

Office of the Chief
Administrative Officer
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The Town of Niagara-On-The-Lake

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P.O. BOX 100
VIRGIL, ONTARIO
L0S 1T0

July 29, 1999

John Knox
Chamberlain Architect Services Limited
935 Sheldon Court
Burlington, Ontario
L7L 5K6

Dear Mr. Knox:

Thank you for submitting information and expressing interest in the Niagara-on-the-Lake Fire Hall and Library projects. Representatives from the Fire Department, Library, and Senior Administrative Staff have now reviewed all submissions and narrowed the field to five architectural firms. I am pleased to advise that Chamberlain Architect Services has been chosen as one of the five for further consideration.

We are currently in the process of arranging interviews, and the following is provided to assist you in preparation for the interview:

- A location map is attached including the area, dimensions, easements, buffer zones and entranceways to the property.
- It is our intent to have the Fire Hall and Library located on the property in the location that, to the greatest extent possible, maximizes the effectiveness of both without compromising further uses of the property for other public uses at a future date.
- An outline of desired information to be received during the interview process. You will be given twenty minutes to address the attached questions. A further twenty minutes will be available for questions, answers and clarification.
- It is anticipated that both buildings will each be approximately 10,000 square feet in size. The total budget for this project is 2.7 million dollars.
- The interview committee will consist of representatives from the Library, Fire Department and Senior Administrative Staff.
- Please provide eight copies of any material that you may wish to leave with the interview committee.

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