



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

## Request for Proposals

### Construction Manager 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 "Construction Manager 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**

October 25, 2022

### Request for Proposal: “Construction Manager 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 a Construction Manager that 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 Fire Island Protection District to receive proposals from qualified individuals, firms and organizations capable of providing construction management services for the construction of a new fire hall on Salt Spring Island, British Columbia.

## 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:

Construction Management is a form of project delivery characterized by collaboration of an Owner, Consultant, and Construction Manager working as a team to achieve efficiencies in the areas of time, cost, and constructability, particularly in the pre-construction phase of a Project.

The Owner contracts separately with:

- (i) a Consultant for design services;
- (ii) a Construction Manager to:

- provide advice to the Owner during the pre-construction phase (e.g. participation in the design process to ensure optimal economy and efficiency in the selection of materials, systems, construction methods, and scheduling) and administer and oversee Trade Contractors’ work, including contracting with the Trade Contractors where the Construction Manager is acting as a Contractor in the construction and post-construction phases (CCDC 5B).
- This process allows construction to commence earlier, without having to wait for the complete design. Trade Contractors can perform certain construction work concurrently with the design of work scheduled to be performed later.

**Overall:**

- To act as the Construction Manager for the construction of the new fire hall on Salt Spring Island.
- Ensuring timely completion of 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, the Consultant and the Architect.
- To leverage their thorough knowledge and understanding of Construction Contract Documents, the General Contract and the Subcontracts.
- To mitigate risk as part of a risk management program.
- To hold and chair site meetings.
- To regularly report to the Steering Committee as to the progress of the project.
- To ensure all requirements pertinent to insurance, safety, labor relations and Provincial or Federal government wages or employment regulations are met.

**General Services**

- Attend regular Project meetings with the Owner and the Consultant.
- Provide advice to the Owner and the Consultant with respect to construction and market conditions.

**Pre-design**

## Estimating:

- Confirm or prepare a Class D Construction Cost Estimate.
- Advise the Owner if it appears that the Construction Cost Estimate may exceed the Project budget and make recommendation for corrective action.

## Scheduling:

- Prepare a preliminary overall Project schedule.

**Schematic Design Phase**

## Constructability:

- Provide advice on site use and possible improvements, selection of materials, assembly systems, and equipment and provide recommendations on construction feasibility, availability of materials and labour, time requirements for installation and construction, and factors related to alternative designs and possible economies.

## Estimating:

- Prepare a Class C Construction Cost Estimate at the end of the Schematic Design Phase.
- Advise the Owner if it appears that the Construction Cost Estimate may exceed the Project budget and make recommendation for corrective action.

## Scheduling:

- Prepare, in consultation with the Consultant and the Owner, a preliminary Project schedule for the Owner's review; such Project schedule shall take into consideration the sequence and timing of the required basic program decisions, including anticipated design time, approval period, preparation of documentation, bid calls and subsequent evaluations, trade contract awards, on-site construction activities, and the anticipated date of Substantial Performance of the Work.

## Other Services:

- Assist in providing liaison and coordination among government authorities, utility companies, and other authorities having jurisdiction over the Place of the Work.

## **Design Development Phase**

### **Constructability:**

- Provide updates as necessary regarding the availability of materials and labour, building systems, and possible economies.
- Make recommendations to the Owner and the Consultant regarding the scope of Work packages and Work to be performed by the Construction Manager's own forces to help facilitate the subsequent bidding and awarding of Subcontractor and Supplier contracts.
- Review the Specifications and Drawings and, at the end of the Design Development Phase, make recommendations to the Owner and the Consultant as to constructability and coordination among the Subcontractors.

### **Estimating and Cost Control:**

- Prepare a Class B Construction Cost Estimate at the end of the Design Development Phase.
- Advise the Owner if it appears that the Construction Cost Estimate may exceed the Project budget and make recommendations for corrective action.
- Establish a cost control program and prepare a cash flow forecast for the Project.

## **Preconstruction**

### **Scheduling:**

- Review and update the Project schedule with appropriate details.
- Advise the Owner if it appears that the Project schedule may vary from that specified in Article A-3 of the Agreement – DESCRIPTION OF THE PROJECT or otherwise agreed with the Owner, and make recommendations for corrective action.
- Make recommendations to the Owner regarding any equipment or materials which should be pre-ordered to meet the Project schedule.

## **Construction Document Phase**

### **Constructability:**

- Provide updates as necessary regarding the availability of materials and labour, building systems, and possible economies.
- Review the Specifications and Drawings and make recommendations to the Owner and the Consultant as to clarity, consistency, constructability, and coordination among the Subcontractors.
- Assist the Owner and the Consultant in preparing bid documents for Subcontractors.
- Assist the Owner in determining the contract security requirements of Subcontractors.

### **Estimating and Cost Control:**

- Update the Class B Construction Cost Estimate at defined intervals of Construction Documents completion.
- Prepare a Class A Construction Cost Estimate at the end of the Construction Document Phase.
- Update the cash flow forecasts for the Project.
- Advise the Owner if it appears that the Construction Cost Estimate may exceed the Project budget, and make recommendations for corrective action.

### **Scheduling:**

- Review and update the Project schedule with appropriate details.
- Advise the Owner if it appears that the Project schedule may vary from that specified in Article A-3 of the Agreement – DESCRIPTION OF THE PROJECT or otherwise agreed with the Owner, and make recommendations for corrective action, including changes to Project scope, schedule or budget.

Other Services:

- Make recommendations to the Owner regarding any equipment or materials which should be pre-ordered to meet the Project objective.

**Construction**

General Service

- Chair and minute regular Project meetings with the Owner and the Consultant.

Cost Control and Accounting

- Prepare and update the Construction Cost and cash flow forecasts in accordance with the Project budget as specified in Article A-3 of the Agreement – DESCRIPTION OF THE PROJECT or otherwise agreed with the Owner.
- Develop, implement and maintain a system of Project cost control and accounting.
- Advise the Owner and the Consultant on the variances between actual cost and Construction Cost Estimate.
- Provide reasonable assistance and information to permit recovery of all tax rebates where applicable.
- Provide recommendations to the Owner for necessary changes to maintain the Project budget and Project schedule.

**Post-Construction**

General Service

- Prepare final Construction Cost report.

Occupancy Review

- Assist the Owner in conducting post-construction occupancy review

**Note:** This scope of work is preliminary for the use in this request for proposals. Additional items may be added through negotiation into the final contract.

## Experience and Representative Work:

- Respondents should have prior experience representing local government as the Construction Manager.
- Demonstrated capabilities working on projects from \$5M to \$20M including similar sized work within the last 5 years.
- Accredited with a recognized construction related organization.
- 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 with Fire Hall or Public Safety Building projects will be a favourable consideration.
- 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 **“Construction Manager 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.

The District is looking for a commitment of the same individual consultant for the duration of the project.

**Cost and Schedule Controls**

- Demonstrated understanding of project gating and phasing.
- Demonstrated understanding of working within a limited budget.
- Comprehensive schedule of fees.
- Overall cost.

**Project Experience and Related Qualifications**

- Two recently completed and relevant projects with similar budgets.
- 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 Proposer 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 Construction Manager 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 Construction Manager 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 20% |
| 5. Methodology and Work Plan Description 20% | 6. Design and clarity of proposal 20%                |

Note: The lowest costing proposal which achieves a 80% evaluation or above 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 the Salt Spring Island site and 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 Construction Manager to meet its objectives would normally be billed to the *District* and not to the Construction Manager.

## 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  
Construction Manager – 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 “Construction Manager - 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  
Construction Manager – 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: Construction Manager- 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).

- 1) Fixed Fee or Hourly Rate: \$ \_\_\_\_\_/hour or \$ \_\_\_\_\_/project
- 2) Construction Fee or % of Construction Cost: \$ \_\_\_\_\_ or \_\_\_\_\_%

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 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 are 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.



# 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 Construction Documents Committee Construction Management Contract:

#### *CCDC 5B – 2010 Construction Management Contract – for Services and Construction*

CCDC 5B – 2010 Construction Management Contract – for Services and Construction is a standard contract between Owner and Construction Manager to provide advisory services during the pre-construction phase and perform the required work during the construction phase.

At the outset, the Work is performed on an actual-cost basis, plus a percentage or fixed fee which is applied to actual costs. The parties may agree to exercise the following options: Guaranteed Maximum Price (GMP), GMP Plus Percentage Cost Savings, and conversion into a Stipulated Price Contract.

