no later than **4:00pm**, **September 2, 2021**. **Proposals received after this time will not be considered.**

Proposal Content

Each proposal document should clearly demonstrate that the consultant possesses a clear understanding of the overall scope of the project and the particulars of the assignment. Additionally, each proposal should identify the project manager and key team members (including any members from specialized sub-consultants), describe their respective capabilities and roles, and provide resumes of each where appropriate.

The proposal document should describe the approach and methodology to be followed in completing all aspects of the project as described in the summary of work overview, and provide a detailed work plan and schedule (including a breakdown of tasks) sufficient to detail the level of effort proposed for individual team members, and a complete understanding of how the work is to be completed.

The proposal document should, as a minimum, contain the following information and material:

- a) A detailed description of the intended review approach.
- b) The name, size, location and description of the lead consulting firm, and in the event that any work is proposed to be undertaken in consultation with, or in association with, other consulting firms (sub-consultants), the name, size, location and description of such other firms.
- c) A list of similar projects undertaken by the lead consulting firm (and any sub consulting firms, where applicable), together with a list of respective reference contacts (client name, client contact person (project manager), and telephone number).
- d) A list of the staff or members of the design team to be assigned to work on the project, their location, including a detailed outline of past experience and involvement (with dates) in similar projects.
- e) A statement respecting the time and resources that are available to dedicate to this project.
- f) Daily and hourly rates for all staff or design team members to be assigned to the project.
- g) Additional hourly rates for all staff or design team members that would be responsible for assisting with on-site inspections. This rate shall not be included in the fixed fee but shall be submitted at the bottom of the spreadsheet for the fixed fee.
- h) A fixed fee (in Canadian dollars) for remuneration, inclusive of all disbursements and exclusive of the Harmonized Sales Tax. All sub-consultant fees shall be identified and included in the fixed fee. Any sub-consultant activity proposed shall be managed and paid for by the lead consulting firm. The lead consulting firm shall be responsible for the satisfactory provision and completion of any sub-consultant work or service.
- i) The fixed fee shall be submitted on a spreadsheet basis broken down to indicate specified work components, together with respective staff hours and rates.

5.0 Evaluation Criteria

The evaluation and selection process will be based on a two-step process.

Step One - Core Criteria

The proposal submissions will be evaluated based on the submission information meeting the core requirements of the goods or services that are part of this Request for Proposal. The requirements listed below must be clearly met within the documentation of the proposal. Stating it can be done or has been done, will not constitute clearly meeting the requirement without proven background information demonstrating the vendor capabilities.

This table will be completed by the Manager during Step One of the process.

Core Requirements		Bid
		Rejected
Bidders must clearly demonstrate their past work in Building Permit Code		
reviews, and clear understanding of the Ontario Building Code and Ontario		
Building Code Act, as current to the date of Proposal Issue.		

Step Two - Evaluation Criteria

The second step of the evaluation process will only involve those proposals that the Township of Rideau Lakes have deemed acceptable from Step One of the process.

The second step is to establish the awarding of the proposal on a numerical scoring system. Proposals will be assigned a score for each category. Each category will be weighted as shown to reflect the goals for the proposal.

Description	Weight	Points	Maximum Total Points
Qualifications, Expertise and Performance on Similar	20%		20
Projects:			
Past ability to successfully complete projects within timelines and budgets			
Stability and reputation of the firm			
Qualifications of technical support staff			
Qualifications of senior staff / project manager			
Proposed Project Manager and Team:	20%		20
Past experience in directing / involvement with similar projects			
Specialized field or expertise & availability of multiple engineering			
professionals			
Understanding of proposed project			
Completeness and Creativity of Proposal and Schedule:	10%		10
Availability of key staff			
Demonstrated cost control / monitoring program			
Methodology and Schedule			
Quality Assurance Program			
Financial Merits:	50%		50
Overall cost of the submission for the services that are subject to this			
Request for Proposal			
Total Points			100

6.0 Bid Evaluation Process

The objective of this section is to describe the criteria in the selection of a bidder with which the Township would:

- a) Enter into a contract for the goods or services identified in the invitation to bid; or,
- b) Commence the negotiation process for a contract; or,
- c) Recommend for Township of Rideau Lakes Council's consideration, the acceptance of the bid submission.

The following process would apply:

- a) Scrutiny of the bid submissions relative to compliance with the requirements of the Request for Proposal, such as signed forms, schedules, meeting technical specifications including adherence to items where "No Substitutes" are allowed, and agreement with the Township of Rideau Lakes General Terms and Conditions.
- b) Elimination of bids not meeting the fundamental requirements stated above, as well as elimination of bids not received on time.
- c) Elimination of bids from contractors and vendors where that contract, vendor, or its principals have been, or currently are, involved in litigation with the Township of Rideau Lakes, other than a claim for property damage or personal injury, where that litigation impacts upon the ability of the parties to further engage in reasonable business relations.
- d) Evaluation of the merits of all compliant bids. The evaluation will consider financial and technical merits, vendor/contractor reputation based on past performance with the Township of Rideau Lakes and with others, initial costs, ongoing maintenance costs and overall cost effectiveness over the long term.

Attachment A

Maple View Lodge LTC	BUILDING CODE COMPLIANCE	Section 00 03 00
Athens, ON	REPORT	Page 1 of 10
Hobin Project No.: 2034		July 8, 2021

DRAFT: Issued for Township to Prepare Scope of Work for Plans Examination

This report is a representation of the Code requirements applicable to the new Long Term Care home. The scope of this report is limited to the major fire, life safety and occupancy elements as applicable to the proposed buildings. The basis for these requirements is Part 3 of the 2012 Ontario Building Code.

1.1 General Description:

The proposed Building site is located at 744 County Rd. 42, Athens, Ontario. It is on the North side of County Rd. 42 in Athens.

The proposed development consists of a 3 storey above grade Long Term Care home.

In addition to the building code, the building must be designed to meet the intent of the 2015 Ontario Ministry of Long Term Care Design Manual. The building will be home to 192 residents.

Building Size:

The proposed building has a Building Area as defined in OBC Article 1.4.1.2 of 5,332.18m².

The average grade of the building is at an elevation Xm. The maximum building height is at an elevation of Xm as per Municipality of Brighton Zoning By-Law. The building is Xm high from the average grade to the maximum building height.

The North and South wings of this building for all three floors (Ground, Second & Third Floors) provides two Resident Home Areas (RHA) that serves 32 resident each per floor for a total of 6 RHAs with 192 residents. Each of the RHAs has its own Dining rooms, Home Kitchen, Living, Activity, Care Centre, Harvest, Spa, Medication, Soiled Utility/Laundry, Clean Utility/Laundry, Housekeeping, accessible washroom. On each floor, both RHAs are supported by a common Servery, Staff Rooms and utility spaces.

The Ground Floor core includes administrative services of the facility, a Reception, a Front Room, a Café/Store, a Clinic, a Central Kitchen, Mechanical/Water Entry, Electrical and Server rooms, a Workshop, a General Store, Staff Room, Staff Showers, housekeeping rooms, accessible washrooms, and a universal washroom. The refrigerated Garbage/Recycling, Refrigerated Soiled Linen Cart Storage, Clean Linen Hold, and Deliveries/Hold are located on this level.

The Second Floor Core provides additional administrative services of the facility, a Family Celebration, a Garden Lounge, a Clinic, a Gathering space with Chapel, a Classroom, a Boardroom, and public washrooms.

The Third Floor Core includes more administrative services of the facility, a Wellness Clinic, a Beauty Salon, and public washrooms.

A Penthouse level is provided for mechanical & electrical spaces. Stair A provides access to the Penthouse Level.

The following Floor Areas have been calculated as per definition noted in OBC 1.4.1.2:

Floor Area:

Ground Floor	5,332.18 m ²	(57,395.11 ft ²)
Second Floor	4,584.61 m ²	(49,348.33 ft ²)
Third Floor	4,194.56 m ²	(45,149.87 ft ²)
Mechanical Penthouse	189.72 m²	(2,042.13 ft ²)
Totals	14,301.07 m ²	(153,935.44 ft ²)

Maple View Lodge LTC BUILDING CODE COMPLIANCE Section 00 03 00 Athens, ON REPORT Page 2 of 10 Hobin Project No.: 2034 July 8, 2021

DRAFT: Issued for Township to Prepare Scope of Work for Plans Examination

1.2 Applicable Codes

The project is required to comply with the Ontario Building Code 2012. Unless otherwise stated, Code references are with respect to Division B of the Code.

1.3 Building Classification

The proposed development is classified with one major occupancy: Group B, Division 2

This project is classified under Article 3.2.2.39, Group B, Division 2 or Division 3, up to 3 Storeys, Sprinklered with a building area not more than 8,000m² and the construction requirements are as follows:

Construction: Noncombustible Construction

Sprinkler Protection: Required

Floor Assemblies: 1 h. rated fire separations Mezzanines: 1 h. rated fire separations

Loadbearing Structure: same as fire resistance rating of supported assembly Roof: no fire rating applicable (no occupancy on roof)

1.4 Occupant Load:

For calculation purposes some rooms have occupant loads based on anticipated use and other rooms are based upon person per square meter as defined in O.B.C.

Occupant loading has been calculated in accordance with Article 3.1.17.1 as follows:

Location	Occupant Load Based on 3.1.17	Occupant Load For Exiting Purposes from that Level
Ground Floor	145	145
Second Floor	145	145
Third Floor	105	105

Note 1: Refer to <u>Table 1: Occupant Load of the Building</u> at the end of this report for a breakdown of each space per floor.

1.6 Fire Department Access and Provisions for Fire Fighting:

- O.B.C. 3.2.2.10: The proposed development is considered to face one street. Our building perimeter is located beyond 15m of County Rd. 42; however, an access route is provided and as per O.B.C. 3.2.2.10(2) an access route confirming to Subsection 3.2.5 is permitted to be considered as a street.
- O.B.C. 3.2.5.1: Access is not required above the first storey because the building is sprinklered.
- O.B.C. 3.2.5.3: Access to the main roof / mechanical penthouse is provided by one stairway, access to the roof of the mechanical penthouse is provided by a ladder with a roof hatch.
- O.B.C. 3.2.5.4: An access route is required to the building face having a principal entrance because our building is more than 600m² in building area.
- O.B.C. 3.2.5.5: The provided access route is located so that the principal entrance is located 9.424m from the closest portion of the access route required for fire department use, measured horizontally from the outside face of the vestibule. A fire department connection is located West of the principal entrance vestibule and located 6.634m from the access route.

Maple View Lodge LTC BUILDING CODE COMPLIANCE Section 00 03 00 Athens, ON REPORT Page 3 of 10 Hobin Project No.: 2034 July 8, 2021

DRAFT: Issued for Township to Prepare Scope of Work for Plans Examination

O.B.C. 3.2.5.6: The access route shown on drawing A1.01 and A1.02 Site Plan meets O.B.C. requirements of this section.

O.B.C. 3.2.5.13: An Automatic Sprinkler System is provided throughout the building.

O.B.C. 3.2.5.17: Portable fire extinguishers shall be installed throughout our building in conformance with the provision of Part 6 of Division B of the Fire Code made under the Fire Protection and Prevention Act, 1997. Refer to mechanical drawings for locations.

O.B.C. 3.2.5.19: Fire pumps will be provided within the Main Mechanical/Water Entry 1074 with an exterior reservoir system for fire protection water source. Refer to final Mechanical and Civil drawings.

1.7 Spatial Separation and Exposure Protection:

O.B.C. 3.2.3: Spatial separations and Exposure Protection will be applied to the whole building relative to property lines, to centerline of streets or to imaginary lines between buildings.

Limiting distances are based on table 3.2.3.1.D. "Unprotected Opening Limits for a Building or Fire Compartment that is Sprinklered". All elevations have a limiting distance of not less than 9 meters to the property lines or to imaginary lines between buildings and as such are permitted to contain 100% unprotected openings and exterior walls with no fire resistance rating.

There are no exposure conditions between fire compartments as the building is fully sprinklered.

1.8 Construction of Exposed Building Face:

All exterior walls must be constructed as noncombustible because of the building classification to Article 3.2.2.39. This supersedes the requirements from Table 3.2.3.7.

The exterior building faces of the building are to be protected in compliance with O.B.C. 3.2.3.8.

O.B.C. 3.2.3.7: All exterior walls are not required to be constructed with a fire resistance rating since the exterior walls are permitted to have 100% unprotected openings.

O.B.C. 3.2.3.13: If the plane of an exterior wall of an exit enclosure forms an angle less than 135° with the plane of an exterior wall of the building it serves, and an opening in either the exterior wall of the exit or the exterior wall of the building shall be protected where the opening in the exterior wall of the building is within 3m horizontally and, less than 10m below or 2m above an opening in the exterior wall of the exit. The Alcove on both Ground and Second floors (Alcove 1002A & Alcove 2002A) will have a window that will be equipped with window sprinklers.

1.9 Fire Alarm and Detection Systems:

O.B.C. 3.2.4.1: A fire alarm and detection system is required.

O.B.C. 3.2.4.3: A two-stage fire alarm system will be provided with electrical supervision, designed to notify the fire department in accordance with O.B.C. 3.2.4.10 will be provided. Refer to Division 26 for detailed information.

An automatic sprinkler system will be provided throughout the building. A wet pipe system will be used within the building except for refrigerated/freezer rooms and rooms with overhead doors. A non-freeze

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sprinkler will be used in all refrigerated/freezer rooms. <mark>The Deliveries/Hold room will have a dry sprinkler system or non-freeze sprinkler heads depending on loading procedures.</mark> Refer to Mechanical drawings for detailed information.

- O.B.C. 3.2.4.9: The main fire alarm panel will be in Electrical 1072 and a remote annunciator panel will be provided at the principal entrance lobby and in each Care Centre. Refer to Division 26 for detailed information. The fire alarm will be fully addressable and zoned as per O.B.C. requirements. Refer also to Section 1.13 Care Occupancy for specific zoning requirements associated with 1000m² horizontal fire comportments.
- O.B.C. 3.2.4.12: Smoke Detectors shall be provided in each sleeping room, public corridors, exit stair shaft and elevator machine rooms. The smoke detector in the elevator machine rooms, upon activation, shall recall the elevators served by the machinery located within the room in which the smoke detector is located. The smoke detectors in sleeping rooms shall upon actuation provide an audible and visible signal to staff serving those rooms so that the room or location containing the smoke detector can be easily identified. The smoke detectors within the resident rooms are tied to the Nurse Call System. Refer to Division 26 for detailed information.
- O.B.C. 3.2.4.13: Air handling systems which serve more than one storey or services more than one fire compartment required by Sentence 3.3.3.5.(2) shall be designed to prevent the circulation of smoke.
- O.B.C. 3.2.4.15: The Elevators are equipped with an automatic emergency recall feature; however, the alternative floor recall feature is not required because the Ground floor (recall level) is sprinklered.
- O.B.C. 3.2.4.16: Fire Detectors and heat detectors are not required to be provided as the building is sprinklered and the sprinkler system will be electronically supervised.
- O.B.C. 3.2.4.18: Manual pull stations will be located at the principal entrance and every required exit of the building.
- O.B.C. 3.2.4.19: Audible and visual alert and alarm signals will be provided. The visual devise will be installed so that the signal is visible throughout the floor area or portion of it in which they are installed. Refer to Division 26 for detailed information. Audibility of the alarm system will be installed in accordance with 3.2.4.20 and visual signals will be installed in accordance with 3.2.4.21.
- O.B.C. 3.2.4.23: Voice Communication Systems will be installed. A fire fighters' handset will be located within each Care Centre. Refer to Division 26 for detailed information.

1.10 Standpipe System:

O.B.C. 3.2.9.1: A standpipe system is not required as our building is 3 storeys in building height, it's not more than 14m high measured between grade and the ceiling of the top storey and it's fully sprinklered.

1.11 Fire Separations

Applicable fire separations between these areas and the remainder of the Building are as follows:

Location	Fire Resistance Rating of required Fire Separation
Exit Stairwells	1 hr. as per O.B.C. 3.4.4.1.
Exit Corridor	1 hr. as per O.B.C. 3.4.4.1.

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Service Rooms (Mechanical and Electrical)	1 hr. as per O.B.C 3.6.2.1. Note: voluntary upgrade proposed where all service rooms regardless of whether they house fuel fire appliances shall have a 1 hr. F.R.R.
Garbage / Recycling Room	1 hr. as per O.B.C. 3.6.2.5
Janitor/Housekeeping Rooms	Unrated fire separation as per O.B.C. 3.3.1.20.(3) Note: Room or space is sprinklered
Vertical Service Spaces	45 min as per O.B.C. 3.6.3.1. Note: 1 hr. voluntary upgrade
Emergency Power for Lighting Vertical Service Space	1 hr. as per O.B.C. 3.2.7.4
Elevator Hoistways	1 hr. as per O.B.C. 3.5.3.1.
Elevator Machine Rooms	1 hr. as per O.B.C. 3.5.3.3.
Commercial Kitchen on Ground Level	Unrated fire separation Note: 1 hr. voluntary upgrade

Closures located within a fire separation shall have the following Fire Protection Rating in accordance with O.B.C. 3.1.8.4:

F.R.R. of Assembly	F.P.R. of Closure
Unrated	No rating applicable
1 hour	45 minutes

1.12 Service Penetrations through Fire Separations:

O.B.C. 3.1.9: Service penetrations through fire separations shall be provided as follows:

Service penetrations are required to be fire stopped with a listed firestop system that has an F rating not less than the fire protection rating for the closure in the fire separation in conformance with above table.

Additionally, service penetrations through proprietary structural system assemblies will be fire stopped/protected in conformance with the approved installation instructions.

O.B.C. 3.1.8.7(2)(c): Smoke dampers or a combination smoke and fire dampers are required to be installed at all duct penetrations and air transfer penetrations through fire separations that serves a care occupancy.

1.13 Care Occupancy

O.B.C. 3.3.3.3(1): A corridor used by the public or serving patients or residents shall have no dead-end portion unless the area served by the dead-end portion has a second and separate means of egress.

O.B.C. 3.3.3.3.(3): A corridor serving residents who are not ambulatory in a Group B, Division 2 or 3 occupancy shall be not less than 1650mm.

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O.B.C. 3.2.4.9 (2)(h) Separate zone annunciations will be provided for each 1000m2 fire compartment required by 3.3.3.5(2) by addressable smoke detectors located within corridors and through sprinkler zone flow switch activation associated with respective fire compartment.

O.B.C. 3.3.3.4: The minimum clear width of doorways through which it is necessary to move a patient to resident in a bed shall be 1050mm.

Hospital and Long-Term Care Homes:

O.B.C. 3.3.3.5: All floor areas containing patients' or residents' sleeping rooms in a hospital or a long-term care home shall be divided into no fewer than two fire compartments; each not more than 1000 m² in area. These fire compartments will have a fire-resistance rating of 1 hour. A rated door will be installed in the corridor between each fire compartment and be equipped with a hold open tied to the fire alarm system and will be weather-stripped or otherwise designed and installed to retard the passage of smoke. The travel distance from any point within each fire compartment to a door to an adjoining fire compartment shall be not more than 45 m. Each fire compartment is designed to accommodate, in addition to is own occupants, a clear floor space of 2.5 m² per patient or resident in the adjacent fire compartment. Refer to drawings A1.03 to A1.05 for proposed fire compartment locations, areas, and travel distances.

O.B.C. 3.3.3.5.(9): Walls between patients' or residents' sleeping rooms and the remainder of the floor area shall be constructed as fire separations but are not required to have a fire-resistance rating unless a fire-resistance rating is required by other provisions.

O.B.C. 3.3.3.5.(11): A door in a fire separation as noted in 3.3.3.5.(9) is permitted to be equipped with a roller latch.

O.B.C. 3.3.3.5.(12): A fire separation as noted in 3.3.3.5.(9) shall not contain any grilles, louvres or other openings.

1.14 Egress and Exiting

O.B.C.3.4.2.1: Not less than two exits are provided from each floor level of the building.

O.B.C. 3.3.1.3: One exit is provided from the Mechanical Penthouse Roof Top Enclosure located on the Roof Level. The area of the Mechanical Penthouse Roof Top Enclosure is 189.72m². As per O.B.C. 3.3.1.3 (6), a rooftop enclosure is only required to have two means of egress if the area exceeds 200m² or as per O.B.C. 3.3.1.3(7(b) the travel distance from any point in the service space to a point of egress I more than 25m. All areas within the Mechanical Penthouse do not exceed a distance of 25m of the exit.

Public corridors are provided on all floors of the building (Ground Floor to Third Floor).

O.B.C. 3.4.2.5: The maximum travel distance from any point on a floor area is 45 meters as per sentence 3.4.2.5.(1)(c).

Five exit stairs (Stair A, B, C, D & E) off the public corridor are provided from Ground Floor to Third Floor. Stair A also accesses the Mechanical Penthouse level. One exit stair (Stair F) off the public corridor is provided from Ground Floor to Second Floor. The distance between these exit stairs is more than 9m.

O.B.C. 3.4.3.2.(7)(e): All stairs and ramps serving patients' or residents' sleeping rooms shall have a clear width not less than 1650mm.

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O.B.C. 3.4.3.2.(7)(f): All doorways from the corridor that serves patients' or residents' sleeping rooms shall have a clear width not less than 1050mm.

Sufficient exiting capacity is provided on all levels in conformance with 3.4.3.2.

O.B.C. 3.4.3.2(2): The minimum aggregate width of exits serving floor areas intended for care, care and treatment or detention occupancy shall be determined by multiplying the occupant load of the area served by 18.4mm per person. Five stairwells are provided from Ground Level to Third Level (Stair A, B, C, D & E) which their exit doors are 1120mm wide. Using Sentence 3.4.3.2(2) this permits 60 people per door (1120mm/18.4mm/person) or 300 people (60 people x 5 doors) per floor to exit to the stairs which exceeds our occupant load for Ground Floor to Third Floor noted in Section 1.5 Occupant Loading. One stairwell is provided from Ground Floor to Second Floor (Stair F) which its exit door is 1120mm wide. Using Sentence 3.4.3.2(2) this permits an additional 60 people from the Second Floor to exit which exceeds our occupant load for the Second Floor noted in Section 1.5 Occupant Loading.

O.B.C. 3.4.6.13: All exit doors are provided with a self-closing mechanism and shall not be secured in an open position.

O.B.C. 3.4.6.16: All exit doors are readily opened from the inside with not more than one releasing operation and without requiring keys, special devises or specialized knowledge of the door opening mechanism. Egress and exit doors from rooms or floor areas where the occupant load is more than 100 persons will have panic type hardware (Principal Entrance doors, doors leading to the exterior from exit stairs.).

Wherever electronic hardware is provided for security control, keypad or card reader access will be provided for access by authorized persons.

Hold-open devices are proposed on some doors in required fire separations. Where hold-open devices are proposed on doors located within a fire rating, the hold-open devices will be designed to release upon activation of local smoke detectors or the fire alarm system.

Some doors will be equipped with electromagnetic locking mechanisms. These locking mechanisms will be designed to comply with the requirements of Sentence 3.4.6.16(4).

1.15 Stairs

- O.B.C. 3.4.6.1: The surface of exit stairs shall have a slip resistant surface. The exit stairs shall have contrasting colour or distinctive visual pattern to demarcate the leading edge of each tread and landings. A tactile attention indicator, floor material, will be installed at the top of each stair run conforming to Article 3.8.3.18 and 3.4.6.1 (2).
- O.B.C. 3.5.6.5: Handrails are provided on both sides of all stairs 1100mm in width and greater. Handrails shall be located at a height between 865mm and 965mm measured vertically from the stair nosing. As per O.B.C. 3.4.6.5(14), in a long-term care home and a Group B, Division 3 occupancy, a continuous handrail shall be provided on both sides of a stairway throughout the length of the stairway, including landings, except where a handrail is interrupted by doorway.
- O.B.C. 3.4.6.6: Guardrails are provided on the side of stairs and landing where the difference between adjacent floor levels is greater than 600mm. Guardrails shall be no less than 1070mm high and be design to prevent the passage of a sphere having a diameter of 100mm and elements of the guard located between 140mm and 900mm will not facilitate climbing.
- O.B.C. 3.4.6.8: Stairs will have a rise between successive treads of not less than 125mm and not more than 200mm. Stairs will have tread run of not less than 255mm and not more than 355mm. Stair treads and risers will not differ significantly in run and rise in successive flights in any stair system.

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O.B.C. 3.4.6.19: Floor numbering will be provided on each side of doors to exit stair shafts.

1.16 Barrier-Free Design:

- O.B.C. 3.8.1.2: The principal entrance to the building will be designed to provide a barrier free entrance. The exterior walkway adjacent to the principal entrance complies with O.B.C. 3.8.3.2.
- O.B.C. 3.8.1.3: A barrier free path of travel is provided throughout the entrances and corridors on all levels served by an elevator, to the residents' sleeping room, as well as to and throughout all normally occupied floor spaces and Ground level outdoor courtyard.
- O.B.C. 3.8.1.5: Except for elevators and power door operators, all controls for the operation of the building services or safety devices, including electrical switches, thermostats and intercom switches, intended to be operated by the occupant and located in a barrier-free path of travel will be accessible to a person in a wheelchair using a side approach, will be operable using one hand for a manual pull station or a closed fist for all other controls with a force of not more than 22.2N, and will be mounted 1200mm above finished floor for thermostats or manual pull station or between 900mm and 1100mm for all other controls.
- O.B.C. 3.8.1.6: All portions of a barrier-free path of travel will be equipped to provide a level of illumination in accordance with Sentence 3.2.7.1.(1).
- O.B.C. 3.8.2.2: A barrier-free path of travel is provided from the main entrance to the exterior parking area. An exterior passenger loading zone is provided directly in front of the main entrance and meets OBC 3.8.2.2(3). See drawing A1.01 and A1.02 Site Plan.
- O.B.C. 3.8.2.3: The proposed development has three (3) storeys where amenity spaces are provided. According to Table 3.8.2.3.A. one (1) universal washroom must be provided within the building. The Universal Washroom 1061 is located on the Ground Level and will be open at all times. The universal washroom will conform to Article 3.8.3.12. Washrooms required to be barrier free will conform to Articles 3.8.3.8 to 3.8.3.11.
- O.B.C. 3.8.3.1: Accessibility signs will be provided and incorporate the International Symbol of Access to indicate the location of the main entrance, means of egresses, washrooms, elevators, telephone or parking area required to accommodate persons with disabilities. Where a wall mounted tactile sign is provided, characters, symbols or pictograms on the sign shall be located between 1200mm and 1500mm above finished floor.
- O.B.C. 3.8.3.3: Every doorway located within a barrier free path of travel shall have a clear width of not less than 860mm when the door is in the open position.
- O.B.C. 3.8.3.3.(3) to (6): Every door that provides a barrier-free path of travel through a barrier-free entrance including the vestibule and all washrooms for public use or that serves resident amenity spaces will be equipped with power door operators. Vestibules located in barrier-free path of travels will be arranged to allow the movement of wheelchairs between doors and provide a distance between the doors of at least 1500mm plus the width of the door swing if applicable to conform to Sentence 3.8.3.3.(11). The power door operators will conform to Sentence 3.8.3.3.(16) & (17). The principal entrance is barrier-free.
- O.B.C. 3.8.3.3.(7) to (10): Except for doors equipped with power door operators, a door in a barrier-free path of travel will have a clear space on the latch side not less than 600mm beyond the edge of the door opening where the door swings towards the approach side, 300mm beyond the edge of the door opening if the door swings away from the approach side, and 300mm beyond both sides of a sliding door. Closers

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shall be designed to permit doors to open when a force of not more than 38 N is applied to the handles, push plates or latch-releasing devices for exterior doors and 22 N for interior doors.

O.B.C. 3.8.3.3(14) & (15): Where vision panels are provided in doors within a barrier-free path of travel, the bottom of the vision panel will be located at a maximum of 900mm above the floor or shall be marked with a continuous opaque strip at doors consisting of a sheet of glass.

O.B.C. 3.8.3.5: Two elevators (Elevator A & B) will conform to CSA B355, "Lifts for Persons with Physical Disabilities".

1.17 Washroom Plumbing Fixture Requirements:

O.B.C. 3.7.4.4.(2): In a Group B, Division 2 occupancy, washrooms shall be provided so that each washroom serves no more than four residents, is accessible from a residents' sleeping room, contains one water closet, and contains one lavatory. All the semi-private suites have one washroom that is shared between 2 residents. This washroom includes a water closet and two lavatories and is accessible from the residents' sleeping rooms. All the private suites have one washroom for its resident. This washroom includes a water closet and one lavatory and is accessible from the resident's sleeping room.

O.B.C. 3.7.4.4.(3): The number of water closets required for employees in a Group B, Division 2 occupancy shall confirm to OBC Table 3.7.4.4.

	Administrative Occupant Load (see Table 1)	ER CLOSET REQUIRE Administrative Occupant Load per Sex		Water Closets Req.'d for Each Sex		
		Female	Male	Female	Male	
Ground	59	25	25	3	3	
Level 2	59	25	25	3	3	
Level 3	19	10	10	2	2	

- As per Table 3.7.4.4, Item 2: For 10 to 24 persons of each sex, a minimum of 2 water closets is required for each sex.
- As per Table 3.7.4.4, Item 3, For 25 to 49 persons of each sex, a minimum of 3 water closets is required for each sex.

WATER CLOSETS PROVIDED											
	Female W/C		Male W/C		Unisex WR.	Unisex BF WR.	Universal WR				
	Not BF	BF	Not BF	BF							
Ground Level	-	-	-	-	2	4	1				
Level 2	1	1	1	1	2	2	-				
Level 3	-	-	-	-	2	3	-				

1.18 Lighting and Emergency Power Systems

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Building to comply with O.B.C. 3.2.7, Lighting and Emergency Power Systems. Refer to electrical drawings for complete list of items on emergency power.

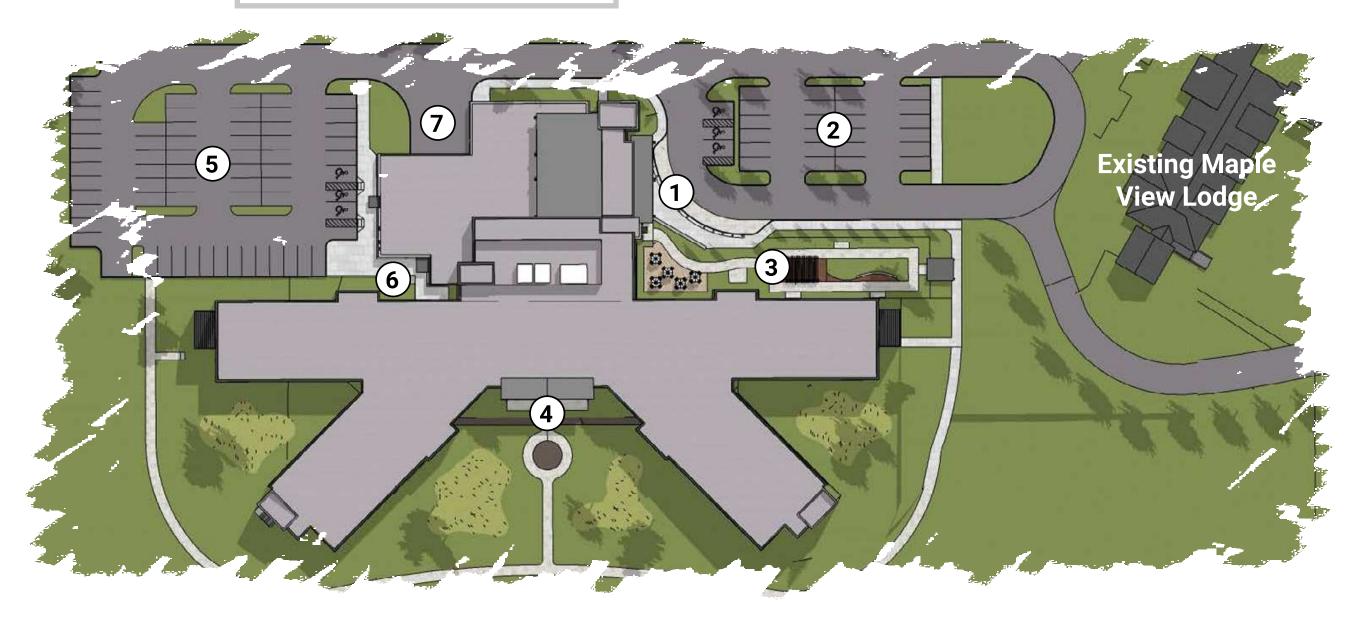
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SITE PLAN

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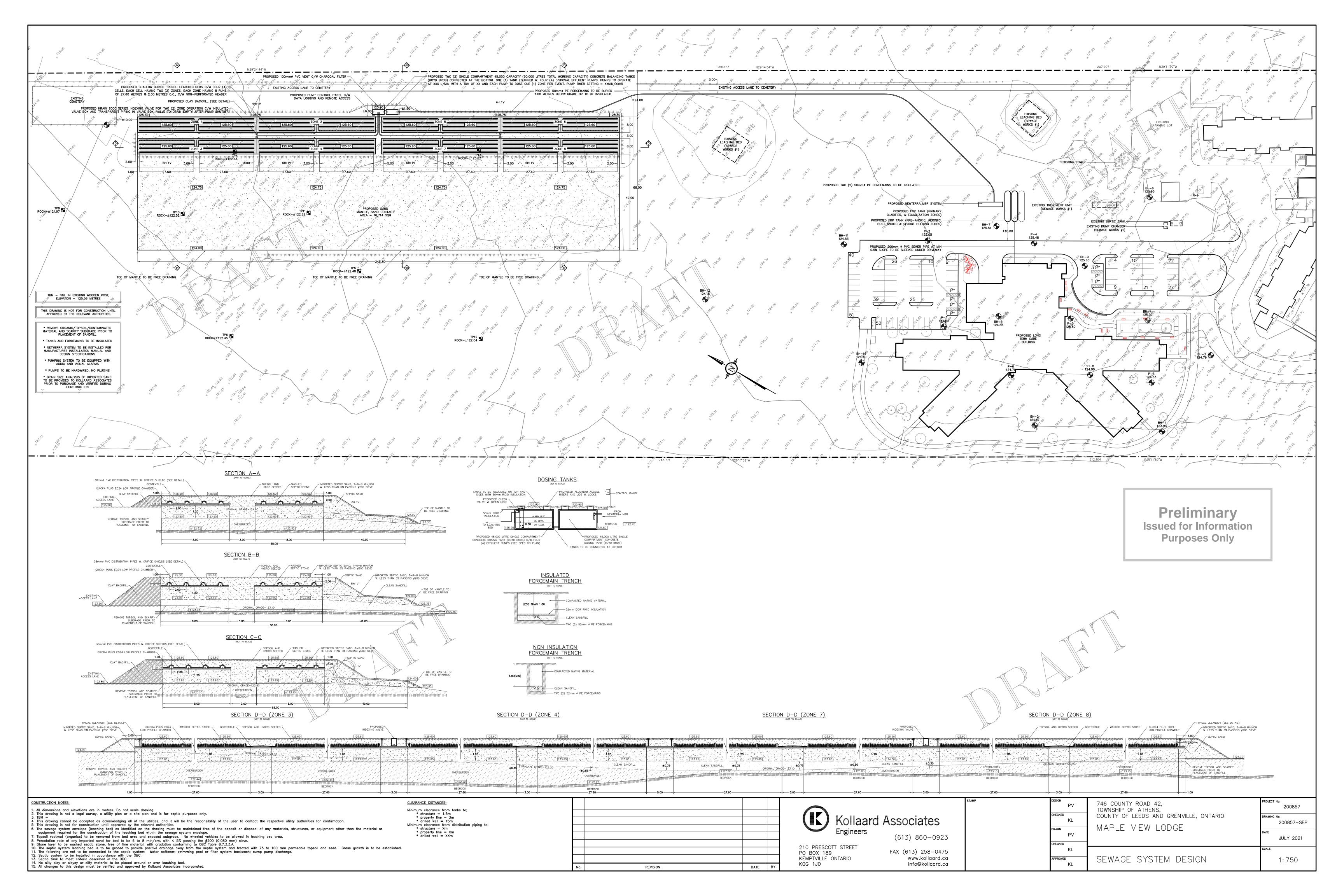
- 1 Main Entrance
- 2 Visitor Parking
- **3** Secure Garden
- **4** Dining Terrace

- **5** Staff Parking
- **6** Staff Entrance
- 7 Deliveries/Garbage

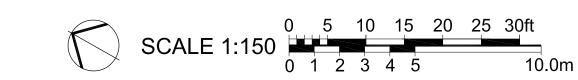






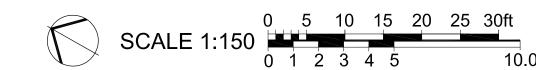


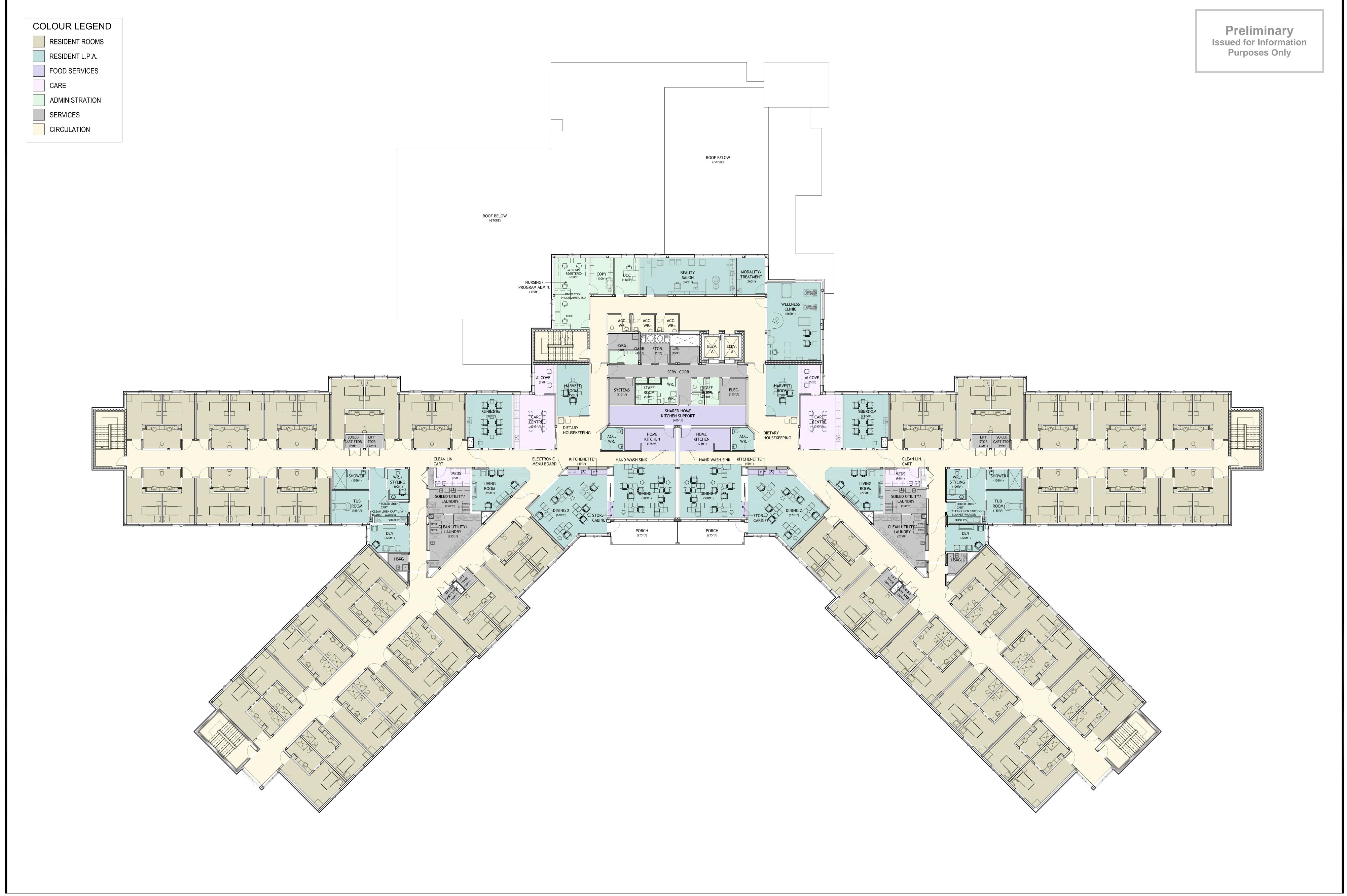




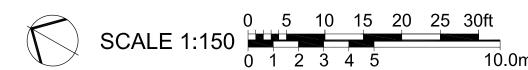


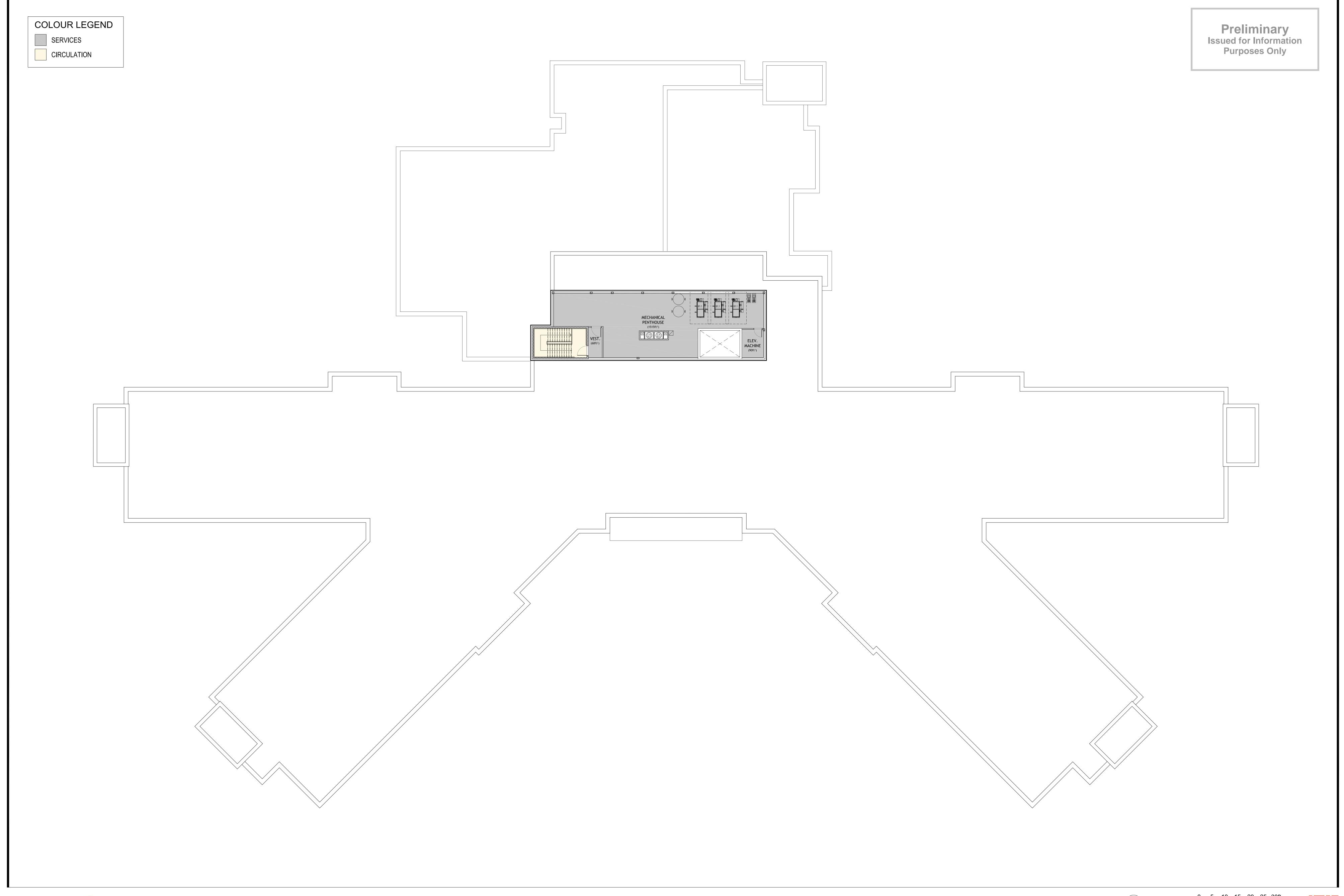








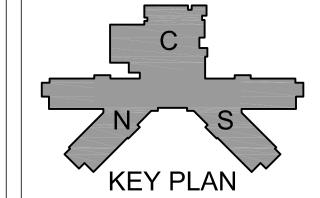












FIRE COMPARTMENT LEGEND & AREAS: (AS PER OBC 3.4.II(2)-(8)

FIRE COMPARTMENT A: 1445.22m FIRE COMPARTMENT B: 637.08m2 FIRE COMPARTMENT C: 82.4lm2

FIRE COMPARTMENT D: 655.32m FIRE COMPARTMENT E: 665.28m²

FIRE COMPARTMENT F: 84.14m2 FIRE COMPARTMENT G: 642.28m²

FIRE COMPARTMENT H: 880.23m2

JUL. 9/21 ISSUED FOR CLASS C ESTIMATE APR. 28/'2I ISSUED FOR MOLTC PRELIMINARY PLAN no. date revision

It is the responsibility of the appropriate contractor to check and verify all dimen—sions on site and report all errors and/or omissions to the architect.

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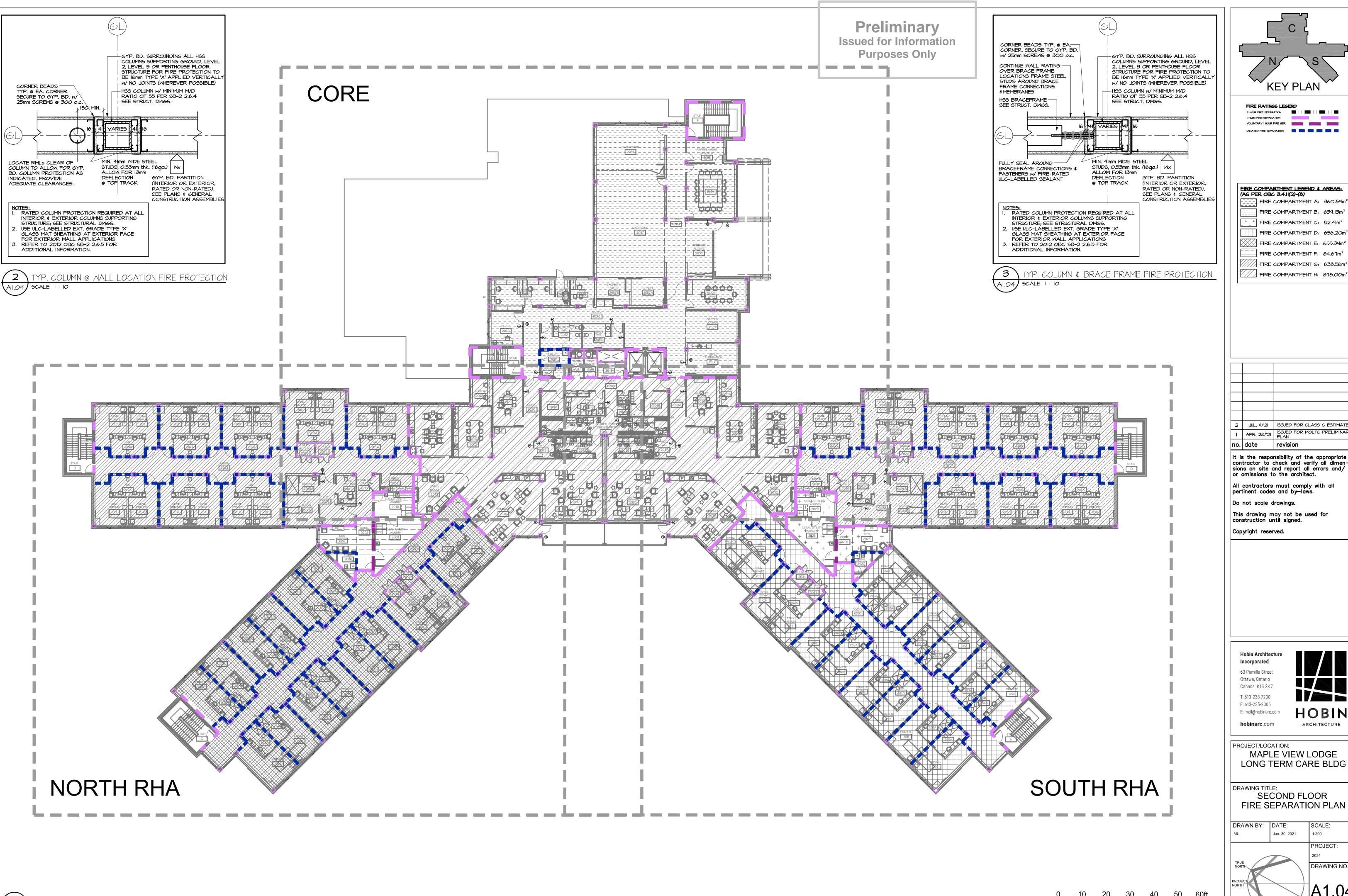
PROJECT/LOCATION: MAPLE VIEW LODGE LONG TERM CARE BLDG

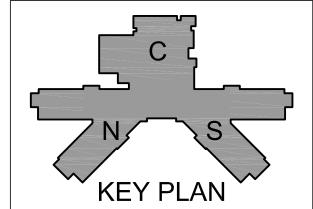
DRAWING TITLE:

GROUND FLOOR FIRE SEPARATION PLAN

DRAWING NO.: A1.03

GROUND FLOOR FIRE SEPARATION PLAN





FIRE COMPARTMENT A: 360.69m2 FIRE COMPARTMENT B: 639.13m2 FIRE COMPARTMENT C: 82.4lm² FIRE COMPARTMENT D: 656.20m2 FIRE COMPARTMENT E: 655.39m² FIRE COMPARTMENT F: 84.67m² FIRE COMPARTMENT G: 638.56m2

JUL. 9/'2I ISSUED FOR CLASS C ESTIMATE APR. 26/'2I ISSUED FOR MOLTC PRELIMINARY PLAN no. date revision It is the responsibility of the appropriate contractor to check and verify all dimensions on site and report all errors and/

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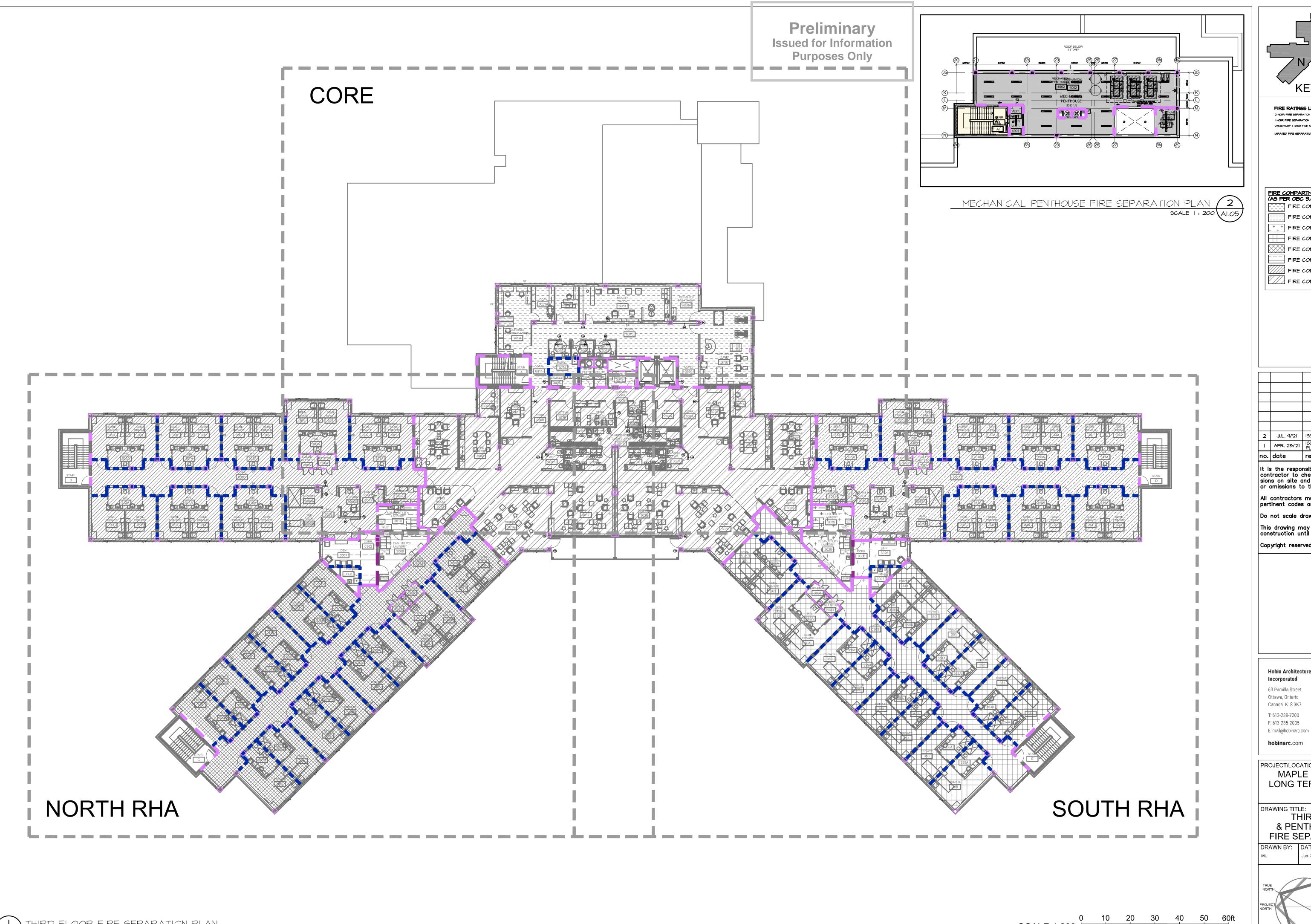
PROJECT:

DRAWING NO.:

REVISION NO.:

MAPLE VIEW LODGE LONG TERM CARE BLDG

DRAWING TITLE:
SECOND FLOOR FIRE SEPARATION PLAN



FIRE COMPARTMENT LEGEND & AREAS: (AS PER OBC 3.4.II(2)-(8)

FIRE COMPARTMENT B: 639.13m2 FIRE COMPARTMENT C: 82.4lm2

FIRE COMPARTMENT D: 656.20m FIRE COMPARTMENT E: 655.39m FIRE COMPARTMENT F: 84.67m²

FIRE COMPARTMENT G: 638.56m2 /// FIRE COMPARTMENT H: 878.00m2

2 JUL. 9/21 ISSUED FOR CLASS C ESTIMATE APR. 26/21 ISSUED FOR MOLTC PRELIMINARY PLAN no. date revision

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HOBIN

PROJECT/LOCATION: MAPLE VIEW LODGE LONG TERM CARE BLDG

DRAWING TITLE:
THIRD FLOOR
& PENTHOUSE ROOF
FIRE SEPARATION PLAN

AS NOTED Jun. 30, 2021

PROJECT: DRAWING NO.: A1.05 REVISION NO.: