

The Mission

Debra Inglis Interior Design strives to create, on behalf of the client, functional and aesthetically pleasing environments, that promote the health, well being and productivity of the individuals that use them.

- Our team is acutely aware of the “state of turmoil” office renovations often create among staff members
- Our motto: deal with all sensitive issues, directly, delicately and confidentially as required, reviewing and assessing all information in a positive and professional manner

The Company

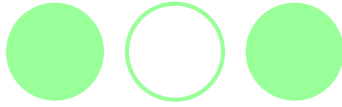
- Founded in 2000, as a Sole Proprietorship
- Recognized a need in the marketplace for independent design, without preset obligations to furniture manufacturers
- Full Service Interior Design for small, medium and large size commercial, institutional, and residential projects
- Collaboration with architects, engineers and other consultants as required by the nature of the project
- Repeat business with satisfied customers
- Completion of projects on time and on Budget
- **Personalized** service by the principals

The Services

- Functional needs analysis and programming
- Space Planning and design development
- Cost analysis and feasibility studies
- Construction drawings and specifications
- Contract documents and tendering
- Selection and specification of furniture and finishes
- Project Management and contract administration
- Move Planning and Coordination
- Ergonomic assessments and workstation design for special need clients

The Principal

- Debra Inglis, Registered Interior Designer, ARIDO, IDC, NCIDQ Certificate #14404
- Brings 24 years of commercial design experience; including 17 years of large scale Facility Planning experience
- Design experience with corporate offices, laboratories, banks, government offices (municipal, provincial and federal)
- Ability to perform functional analysis for clients with ergonomic issues, and translate the requirements into effective design
- Debra has a proven track record, handling multiple projects, focusing on the Client's needs



The Principal (cont'd)

- Debra successfully directs the team on several large scale design projects using innovative problem solving
- Proven results create long term relationships with clients

Education

1986-1989 Diploma of Design Arts (Interior Design Option) Durham College, Oshawa Ont.

Professional Memberships

ARIDO Association of Registered Interior Designer of Ontario
NCIDQ National Council for Interior Design Qualification Certificate #14404
IDC Interior Designers of Canada

Professional Involvement

NCIDQ Regional Examination Proctor
NCIDQ Regional Examination Evaluator

Employment History

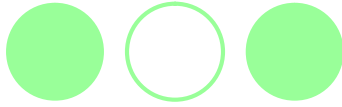
2000-2008 Debra Inglis Interior Design (Principal)
1996-2000 Facilities Planner (Ministry of Finance)
1989-1996 Accommodation Designer (Ministry of Revenue)

The Project/Client List

Vanbots Construction Corporation, Markham, On
Veridian Connections, Ajax, On
Veridian Energy, Pickering, On
Tempest Management Corporation, Ottawa, On
Canada Post Corporation, 1 Dundas, Toronto, On
Canada Post Corporation, 3645 Dixie Road, Mississauga, On
Canada Post Corporation, Kitchener, On
Canada Post Corporation, Guelph, On
Ministry of Health and Long Term Care, 81 Resources Road, Etobicoke, On
MHPM Project Managers, Burlington, On
Profac, Etobicoke, On
Ministry of Finance, Oshawa, On
W. B. White Insurance, Oshawa, On
Jacklyn Industries, Oshawa, On
Direct Line Environmental Services, Pickering, On

The Associate

- Catherine Ambler, Interior Designer, B.Sc. (P.T.), ARIDO, NCIDQ
- Brings 16 years health care experience to the design industry (previous occupation – Physiotherapist)



The Associate (cont'd)

- Design experience with banks, corporate offices, community health centres, senior's activity centres, children's rehabilitation centres, government offices, both municipal and provincial
- Health care experience in general hospitals, rehabilitation centres and community health settings
- Unique ability to perform the functional analysis for clients with special needs and translate the requirements into effective design
- Expert ability in barrier free design and ergonomic assessments
- Long term community involvement in the not for profit sector

Design Joint Ventures

Catherine Ambler Interior Design/Debra Inglis Interior Design
Barbara Black Centre for Youth Resources, Ajax, On
Oshawa Community Health Centre, Oshawa, On
Grandview Children's Centre, Oshawa, On
Port Hope and District Hospital, Port Hope, On
Scugog Community Centre, Port Perry, On
Whitby Seniors' Activity Centre, Whitby, On
Veridian Energy, Pickering, On
Oshawa PUC Networks, Oshawa, On
Veridian Connections, Bowmanville, On
Town of Port Hope, Port Hope, On
Ministry of Finance, Oshawa, On

Education

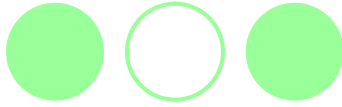
1986-1989 Diploma of Design Arts (Interior Design Option) Durham College, Oshawa On
1972- 1973 Bachelor of Science (Physical Therapy), Queen's University, Kingston, On
1967-1970 Diploma of Physical Therapy, Queen's University, Kingston, On

Professional Memberships

ARIDO Association of Registered Interior Designer of Ontario

Community Involvement

1991-1998 Trustee: Grandview Rehabilitation and Treatment Centre, Oshawa, On
Chairperson of the Board of Trustees (1996-1998)
Chairperson: Professional Services Committee
Chairperson: Medical Director Search Committee
Member: Building Committee, Fundraising Committee
1992-1993 Member: Local Architectural Conservation Advisory Committee, Town of Whitby



Summary of Relevant Experience - PROJECTS

**Canada Post Corporation/BLJC
Current Project**

2008

Space Analysis: 4567 Dixie Road, Mississauga, Ontario - Gateway Mail Operations Administration Space
2 Floors, 244,000 sq. ft., 571 administrative persons, 3000 Unionized Employees - 3 months
Program Development, Interviews, Site Surveys, Existing Block Plans, Space Analysis Document

**Canada Post Corporation/BLJC
Current Project**

2007-2008

Space Analysis: 4567 Dixie Road, Mississauga, Ontario - Gateway Administrative Space
2 Floors, 120,000 sq. ft., 517 administrative persons – 2 months
Program Development, Interviews, Site Surveys, Existing Block Plans, Proposed Block Plans to realign
space for current organization, Space Analysis Document

**Ministry of Health & Long Term Care
Current Project**

2007-2008

Laboratory Renovation Project: 81 Resources Rd.
2 Floors, 2 buildings, 5,000 sq., 20 persons, 6 months
Program Development, Planning/Drawing, Contract Drawings, Lab Furniture Procurement,
Implementation, Post Implementation, Move Planning, Move Management

**Canada Post Corporation/Tempest Management Corp.
Current Project**

2007-2008

Toronto Sales Office Consolidation: 1 Dundas St. W, Toronto, Ontario
5 Floors, 80,000 sq. ft., 326 persons, 14 months
Site Selection, Space Analysis, Program Development, Stacking Plan, Space Planning, Contract
Drawings, Furniture Specification, Tender Documentation, Implementation, Project Management, Post
Implementation, Move Planning, Move Tender, Move Management

Veridian Connections Inc.

2006-2007

Office Density Increase of 40 persons: 55 Taunton Road, Ajax, Ontario
1 Floors, 10,000 sq. ft., 50 persons, 9 months
Feasibility Study, Program Development, Space Planning/Drawing, Contract Drawings, Furniture
Specification, Tender Documentation, Implementation, Project Management, Post Implementation, Move
Planning, Move Management



**Vanbots/Ministry of Health & Long Term Care
Current Project**

2004-2008

Laboratory Renovation Project: 81 Resources Rd., Etobicoke, Ontario
6 Floors, 3 buildings, 256,000 sq. ft., 380 staff, 4 years
Move Feasibility Study, Program Development, Space Planning, Contract Drawings, Lab Furniture
Procurement, Move Tender, Move Planning, Move Management

Canada Post Corporation/Tempest Management Corp.

2001-2004

Toronto Consolidation Project: South Central Postal Plant Admin, Gateway Postal Plant Admin, 1 Dundas
Admin.
140,000 sq. ft., 3 buildings, 7 floors, 540 persons
Site Selection, Feasibility Study, Program Development, Planning/Drawings, Contract Drawings, Furniture
Procurement, Move Tender, Move Planning, Move Management

Summary of Relevant Experience - EMPLOYMENT

Facility Planner - Ministry of Finance

1997 – 2000

Responsibilities included: Site selection, feasibility studies, budgeting and programming, space
planning, preparing working drawings, tender documents and specifications. Meeting the physical and
aesthetic needs of staff, complying with building codes, health and safety regulations, ergonomics and
barrier free design requirements. Analyzing construction methods and materials (mechanical, electrical,
communication, security system requirements), interior fittings and furniture. Interior Design planning and
documentation executed using AutoCAD.

Accomplishments

Developed a budget sensitive "ergonomic" retrofit program for existing furniture. Participated in the
development and design of a generic "ergonomic" workstation. Worked with purchasing staff, to develop
several Ministry tenders for "ergonomic" furniture (exceeding 1 million dollars). Evaluated furniture
vendors.

The "generic" ergonomic workstations are now a Ministry standard and where utilized reduced
Occupational Health and Safety claims related to ergonomics by 80%.

Facilities Designer - Ministry of Revenue

1989 – 1997

Accomplishments

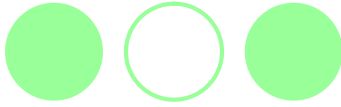
Developed and customized a co-operative education package with the Durham Board of Education and
Durham College; arranged work term placements and mentored students.

Provided support and training to in-house designers and accommodation officers on: AutoCAD,
ergonomics, barrier free design, the Ontario Building Code, construction specification, finishes, furnishings,
record management systems and systems furniture.

Senior Accommodation officer - Ministry of Revenue

1993 – 1994

Successfully administered the lease portfolio for the southern region of the province, negotiating lease
renewals, investigating and approving sites for office relocations. Providing detailed space analysis to
determine the required square footage for new locations.



The Team:

Key Personnel

Senior Designers/Project Managers

- *DEBRA INGLIS*, ARIDO, IDC, NCIDQ Certificate #14404, Registered Interior Designer,
- *CATHERINE AMBLER*, B.Sc. (P.T.), ARIDO, IDC, NCIDQ Certificate # 13702, Registered Interior Designer

Sub Consultant

- *JOHN DEBORTOLI*, Architect BCIN # 30393

Senior Technologist/Project Manager

- *RICK BROOKS*, **M.A.A.T.O**, BCIN #32421

Intermediate Designer

- *MARIA CICCONE*, Intermediate Designer, Humber College

Junior Designers, Intern Designers

- *CORI BARNES*, Sheridan College
- *CHRISTINA VAZINTARIS*, The International Academy of Art & Design

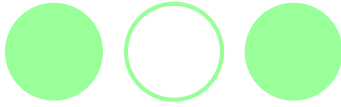
Consultants Insurance – Attached

Schedule of Disbursements (2008)

All project related reimbursable expenses are additional to the Interior Design fees and will be invoiced at the rates listed below (plus applicable taxes). Copies of receipts for items marked (*) will be provide it requested.

Appendix A: Schedule of Hourly Rates

Architect	\$125.00/hr	
Principal	\$100.00/hr	\$750.00/day
Senior Designer	\$90.00/hr	\$675.00/day
Senior Technologist	\$90.00/hr	\$675.00/day
Technologist	\$65.00/hr	\$487.50/day
Junior Designer	\$65.00/hr	\$487.50/day
Admin Support	\$30.00	\$225.00/day



Appendix B: Schedule of Reimbursable Rates

Plotting on bond paper	\$2.50/sq. ft.	(24" x 36"=\$15.00)
	\$3.50 each	(13" x 19")
	\$3.00 each	(11" x 17")
Colour Plotting/Printing	\$5.00 each	(8.5" x 11")
	\$7.00 each	(8.5" x 14")
	\$10.00 each	(11" x 17")
	\$12.00 each	(13" x 19")
Mileage	\$.50/Km	
Photo Documentation	\$.50/photo	
Color Boards	\$200.00/board	
Additional Site Visits	\$300.00/visit	
		(Client/Owner/Contractor requested, beyond those stipulated in the Scope of Work)
Miscellaneous	at cost	
		Courier/Parking/Permit and other Municipal Fees paid by DIID

A 10% administration charge will be added to all reimbursable totals. It is acknowledged that disbursements will be for external printing of drawings and specification only. Travel, parking, and internal office expenses shall not be charged unless requested by (Client/Owner/Contractor, beyond the stipulated Scope of Work)