



Salt Spring Island Fire Protection District  
105 Lower Ganges Road  
Salt Spring Island, B.C.  
PH: 250-537-2531

## Request for Proposals

### Architect for the Firehall No.1 Replacement Project



**Closing: 4:00 PM Pacific Standard Time on November 30, 2022**

Responses should be delivered by hand, email, or mail to the following location no later than 4:00 pm on November 30, 2022, (Closing), and should be clearly marked "Architect for the Fire Hall No. 1 Replacement"

Attention: Rodney W. Dieleman  
Chief Administrative Officer  
Salt Spring Island Fire Protection District  
105 Lower Ganges Road, Salt Spring Island, British Columbia, V8K 2T1  
Email: [rdieleman@saltspringfire.com](mailto:rdieleman@saltspringfire.com)

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**Salt Spring Island Fire Protection District**  
**105 Lower Ganges Road**  
**Salt Spring Island, B.C.**  
**PH: 250-537-2531**

July 18, 2022

### Request for Proposal: “Architect for the Firehall No.1 Replacement Project,”

Salt Spring Island is an unincorporated community and the Salt Spring Island Fire Protection District (“District”), an improvement district, provides fire protection services for most of the island.

The existing Fire Hall No. 1 (“Ganges Fire Hall”) was built in phases – beginning in 1959 and the most recent additions added in the 1970’s. For many years, it has been clearly understood by the community the existing *Ganges Fire Hall* in its present condition does not meet the needs of the fire department

In 2019 the *District* decided to revisit the need to replace the *Ganges Fire Hall* and a Fire Rescue Advisory Committee (“Advisory Committee”) was formed to develop recommendations concerning the provision of fire protection services, including a renovated or new *Ganges Fire Hall* to serve the community

The *District’s* Board of Trustees are committed to moving forward with a proposal to replace the *Ganges Fire Hall* that not only meets the fire service’s long-term needs but is also respectful of Salt Spring taxpayers and residents and reflects their thoughts and expectations. A referendum to finance a new fire hall had 75% support from the electorate.

The *District* does not have the necessary internal resources and capacity to successfully manage and deliver a major capital project. The *District* wishes to retain outside expertise to ensure successful project delivery – an “on time, on budget” outcome.

The *District* seeks to engage the services of an Architectural Firm which can contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

## Purpose and Introduction:

The purpose of this Request for Proposals (RFP) is for the Salt Spring Island Fire Protection District to receive proposals from qualified individuals, firms and organizations capable of providing Architectural services for the construction of a new fire hall on Salt Spring Island, British Columbia.

The **project team** will consist of an Owners' Representative (a Consultant), a Construction Management Firm using the CCDC 5 B contract, and an Architectural firm. The project team is responsible for the on time and on budget delivery of the new fire hall on Salt Spring Island.

## Project Description:

On June 30, 2022, the Salt Spring Island electorate voted by referendum to authorize the funding of a new fire hall to be located on the site near Brinkworthy Road and Lower Ganges Road on Salt Spring Island.

The Salt Spring Island Fire Protection District (SSIFPD) will construct a new fire hall with approximately 11,500 square feet. The total project cost is between \$12 million and \$13.7 million dollars. SSIFPD owns the property at Lot 1 Section 4, North Salt Spring Island Range 2, East Cowichan District Plan EPP23826, PID 029253217 where the new fire hall is to be located. It is a "greenfield" construction site.

The new fire hall must meet current building code and post-disaster requirements and provide the space required for Salt Spring Island Fire Rescue to deliver timely services to the community, meeting the level of service set out in the bylaws. A preliminary design and additional site details are available in Appendix A.

## Scope of Work:

An Architect is responsible for understanding the project goals and deliverables and the responsibilities of all involved parties. Duties and responsibilities include:

### Overall:

- The purpose of the RFP is for the Architectural Firm to provide the professional services necessary to assist the Client in attaining the Client's goals and objectives for the Project.
- To provide leadership and to establish and maintain effective and harmonious working relationships with all those involved in the project, particularly with the Owner's Representative, the Construction Manager and Consultants.
- Project Protocols - Meet with Client and consultants at the outset of the Project to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.
- Client Meetings - Hold regular Client meetings with Client and, when relevant, with consultants to review status of Project, exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the Project (generally monthly). Prepare and circulate minutes.
- Consultant Coordination Meetings - Hold regular Consultant coordination meetings with consultants and, when relevant, with Client to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the Project (generally monthly). Prepare and circulate minutes.
- Coordination of Consultants - Coordinate the services of each Consultant identified in the agreement with the architectural services and with the services of all other Consultants identified in the agreement.

- must maintain corporate general liability insurance and professional liability insurance

## **PRE-DESIGN PHASE SERVICES**

### **Analyses of Client Needs**

Review Client's stated objectives for the Project and advise.

### **Program Confirmation**

Review and advise on Client's program of requirements and other Client provided information.

### **Owner's Statement of Requirements**

Set out fundamental objectives of the Project, including interrelation of space allocations, areas required for the spaces, specific materials and assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations.

### **Structural Consulting Engineering Services**

Engage a structural engineer for all services related to the structural integrity of the Work including building foundations and superstructure and minor secondary supports such as loose masonry and steel lintels.

### **Mechanical Consulting Engineering Services**

Engage a mechanical engineer for all services related to mechanical systems and their controls including: plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems.

### **Electrical Consulting Engineering Services**

Engage an electrical engineer for all services related to electrical systems and their controls including: normal and emergency power; lighting; communications; lightning protection; grounding; fire protection; access control; and other special systems.

### **Furniture, Fixtures and Equipment (FF&E) Selection, Procurement, and Installation Coordination**

Provide services for the selection, procurement and installation of FF&E, including re-use of Client's inventoried FF&E.

## **SCHEMATIC DESIGN PHASE SERVICES**

### **Design Approaches**

Discuss with Client alternative design approaches at outset of the schematic design concepts.

### **Schematic Design Documents**

Based on the Client approved schematic design concept and Class 'D' Construction Cost Estimate, prepare for the Client's review and approval schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other and including, as appropriate:

- site plan,
- principal floor plans(s),
- schematic sections and elevations,
- massing representation, and
- other illustrative sketches or renderings to convey the intent of the design.

- Schedule of accommodation (rooms/spaces/functions, areas)
- Description of envelope and material options;
- Description of interior finishes option (floor, walls and ceilings);
- Description of the structural foundation system, building structural system, mechanical system, electrical system, fixture, fittings, and equipment;
- Description of any sustainable design features;

Descriptions would be in the form of high-level outline specifications providing brief, concise statements of significant materials, systems and equipment and their criteria, advanced to a level suitable for a robust class D estimate

## **DESIGN DEVELOPMENT PHASE SERVICES**

### **Design Development Documents**

Based on the Client approved schematic design documents and agreed Construction Cost Estimate, any Client's authorization of adjustments in the Project requirements and the Construction Budget, prepare for the Client's review and approval; design development documents, drawings and other documents to describe the size and character of the Project, and include including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and included should be:

- site plan,
- floor plans,
- elevations,
- building sections, and
- other Illustrative sketches or renderings to convey the intent of the design.

### **Prepare an updated design development report incorporating, as appropriate:**

- design approach or philosophy,
- site data,
- updated design area(s) comparison to functional program,
- design compliance with regulatory requirements,
- architectural, structural, mechanical and electrical building systems descriptions,
- outline specifications,
- materials, finishes and preliminary colour schemes,
- project schedule, and
- Class 'B' Construction Cost Estimate.

## **CONSTRUCTION DOCUMENTS PHASE SERVICES**

### **Drawings and Specifications**

Based on the Client approved design development documents and agreed updated Construction Budget, prepare for Client's review and approval, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the Work.

### **Update Project Schedule**

Update and submit to the Client a Project schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.

## **CONSTRUCTION PHASE SERVICES**

### **Architect Chaired Site Meetings**

Organize and direct site meetings with Constructor, major sub-contractors, Client and Consultants to review the progress of the Work, address emerging concerns and coordinate efforts. Prepare and issue meeting minutes.

### **Constructor Chaired Site Meetings**

Attend all site meetings chaired by the Constructor. Review and comment on meeting minutes prepared by the Constructor.

- Perform General Review of the work.
- Be, in the first instance, the interpreter of the Construction Contract, and shall make written interpretations and findings that are impartial and consistent with the intent of the Construction Documents,
- Manage or be included in all communications between the Client and the Constructor, have the authority to reject work that does not conform to the requirements of the Construction Contract.
- Have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed, and
- Have the authority to order minor adjustments in the Work that are consistent with the intent of the Construction Contract, when these do not involve an adjustment in the Construction Cost or an extension of the Construction Contract time.

## **PROJECT CLOSE OUT PHASE**

### **Deficiency Review**

Review Constructor's list of outstanding and deficient Work. Identify incomplete Work and defects and deficiencies in the Work. Report in writing to the Client, Constructor, and Consultants.

### **Record Drawings**

Prepare record drawings showing changes to the Work made during construction based on as-built drawings (marked up prints) and other data submitted by the Constructor.

### **Systems Demonstrations**

At the completion of construction coordinate with the Constructor, and if appropriate, Consultants to conduct systems demonstrations for the Client's operations personnel.

### **Lien Legislation Certification**

Issue certification as and when required by lien legislation applicable at the Place of the Work.

### **Ready for Take-Over Certification**

Issue certification as and when required by the Construction Contract.

### **Warranty Review**

Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the Constructor in writing of items requiring attention by the Constructor.

## Experience and Representative Work:

- Respondents must have recent (last 5 years) demonstrated fire hall design and construction experience.
- Demonstrated capabilities working on projects from \$5M to \$20M.
- Accredited with a recognized construction related organization (Construction Associations/Architectural Associations)
- Demonstrated experience with standard form contract (e.g., CCDC documents) and municipal specifications Bylaws and codes.
- Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes.
- Prior experience working with both the Regional Districts and Islands Trust would be beneficial.
- Ability to provide references for representative work.



## Proposal Submission:

### 1. Proposal Submission

Responses should be delivered by hand, email, or mail to the following location no later than:

**4:00 PM Pacific Standard Time on November 30, 2022 (Closing)**

and should be clearly marked “**Architect for the Fire Hall No. 1 Replacement**”:

Attention: Rodney W. Dieleman  
Chief Administrative Officer  
Salt Spring Island Fire Protection District  
105 Lower Ganges Road,  
Salt Spring Island, British Columbia, V8K 2T1  
Email: [rdieleman@saltspringfire.com](mailto:rdieleman@saltspringfire.com)

Proposals shall include the following:

- **REQUEST FOR PROPOSAL (RFP) Submission as outlined and specified**
- **PROPOSAL FORM**
- **BID FORM**

Proposals may either be emailed with the *RFP* title clearly indicated in the subject line or submitted in a sealed package with the name and address of the Proponent and the *RFP* title marked on the outside. Please request confirmation of receipt of any emailed proposals.

Facsimile submission will not be considered.

Late proposals will not be considered.

Proposals that are conditional, illegible, obscure, or contain irregularities of any kind may, at the discretion of the *District*, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form and Conflict of Interest Declaration forms. Unsigned Proposals will be declared disqualified.

The Evaluation Committee will open proposals in a private and confidential setting. The bids will be evaluated and assessed by the Evaluation Committee. The contract amount and term of the winning proposal will be made public upon successful award of the contract.

Interviews may be conducted to assist in the evaluation of submissions. The Interview will be held only with short-listed Proponents and will be scheduled at a mutually convenient time at the offices of the *District* or via video conferencing (ZOOM).

Mandatory Criteria:

- Proposal Form completed and signed by a person(s) authorized to bind the Proponent to statements made in the submission.
- Bid Form completed and signed by a person(s) authorized to bind the Proponent.
- Proposal must be received at the closing location by the specified Closing date and time.

2. Proposals are to include the following sections:

**Company Profile**

- company profile including mission and values,
- services offered,
- number of years in operation and
- location of offices;

**Project Team, Organization and Qualifications**

- Personal experience and qualifications related to this assignment including similar project experience and a list of at least two (2) recently completed and relevant projects.
- Proponents are also to identify the project lead and, if applicable, consultants and other team members proposed to work on the project and a summary of their relevant project experience.
- Proponents are to specify the approximate percentage of time allocated to the overall project and by any additional team members.

**Cost and Schedule Controls**

- Demonstrated understanding of project gating and phasing
- Demonstrated understanding of working within a limited budget
- Overall Budget Control

**Project Experience and Related Qualifications**

- Two recently completed and relevant projects with similar budget
- Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes
- Accreditation and experience with standard form contract
- Experience with Fire Hall or Public Safety Buildings

**Methodology and Work Plan Description**

- The proposed overall approach to the project.
- Detailed proposed Scope of Work.
- Proposed project schedule.
- Demonstrated understanding of representing a small local government.
- Demonstrated plan for risk mitigation.
- Detailed work schedule and staff allocation.

## Evaluation:

Evaluation of Proposals will be by the Board of Trustees, the Fire Chief, and the Chief Administrative Officer according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their proposals. The *District* reserves the right to contact references to determine the reputation of the Proponent.

Following the evaluation process, the team will then select the firms that the SSIFPD considers most qualified. The successful Proponent will be requested to enter into a contract substantially similar to the Services Contract listed in **Appendix C**. The SSIFPD reserves the right to negotiate modifications to Statements of Proposals and the subsequent Services Contract that it deems acceptable. The SSIFPD reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the criteria listed below. All criteria will be graded on a point scale as listed below.

## Skills and Qualifications:

Given that a Architect is tasked with overseeing the project from beginning to end, they must have solid analytical skills to estimate cost-effectiveness while resolving issues arising during the project's lifetime. The successful Architect will have various prerequisite skills and qualifications, including:

- Ability to lead a team by being a good and effective communicator.
- Excellence in building rapport and creating a team environment where all those with project responsibilities work well together.
- Ability to maintain a high level of organization by ensuring daily job allocation.
- Excellence in planning how each process should be done, how resources are to be acquired, and when the project should be completed.
- Ability to determine potential risks while devising proactive ways to solve them.
- Ability to welcome feedback and use it to improve the quality of production.
- Excellence in verbal and oral communication skills.

## Selection Criteria:

**All criteria will be graded on a point scale as listed below:**

- |  |  |
|--|--|
| 1. Company Profile 5%                        | 2. Project Team, Organization and Qualifications 15% |
| 3. Cost and Schedule controls 20%            | 4. Project Experience and related qualifications 35% |
| 5. Methodology and Work Plan Description 15% | 6. Design and clarity of proposal 10%                |

Note: The lowest cost of proposal which achieves 80% or greater through the evaluation will be considered for award.

## Administrative Requirements:

### 1. Terms and Conditions

Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the *District*.

### 2. Changes to Proposals

A Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon Closing, all Proposals become irrevocable, and no changes may be made unless requested by the *District* for clarification.

### 3. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal. If the *District* elects to reject any or all Proposals, the *District* will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

### 4. Firm Pricing

Prices will be firm for the entire Contract period unless the written Contract for Services states otherwise.

### 5. Currency and Taxes

Prices quotes will be in Canadian Dollars and inclusive of all charges, and exclusive of GST and other taxes which shall be shown separately as applicable.

### 6. Proponent Location

Considering the anticipated number of meetings and duration of the project, Proponents should be prepared for travel to Salt Spring Island site and also attend electronic meetings.

### 7. Privilege or Right to Cancel

This RFP must not be construed as an agreement to purchase goods or services. The *District* is not bound to accept the lowest priced or any Proposal submitted.

The *District* reserves the right to reject any and all Proposals and to accept any Proposal notwithstanding any non-compliance with this RFP. The *District* may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the *District*, in its sole unrestricted discretion and based on such criteria as it considers appropriate, deems to be in the best interests of the *District*.

If a proposal contains a defect or fails to comply with the requirements of the proposal document, which in the sole discretion of the *District* is not material, the *District* may waive the defect and accept the proposal.

The *District* reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The *District* reserves the right to enter negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions, or deletions from the terms of any Proposals received.

The *District* reserves the right to select one or more Proponents for further considerations following the initial proposal evaluation process. The *District* may require presentations or an interview (in-person or by video conferencing) with Proponents selected for final consideration prior to negotiating a Contract.

#### 8. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the *District* and the subsequent execution of a written Contract will constitute a Contract for the Services and no Proponent will acquire any legal or equitable rights or privileges until a written Contract has been signed by both parties.

#### 9. Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the *District*, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

#### 10. Modification of Terms

The *District* reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

#### 11. Ownership of Proposals and Freedom of Information

All documents including Proposals, submitted to the *District* become the property of the *District*. Each Proposal should clearly identify any information that is confidential or proprietary information.

The *District* is subject to the provision of the Freedom of Information and Protection of Privacy Act. While the Act does offer some protection for confidential third-party business information, the *District* cannot guarantee that any such information provided to the *District* will remain confidential if a request for access is made under the Act.

## 12. Confidentiality of Information

Information pertaining to the *District* obtained by the Proponent because of participation in this project is confidential and must not be disclosed without written authorization from the *District*.

## 13. Commitment by the *District*

The *District* will make available, upon request and at no cost to the successful Proponent, any existing *District* plans, reports, studies, and copies of relevant background information.

The successful Proponent may be required to sign non-disclosure, confidentiality, or other agreements when access is provided to *District* information.

## Remuneration:

Remuneration for services, up to the agreed upon contract amount, will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

Expenses for third-party professionals engaged by the *District* to enable the Architect to meet its objectives would normally be billed to the *District* and not to the Architect.

## Available Information:

Proponents wishing to submit a proposal are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.

The following information is available on the *District's* website: [saltspringfire.com/job-opportunities/](https://saltspringfire.com/job-opportunities/)

## Enquiries:

All enquiries related to this RFP shall be directed to:

Rodney W. Dieleman  
Chief Administrative Officer  
Salt Spring Island Fire Protection District  
Telephone: 250-537-2531  
Email: [rdieleman@saltspringfire.com](mailto:rdieleman@saltspringfire.com)

## Addenda:

Any questions that are received by the *District* that affects the Request for Proposals will be issued as addenda by the *District*.

Addenda will be published at the *District's* website: [saltspringfire.com/job-opportunities/](https://saltspringfire.com/job-opportunities/) and copied to prospective proponents who have given written indication of their intention to submit a proposal. It is the responsibility of prospective Proponents to monitor the *District's* website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.

Verbal answers are binding only when confirmed by a written addendum.

# PROPOSAL FORM

Salt Spring Island Fire Protection District  
Architect – Fire Hall No. 1 Replacement

**Closing: 4:00 PM Pacific Standard Time on November 30, 2022**

**This form must be completed, signed and included with the submission**

The undersigned confirms that their submission is in response to the Request for Proposal for the Salt Spring Island Fire Protection District’s “Architect - Fire Hall No.1 Replacement” and the Proponent acknowledges receipt of Addenda # \_\_\_\_through Addenda # \_\_\_\_\_.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Date



# BID FORM

Salt Spring Island Fire Protection District  
Architect – Fire Hall No. 1 Replacement

**Closing: 4:00 PM Pacific Standard Time on November 30, 2022**

**This form must be completed, signed and included with the submission**

Date: \_\_\_\_\_  
To: Salt Spring Island Fire Protection District  
For: Architect- Fire Hall No. 1 Replacement Submitted By: \_\_\_\_\_  
\_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

We have examined the Request for Proposal (RFP) documents carefully and have a clear and comprehensive knowledge of the Scope of Work required under the RFP. By submitting a proposal, we agree and consent to the terms, conditions, and provisions of this RFP, and offer to provide the SCOPE OF WORK in accordance with the terms and conditions set out in the RFP for the fees and rates set out in this BID FORM.

The following fees (Canadian \$) are net costs exclusive of taxes (GST and PST if applicable).

Fixed Fee: \$ \_\_\_\_\_ or % of Construction Costs \_\_\_\_\_ %

Pre-Design Phase	_____ %
Schematic Design Phase	_____ %
Design Development Phase	_____ %
Construction Documents Phase	_____ %
Bidding or negotiation Phase	_____ %
Construction Phase	_____ %
Post-Construction Phase	_____ %
Total	100%

State any additional fees or costs not stated in this RFP that may be charged by your company to the project.

Signature and Name of Authorized Representative(s)

\_\_\_\_\_ (signature) \_\_\_\_\_ (print)

\_\_\_\_\_ (signature) \_\_\_\_\_ (print)

## Appendix A

### Project Description

On June 30, 2022, the Salt Spring Island electorate voted by referendum to authorize the funding of a new fire hall to be located on the site near Brinkworthy Road and Lower Ganges Road on Salt Spring Island. The referendum was approved with a 75% positive vote.

The Salt Spring Island Fire Protection District (SSIFPD) will construct a new fire hall with approximately 11,500 square feet. The total project cost is between \$12 million and \$13.7 million dollars. SSIFPD owns the property at Lot 1 Section 4, North Salt Spring Island Range 2, East Cowichan District Plan EPP23826, PID 029253217 where the new fire hall is to be located. This is a “greenfield” construction site. The site is already zoned appropriately.

The new fire hall must meet current building code and post-disaster requirements and provide the space required for Salt Spring Island Fire Rescue to deliver timely services to the community, meeting the level of service set out in the bylaws.

#### Site Particulars:

Municipal Address: 455 Lower Ganges Road  
Legal Address: Lot 1 Section 4 North Salt Spring Island Range 2 East  
Cowichan District Plan: EPP23826  
Zoning: The parcel is zoned R3 and is in the Agricultural Land Reserve.  
The parcel was subdivided in 2012 for non-farm use.  
Total site area: ±0.8 Ha (8000 m<sup>2</sup>)

#### General Building Code Requirements:

Main Building | Major Occupancies:

- Group D, Business and Personal Services Occupancy (Administrative Areas)
- Group F3, Low-Hazard Industrial Occupancy (Apparatus Bay and Support Areas)

Building Height: One (1) storey with mezzanine, hose tower height excluded  
Building Area: Final Design: 11,404 ft<sup>2</sup> (1060 m<sup>2</sup>)  
Post-Disaster Building: Yes  
Building Classification: Per BCBC 2018, 3.2.2.63 Group D, up to 2 storeys, Sprinklered

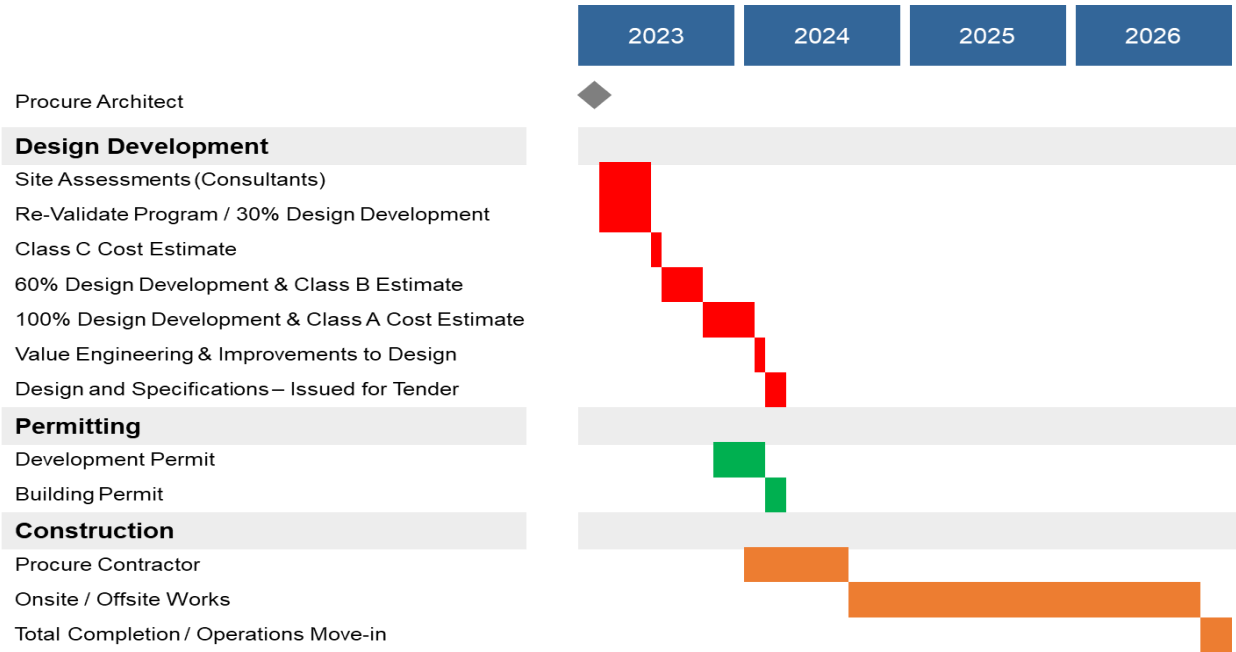
Maximum building area: not more than 3000 m<sup>2</sup> if one storey in building height.

- The building is permitted to be either combustible construction or noncombustible construction. Sprinklers may be required for a building area above 1000 m<sup>2</sup>.
- Fire separations between the apparatus bay area and the operational spaces would need to be rated 1.5 hours. In addition, closures (such as doors and fire dampers) within this separation shall have a rating of 1 hour.
- Based on a maximum occupancy during training sessions of up to 25 people, a minimum of one (1) water closet for each sex is required.

# Preliminary Design:



# Anticipated Project Schedule:



## Appendix B

# Stakeholders

Stakeholder	Accountable Resource	Project Influence (Low, Medium, High)	Project Expectations (Input, Informed)
Board of Trustees	Chair & Board of Trustees	High	Input
Chief Administrative Officer	Chair & Board of Trustees	High	Input
Firefighters (Career)	President, IAFF Local No 4467	High	Input
Fire Chief	Fire Chief of Operations	High	Input
Firefighters (Paid on-call)	President, SSI Firefighters Association	High	Input
Capital Regional District (CRD) – Partner	(Representative )	Low	Informed
Islands Trust	(Planner)	Medium	Informed
The North Salt Spring Waterworks District	(Representative)	Medium	Informed
Ministry of Transportation and Infrastructure	(Representative)	Medium	Informed
Immediate Neighbours	(Representative)	Low	Informed
Immediate Businesses	(Representative)	Low	Informed
SSI Residents	(Representative)	Low	Informed

## Appendix C

# Anticipated use of Contracts

### **Anticipated use of the Canadian Standard Form Contract for Architectural Services:**

Canadian Standard Form Contract for Architectural Services – Document Six, 2018 Edition

Document Six, 2018 is applicable to most types of projects and project delivery methods including where:

- the Architect is the “prime” consultant,
- the Architect is one of several separately engaged consultants,
- the Architect provides services for a traditional architectural project,
- the project does not necessarily involve the design and construction of a building, or
- the Architect provides any number of services from functional programming to facilities management and beyond. (Refer to the Canadian Handbook of Practice published by the RAIC.)

Document Six includes a comprehensive schedule of services, Schedule A, as well as 5 abbreviated schedules for services to be used for projects with a defined or narrowed scope. Architects have a choice to use one of six schedules to describe the services and responsible of both the architect and the client.

This edition of Document Six strives for a fair and reasonable allocation of risk between Architect and Client.