

January 7, 2022

Marta Toesev, Carolina Radovan, Lily Wu

**Re: André Piolat Schoolyard Renovation**  
Proposal for Landscape Architectural Services

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Dear Marta, Carolina and Lily,

Thank you for the opportunity to provide you with the following proposal for consultation and the development of a conceptual landscape plan for École André Piolat. Our firm has been involved with many school projects including on multi-phased seismic upgrades, new schools, and PAC-funded site improvements. We welcome the chance to work with the school community, CSF and stakeholders on this project.

## **CORPORATE PROFILE**

Prospect and Refuge Landscape Architects was incorporated in 2019 as a succession to Jonathan Losee Limited, which was incorporated in 1992. We provide personal and comprehensive Landscape Architectural services. Our firm consists of a principal, three senior staff, and 2-3 support staff. We solicit input from allied professional consultants as required to complete our projects. The firm is registered with WorkSafe BC and has required E&O Liability insurance coverage.

**RELATED EXPERIENCE:** Our office has worked on many school projects with scopes of work ranging from initial consultation through construction administration. Our projects have included Site 206-Edgewood Drive Elementary School in Surrey; McBride Elementary in New Westminster; David Lloyd George Elementary School, Begbie Elementary School, Norma Rose Point Elementary School, General Gordon Elementary School, Sexsmith Elementary School, Queen Mary Elementary School, Lord Kitchener Elementary School in Vancouver; and Banting Middle School in Coquitlam. We have also designed PAC funded upgrades and overall upgrades for Strathcona Elementary, Hastings Elementary, False Creek Elementary, Trafalgar Elementary, and Laura Secord Elementary. We have designed the turf sports field for Laura Secord Elementary School, and all-weather gravel fields for Norma Rose Point and Sexsmith and General Gordon elementary schools so are comfortable with this responsibility if it is required. Our work has provided us with a wealth of experience, and we pride ourselves on developing strong and positive working relationships with school boards, and planning and operations staff.

## **LANDSCAPE DESIGN TEAM**

**Alyssa Senczyszyn**, MBCSLA, is the principal of Prospect & Refuge. Alyssa has over 20 years of experience in Landscape Architecture and has been the Project Landscape Architect on many projects in the Lower Mainland and did a year of her landscape architecture undergrad in French at Université de Montréal. She has been involved in the design

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info@prospectrefuge.ca  
www.prospectrefuge.ca

and development of several Vancouver schools, including the kindergarten upgrade to False Creek Elementary. She has been the principal in charge for David Lloyd George and Begbie, as well as McBride Elementary in New Westminster, which is currently under construction. New VSB schools include Kitchener Elementary, General Gordon Elementary, and Sexsmith Elementary. She was also involved in the partial replacement of Queen Mary Elementary and renovations to Trafalgar Elementary and Elsie Roy Elementary.

**Lara Davis**, MBCSLA, is a Landscape Architect with over 10 years of experience in Landscape Architecture and design. She has worked on numerous school and daycare projects with Prospect and Refuge including Academics Pre-K, Atira Society Daycare, York House Preschool, and Semiahmoo Trail School, as well as a major renovation to Crofton House School with a prior employer. In addition to her design experience, Lara has an understanding of in-school dynamics gained from work as an elementary and preschool child development/behavior management specialist.

**Sam Hunt-Weeks**, is a BCSLA Intern. She has worked on many local school and daycare projects and has a background in playground design. Sam will provide support in drafting, drawing coordination, project management and communications.

## REFERENCES

Venus Vane, Architect AIBC

Project Manager, Facilities Planning, Real Estate and Facilities Management  
City of Vancouver, 302-507 West Broadway, Vancouver BC, V5Z 0B4

[Venus.Vane@vancouver.ca](mailto:Venus.Vane@vancouver.ca)

604-829-9449

Projects: Women & Children's Wellness Walkway, David Lloyd George Elementary Childcare Facility

Kameliya Hristova, Architect AIBC

Project Manager, Facilities & Planning

Vancouver School District #39, 1580 West Broadway, Vancouver, BC, V6J 5K8

[khristova@vsb.bc.ca](mailto:khristova@vsb.bc.ca)

604-713-4860

Projects: Maquinna, Lord Byng, and Selkirk Elementary Seismic Upgrades

Geoff Pearmain

Grounds Supervisor

Vancouver School District #39, 1580 West Broadway, Vancouver, BC, V6J 5K8

604 713 5660

[gpearmain@vsb.bc.ca](mailto:gpearmain@vsb.bc.ca)

Projects: Maquinna Elementary Seismic Upgrades, Begbie Elementary

## **PROJECT SCHEDULE, PHASES AND SCOPE**

Anticipated project scope and associated team meetings are summarized by phase below, with a task-by-task breakdown of scope detailed in the associated table. Please note that the scope described is the maximum amount budgeted for in this proposal. If additional scope is required (meetings, site visits, deliverables, etc), it will be invoiced as an extra service on an hourly basis.

### **SCHEDULE**

As discussed in our initial meeting, we can provide a conceptual master plan suitable for fundraising use by the end of June 2022.

### **PHASES**

**1: PROJECT START-UP:** In this first phase of we will collect/review site information and assemble a site plan. We will complete a site visit and review background information provided by the PAC. If critical information is missing, we will notify the PAC so that they can source it. We will conduct a preliminary site review/analysis to understand the lay of the land, slopes and grading, existing pedestrian/vehicular circulation routes and views. We will also make photographic documentation of site. Please note that our fee does not include any arborist or survey services that may be required.

<b>PHASE I: Project Start Up</b>	
<b>ITEM</b>	<b>DESCRIPTION</b>
Review proposed plan and prior consultation information	As provided by PAC
Site Visit	One site Visit with 2 PRLA staff. Photo documentation of existing conditions
Collect/Review Guidelines and bylaws	Municipality, Parcel, School Board
Collect/Review Existing Base information	As Available: Survey, Plan, Existing Conditions, Arborist Report
Prepare existing Conditions Base Plan	
<b>PHASE I DELIVERABLES:</b>	<b>Digital copies of all background information (in original format)</b>
	<b>Digital copy of existing conditions base plan (PDF)</b>

**2: COMMUNITY AND STAKEHOLDER CONSULTATION:** This phase will focus on filling in the gaps in the previous consultation process that were noted in our initial meeting. We will prepare a design consultation program for the school community and stakeholders, to share information about the consultation process and precedents, as well as gather information about priorities, opportunities, and constraints. This work would include planning/running a charrette with PAC involvement and communicating with the CSF as required. We plan to create a digital presentation for the community as an introduction to the consultation process and if possible, have PAC volunteers and teachers deliver the in-person charettes. We will analyze the results of the consultation and compile this into a summary report.

<b>PHASE 2: Community and Stakeholder Consultation</b>	
ITEM	DESCRIPTION
Prepare outline of proposed consultation process	For review and approval by PAC (assumes 1 week to provide response)
Finalize consultation process	Per PAC feedback
Gather Precedent Images	
Preparation of Digital Presentation to School Community	Project introduction, explanation of process, precedent images
Preparation of Printable Consultation Materials	As approved by PAC. (Assumes any required printing done by PAC)
Delivery of Student Consultation	
Delivery of Parent Consultation	
Analysis of consultation data	Review trends, conflicts, opportunities, etc.
Preparation of consultation summary report	Process/results. Opportunities/Constraints. Quantified where possible
Prepare and Deliver Meeting	Virtual x 1. Review summary report with PAC
<b>PHASE 2 DELIVERABLES:</b>	<b><i>Draft consultation process outline (PDF)</i></b>
	<b><i>Final consultation process outline (PDF)</i></b>
	<b><i>Digital consultation presentation (Format TBC)</i></b>
	<b><i>Printable Consultation Materials (PDF)</i></b>
	<b><i>Consultation summary report (PDF)</i></b>

**CONCEPTUAL PLAN FOR FUNDRAISING:** Based on the results of the Consultation process, a draft concept plan will be prepared for initial submission showing hard and soft landscaping, plant massing, playground locations, etc. We will meet with the PAC for review and approval of the draft plan. Following sign-off on the draft design, a final conceptual plan will be prepared showing hard surfacing, existing trees, preliminary grades, new plant material with a plant list, site furniture and special features as required for review and sign-off by the PAC and CSF. The plan will include precedent imagery to illustrate design intent.

<b>PHASE 3: Conceptual Plan for Fundraising (80%)</b>	
ITEM	DESCRIPTION
Prepare Draft concept plan with precedent images	Including phasing recommendations
Prepare and Deliver Meeting	For plan review and approval by PAC (assumes 1 week to provide responses)
Prepare final concept plan with precedent images	Updated per PAC/CSF feedback
<b>PHASE 3 DELIVERABLES:</b>	<b><i>Draft concept plan for fundraising (PDF)</i></b>
	<b><i>Final concept plan for fundraising (PDF)</i></b>

**FUTURE PHASES:** Following completion of the scope described above, we would be happy to provide design development, tender, contract documents and construction administration services. We can provide a fee and scope proposal for this work once the concept plan is complete. Fees for these future phases are not included in the current proposal.

## **SERVICES AND FEES**

Prospect and Refuge Landscape Architects proposes to provide Landscape Architectural services as described above according to the following schedule of fees. We recommend billing hourly for this work to an agreed upon upset amount of \$15,145 excluding GST, which represents the total hourly fees we estimate to complete the scope of work described in this proposal (\$1,430 for Phase 1, \$10,075 for Phase 2, and \$3,640 for Phase 3). This billing method will allow the PAC maximum flexibility to control expenses and budget.

Additional services that are requested beyond the scope of work described in this proposal will be in addition to the upset amount and billed hourly based upon our current schedule of hourly rates. At this date our hourly rates are as follows:

Principal Landscape Architect: A Semczyszyn	\$160.00
Landscape Architect: L Davis	\$130.00
Intern Landscape Architect: S Hunt-Weeks	\$110.00

Reimbursable disbursements such as printing of drawings, specifications, courier, travel outside of Vancouver (nursery visits), etc. are in addition to the above and will be passed on at cost + 10% for handling.

GST will be additional to the above fees.

## **MISCELLANEOUS**

The Landscape Architect shall not be responsible for structural design or architectural changes to the building shell. The Landscape Architect cannot be held responsible for the performance of manufacturers and suppliers. The Landscape Architect will act in good faith to specify products from dependable sources and will endeavour to use any possible leverage on such supplies to ensure their performance.

This Agreement shall be of benefit and binding upon the parties hereto and except as hereinafter otherwise provided, their administrators, permitted successors and assigns. Except as aforesaid, neither party may assign this Agreement without the consent in writing of the other. This Agreement represents the entire and integrated agreement between the Client and the Landscape Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and the Landscape Architect. This Agreement shall be governed by the laws of British Columbia.

For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf and as agent on behalf of its employees and principals. The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort, and/or any other cause of action in law.

# Prospect & Refuge

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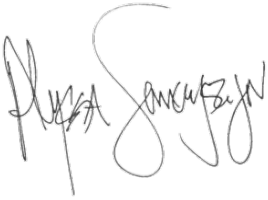
t: 604-669-1003

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info@prospectrefuge.ca  
www.prospectrefuge.ca

Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

Thank you for the opportunity to work with you. We look forward to your response.

A handwritten signature in black ink, appearing to read 'Alyssa Semczyszyn', written in a cursive style.

Alyssa Semczyszyn, MBCSLA