



Association
of Registered
Interior Designers
of Ontario

29 October, 2020

Attention: Erica Edwards
Corporation of the City of Mississauga
Manager, Materiel Management, External Services.

Dear Ms. Edwards,

Re: Procurement No.: PRC002498, Professional and Consultant Services Roster

I am writing to you on behalf of the members of the Association of Registered Interior Designers of Ontario (ARIDO) regarding the above noted Professional and Consultant Services Roster that is currently out for procurement. In reviewing the materials, we note that the City of Mississauga is in the process of establishing this roster as it relates to its program of maintaining the life cycle renewal and improvements of its current portfolio of buildings. We recommend you consider the creation of a third design consultant roster category for Interior Design Services.

It is clear from the procurement documents that the focus will be existing buildings of various age, size, function and type where the scope is intended to maintain the portfolio of buildings and keep them in a state of good repair. As this scope in most cases will not include the design of new buildings but interior renovations, Interior Designers may engage and hire architects and engineers as required in order to complete any minor architectural or engineering portions required as part of the scope of work. This is therefore a great opportunity to include an Interior Design Services roster category to this procurement process.

Adding this roster category will provide the City of Mississauga more options to successfully and effectively maintain each of the 350 existing buildings, as now both architects and interior designers can bid and offer their services. ARIDO Registered members bid on and successfully win RFPs for interior design projects at the municipal, provincial and federal level on a regular basis, including those projects that require a project lead for interior design. They are competent to consult on provincial and federal codes, including accessibility standards and building code minimums for interior spaces.

Interior Designers work on interior renovations, providing programming, workplace strategy and design development services, and often hire other consultants such as architects and engineers where the work has minor impact on the structural integrity of the building or fire separation, as examples.

While ARIDO Registered members are not required to maintain a Certificate of Practice similar to Architects, many have their Building Code qualifications through their BCIN and are mandated by ARIDO to carry errors and omissions liability insurance in order to take ownership and liability for their designs.

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It is important to identify that interior designers are legally allowed to practice this scope in accordance with the Architects Act, R.S.O. 1990, c. A.26. Currently, Section 11 (3) of the Architects Act in Ontario includes an exemption which provides for when an architect is not required for “the preparation or provision of a design for the construction, enlargement or alteration of a building in Ontario” and includes interior design. This exemption includes the offering of interior design services within large buildings in Ontario.

You can view the exception of the Architects Act, section 11, 3 online ([click here](#)) but it is also listed on the attached Joint Bulletin published by the Ontario Association of Architects (OAA) and the Professional Engineers of Ontario (PEO) many years ago. We therefore recommend that the Corporation of the City of Mississauga issue an addendum that includes a new roster category for interior design services.

I look forward to hearing from you and am available to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read "SP", written in a cursive style.

Sharon Portelli, CAE
Executive Director and Registrar