



STRATHCONA REGIONAL DISTRICT REQUEST FOR PROPOSALS RFP-06-26

Pre-Construction Management Services Surge Narrows Revitalization Project

Date of Issuance: April 20, 2026
Closing Time: May 15, 2026, 4:00pm (Local Time)

The Strathcona Regional District respectfully acknowledges that our corporate office and the Strathcona Gardens Recreation Complex are located on the traditional unceded territory of the Lig^wida^xw people. We also recognize that we operate within the traditional, treaty and unceded territories of the Ehattesaht, Homalco, Ka:'yu:'k't'h' / Che: k'tles7et'h', Klahoose, K'omoks, Kwiakah, Mowachaht / Muchalaht, Nuchatlaht, Tla'amin, Tlowitsis, We Wai Kai and Wei Wai Kum First Nations.

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1.0 INTRODUCTION

1.1. REQUEST FOR PROPOSAL INCLUSIONS

This RFP has four (4) parts and three (3) Appendices:

1.0 **INTRODUCTION** -which sets out a general-purpose statement and key information

2.0 **Part A** – Information and Instructions which provides guidance and sets out legal terms and conditions of this RFP and the Owner’s presently proposed schedule for the Project.

3.0 **Part B** – Scope of Work and Evaluation – which provides an overview of the Project and the Owner’s objectives, the evaluation process and description of the Pre-Construction Services to be provided.

4.0 **Part C** – Proposal Requirements – which sets out the form and/content that the Owner is hoping to receive from Proponents.

Appendix A - Offer Form for Provision of Pre-Construction Services

Appendix B - Form of Agreement – which contains a model agreement. Any contract resulting from this RFP is expected to be substantially in the form of this model agreement.

Appendix C – Project Drawings and Budget

1.2 GENERAL STATEMENT OF PURPOSE OF THIS RFP

The Regional District of Strathcona (“Owner” or “Regional District”) is inviting proposals from qualified proponents in response to this Request for Proposals (“RFP”). The Owner is looking for a qualified contractor who will provide Pre-Construction Services during the design phase of the Project.

Details of the Owner’s objectives and requirements for this RFP are set out in Part B of the RFP. The Owner will also consider innovative or novel approaches that will fulfill its objectives or requirements.

1.3 SUMMARY OF KEY INFORMATION

| | |
|--|---|
| <p>RFP TITLE</p> | <p>The title of this RFP is:</p> <p>Pre-Construction Management Services Surge Narrows Revitalization Project</p> <p>Proponents should put this title on all communications</p> |
| <p>INQUIRIES & CONTACT PERSON</p> | <p>All inquiries regarding this Request for Proposals must be in writing and directed to:</p> <p>Meredith Starkey, Manager, Planning and Parks Strathcona Regional District</p> <p>Email: procurement@srd.ca</p> |
| <p>DEADLINE FOR SUBMITTING INQUIRIES</p> | <p>May 8, 2026</p> |
| <p>PROPOSAL SUBMISSION CLOSING DATE AND TIME (CLOSING TIME)</p> | <p>May 15, 2026, at 4:00 pm Local Time</p> |
| <p>PROPOSAL SUBMISSION DELIVERY MECHANISM</p> | <p>The Owner prefers electronic submission of responses. Submissions should be in the form of a single PDF file submitted to: https://srd.ca/uploadsubmissions/</p> <p>In the subject line enter: “Pre-Construction Management Services, Surge Narrows Revitalization Project.”</p> <p>Electronic Submissions shall be deemed to be successfully received when displayed as received in the secure portal. Once submitted, proposals may not be viewed or changed. To make a correction, a clearly labelled corrected version shall be submitted to the portal and an email sent to procurement@srd.ca indicating which version is intended for consideration.</p> |

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| | |
|--|---|
| | <p>The Owner will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the Owner will not be liable for any damages associated with Submissions not received.</p> |
| <p>RFP TIMELINE:</p> <p>Date of Issuance</p> <p>Deadline for submitting inquiries</p> <p>Closing</p> <p>Anticipated Date for Selection of Preferred Proponent</p> <p>Anticipated Date for Entering into Pre-Construction Services Agreement</p> | <p>April 20, 2026</p> <p>May 8, 2026</p> <p>May 15, 2026</p> <p>May 29, 2026</p> <p>June 5, 2026</p> |

2.0 PART A: INFORMATION AND INSTRUCTIONS

2.1 LEGAL NATURE OF THIS RFP

No part of this RFP consists of an offer by the Owner to enter into any contractual relationship. No bid security is requested from Proponents. Each Proponent agrees, however, to leave their Response to the RFP open for review by the Owner for 60 days and to enter into a binding Pre-Construction Services agreement with the Owner if selected as the successful Proponent by the Owner.

2.2 OWNER'S PROJECT TEAM

The following are some, but not all, of the members of the Project team assembled by the Owner:

Prime Consultant/Architect: MacDonald Hagarty Architects Ltd.

Structural Engineer: McElhanney Consulting Services Ltd.

Geotechnical Engineer: Thurber Engineering Ltd.

Environmental Consultant: Mainstream Biological Consulting Inc.

Groundwater Engineer: McElhanney Consulting Services Ltd.

Onsite Wastewater Practitioner: Terra Firma Property Inspections Ltd.

The Proponents are not permitted to discuss the Project or their proposals with any of the Project team. All inquiries are to be submitted in writing to the Owner's Contact Person identified above.

2.3 KEY DATES

Key Dates are set out in the INTRODUCTION – SUMMARY OF KEY INFORMATION

2.4 CONTACT PERSON AND INQUIRIES

All inquiries must be made in writing directed to the Contact Person identified in the INTRODUCTION by the Inquiry Submission Date set out therein. No inquiries will be considered confidential, and the inquiry and any response may be provided by the Owner to all Proponents through an addendum to this RFP.

Proponents are NOT permitted to discuss the Project or their proposals with any of the Owner’s Project team identified in section 2.2 or with any representative of the Owner, other than the identified Owner’s Contact Person. All inquiries are to be submitted in writing to the Owner’s Contact Person identified above.

2.5 PROPOSAL SUBMISSION

Proponents should submit their Proposals on or before the Closing Date and Time specified as the Closing Time in the INTRODUCTION. The INTRODUCTION sets out the manner of submission. Submitting files in any other electronic form such as Dropbox, FTP, sharefile or any other program is NOT acceptable. Amendments to a Proposal may be submitted via the same method at any time prior to Closing Time.

2.6 PRESENTLY PROPOSED PROJECT SCHEDULE

The anticipated timeline for the Project is currently as follows which may require early works ahead of the primary tender.

| ACTIVITY | ANTICIPATED TIMING |
|--|--------------------|
| Executed Contract for Pre-Construction Services | June 5, 2026 |
| Budget Submission #1 (Class C, based on Design Development drawings) | July 10, 2026 |
| Budget Submission #2 (Class B, based on Construction Documents) | August 21, 2026 |
| Tendering* | September 18, 2026 |
| Construction Start* | January 1, 2027 |
| Construction Complete | November 30, 2027 |

**Tendering is subject to aligning the building design with the Owner's budget. Construction is subject to successful contract award following the tender process.*

Proponents are requested to comment on this proposed schedule in their Proposals and to highlight any proposed variations to these dates. Schedule durations shall be fixed and final, subject to variations proposed by Proponents and clearly identified in their proposal.

2.7 LEGAL TERMS AND CONDITIONS

By submitting a Proposal, a Proponent agrees to the following terms and conditions, which are in addition to any other terms and conditions contained in this RFP:

The Owner assumes no legal duty or obligation to any Proponent.

The Owner is not obligated to select a preferred Proponent or enter into a contract with any Proponent.

The Owner reserves the right in its sole and absolute discretion:

- a. to reject any or all Proposals;
- b. to amend, modify, cancel or suspend this RFP at any time for any reason;
- c. to waive any defects, irregularities, non-conformities or non-compliances in or with respect to a Proposal or failure to comply with the requirements of this RFP, including any defects, irregularities, non-conformities or non-compliances that might be considered or determined to be material;
- d. to undertake a new RFP process;
- e. to negotiate any aspects or elements of a Proposal;
- f. to negotiate simultaneously with more than one Proponent.

All Proposals submitted to the Owner become the property of the Owner and will be received and held in confidence by the Owner, at the Owner's discretion, subject to the provisions of Freedom of Information and Protection of Privacy Act and any other legal requirements.

The Owner may seek references in relation to a Proponent or any key individuals from persons provided by the Proponent as references in its Proposal or from any other person who has experience working with the Proponent or individual. References will be given to the Owner in strict confidence. A Proponent shall not seek disclosure from the Owner of anything said to the Owner by a third party when references are sought.

The Proponent assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.

Each Proponent hereby waives and releases the Owner, its employees, agents, advisors, officials, and representatives from all liability for any losses incurred in connection with the RFP or Proposal including any losses in connection with any alleged or actual breach by the Owner of any terms, conditions, obligations, or duties allegedly or actually arising from and under this RFP. Each Proponent expressly waives and releases the Owner from any claim for lost profit, lost revenue and/or lost opportunity.

3.0 PART B: SCOPE OF WORK and EVALUATION

3.1 PROJECT DESCRIPTION

The Surge Narrows Store has a long history of servicing the community in the Discovery Islands. Originally established in the late 1920's, the store was an icon of the community for almost a century. Since its closure in 2007, there has been community interest in redeveloping the facility to provide a community hub in the area. In 2018 the SRD acquired the store, including the wharf (water-based tenure) and the upland property.

The wharf and store building have been dilapidated for quite some time and the SRD plans to renew the facility as a community asset, providing the community with numerous benefits and various potential uses of the facility. High level benefits include improved marine infrastructure, improved community infrastructure (e.g. recreational & cultural), and improved emergency support capabilities.

The high-level project scope includes:

- Reconstruction of the historic Surge Narrows Store Building to function as a new community meeting place, trading facility and storage area. The building will be accessible to the public and residents of all abilities. The new building will be located on the upland property. This building will provide much needed features, including:
 - Service amenities, such as washroom facilities, which are not currently provided;
 - Dry storage space for items brought to the community by boat; and
 - A cell phone booster to support cellular service at this site.
- Remediation of the marine tenure area including the removal of derelict floats, buildings, and assorted mixed waste.
- Construction of new dock, gangways, and standing wharf.
 - The new dock will provide much needed additional moorage.
 - The standing wharf, gangway, and dock system will be quad accessible.
 - The new marine infrastructure will provide moorage and support emergency access to the upland for first responders, residents and members of the public.
 - A portion of the new dock will be designated seaplane accessible for emergency and non-emergency services.
 - The marine infrastructure will connect to the existing wharf to the north and the upland property and new community building.
- All preliminary and ancillary assessments, permits, authorizations, etc. to complete the above scope of work. The SRD has completed the following works:
 - Detailed design of the marine infrastructure
 - Environmental assessment

- Preliminary geotechnical assessment
- Metocean study, including development of site-specific floodplain setbacks and flood construction levels
- Archaeological assessment
- Preliminary septic system siting and design
- Groundwater well feasibility and siting assessment
- Groundwater well development and pump testing

Proponents should note the scope of this RFP, and the required pre-construction management services only includes the reconstruction of the building and associated works on the upland property. The marine infrastructure is not included in the scope of this RFP or the services required.

3.2 BUILDING DESIGN AND SERVICING INTENT

The Owner's architect has developed a schematic design for the new building (attached in Appendix C). The design intent includes an unconditioned "Community" space that will not be insulated or heated. The Community space is intended to have exposed rough lumber framing with a vaulted ceiling and large doors that open to the deck. The rest of the building will include an area for the Post Office, a storage room, mechanical room and two universal washrooms; all of which are intended to be insulated and heated spaces with conventional framing and roof trusses.

As this is a remote, off-grid site, building services are intended to include a groundwater well (the well has been developed), on site septic system, solar power system with a backup generator and propane heating system and appliances.

3.3 OWNER'S OBJECTIVES

The Owner is looking to engage a Construction Manager, who will work in a positive, open and collaborative manner with the Owner's team, who is capable of undertaking Pre-construction Management Services for an agreed upon fixed price and within an agreed upon time, during the design development and Construction Documentation phases. Construction of the building is not included in this scope of work or contract, and will be undertaken through a separate, publicly tendered process.

During the pre-construction stage of the Project, the selected contractor would be required to act at all times in the best interests of the Owner.

The Owner's outcome objectives for the Pre-Construction Services include the listed items set out below. The selected Proponent would, working closely and collaboratively with the Owner and its Project team, perform the Pre-Construction services set out in this

RFP, with the result that at the conclusion of the Construction Document stage, prior to construction:

- a. The Owner could reasonably expect that errors or omissions in the design documents associated with constructability, design co-ordination between disciplines, missing details, gaps in trade packages or any inter-drawing or drawing -specification co-ordination issues have been identified and eliminated with the result that the contract for construction would limit claims for time and costs arising from these causes;
- b. Two detailed cost estimates have been prepared during Design Development and Construction Documentation stage and the parties have a high degree of confidence in both the schedule and estimated cost of the Project and have confirmed that the Project can be constructed for a fixed price that is within the Owner's Project budget;
- c. That the Construction Manager has thoroughly considered and advised on risks, constructability, site and location constraints, options to reduce construction costs, pre-ordering, long lead items and pre-fabrication options; and
- d. That the detailed cost estimates for construction have been developed openly and transparently with disclosure to the Owner of direct and indirect profit and corporate office overhead and included risk contingencies.

3.4 EVALUATION

The successful Proponent will demonstrate their:

Experience - within their organization and in addition, specific to their proposed key team members, their experience with provision of pre-construction services and with construction of projects similar in size and type (including projects in remote coastal locations). Demonstration of accurate construction cost estimating and scheduling.

Work and Site Management and Project Construction Methodology - Experience in constructing and/or managing construction on high-quality capital projects, specifically including timber and/or timber-hybrid construction. Demonstration of construction methodologies, systems, work plans, processes, and proposed scheduling for this Project.

Work in remote coastal areas – experience in managing projects in remote coastal areas and/or rural areas.

Leadership - Demonstrated experience developing positive relationships with the project team and maintaining consistent, timely communication with the project team and the Primary Contact.

Value - The client is receiving the best value for the proposed costs and fees.

The Regional District intends to evaluate Proposals based on their overall value as assessed in the Owner's sole and absolute discretion. The following are general criteria and weighting:

| EVALUATION CRITERIA | WEIGHTING |
|--|------------------|
| Proponent's Corporate Experience, Team Experience, References | 30 |
| Work Plan (Approach to the provision of Pre-Construction Services) and Schedule | 30 |
| Innovation or Value Added | 10 |
| Financial Proposal (Appendix A) | 30 |
| Total | 100 |

To evaluate Proposals received, the Owner is requesting that Proponents review the existing project drawings (Appendix C) and provide information requested in Part C.

There is no obligation on the part of the Owner to receive further information, whether written or oral, from any Proponent. The Owner may, but is not obligated to, seek additional information or clarifications from any Proponent and/or conduct interviews with or invite presentations from any Proponent. The Owner may discuss or negotiate changes to the scope of the RFP with any one or more of the Proponents without having any duty or obligation to advise other Proponents or to invite or permit other Proponents to vary their Proposals as a result of such discussion or negotiations. The Owner may negotiate with one or more Proponents at the same time.

In evaluating a Proposal, the Owner may request additional financial information regarding a Proponent and may choose not to select a Proponent where the Owner is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Pre-Construction Services or the construction work.

3.5 SCOPE OF PRE-CONSTRUCTION SERVICES

The successful Proponent will work with the Project team to deliver the below items:

| # | Title | Description |
|----------------------------------|------------------------|---|
| PRE-CONSTRUCTION SERVICES | | |
| 1 | General | <p>Attend and participate in regular, ongoing meetings with the Owner and members of its Project team.</p> <p>“Provide” or “prepare” as used herein means provide and continually update.</p> <p>Undertake detailed reviews of the Drawings and Specifications from time to time and as they are developed to identify errors, omissions and co-ordination problems for the purpose of eliminating contractor and subcontractor claims for additional compensation and/or time during the course of construction based on allegations of errors or omissions in the design documents or a lack of co-ordination between the design documents.</p> <p>Provide design recommendations to reduce construction costs.</p> <p>Undertake a constructability review of the design and provide a written constructability report and recommendations to the Owner.</p> <p>Review any site constraints and provide a written report and recommendations to the Owner.</p> <p>Identify Project risks and make written recommendations to the Owner to reduce or manage these risks.</p> <p>Review the design from the perspective of ease and cost of short- and long-term maintenance and operational issues and provide a written report to the Owner.</p> <p>Review and suggest options for pre-fabrication, pre-ordering and long lead items and provide a written report to the Owner.</p> <p>Provide input regarding construction systems and availability of materials, labour and qualified subcontractors.</p> <p>Develop and provide a construction site plan to the Owner.</p> |
| 2 | Budget and Estimating: | Produce a Class B construction estimate, detailed on a trade-by-trade basis. Budgets and estimates are to be prepared in a fully transparent manner, working with the Owner’s team with all cost information and |

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| # | Title | Description |
|---|---------------------------------|--|
| | | assumptions being provided to the Owner. The Proponent will work with the project team to align the construction estimate with the Owner's budget and to make recommendations for corrective action should the construction cost estimate exceed the Owner's budget. |
| 3 | Schedule & Construction Phasing | Prepare a comprehensive project schedule, including final design, tendering/procurement and construction milestones. It is presently assumed by the Owner that the Project schedule included with the Proposal, if and when agreed to by the Owner, would be used as the initial baseline schedule. Track and update the schedule on a continuous basis. Identify milestone dates, adjust, amend and refine the schedule as more specific information becomes available. |

4.0 PART C: FORM OF PROPOSALS

This section sets out the desired Proposal contents and structure and attaches Appendix A which sets out the Proponent's Financial Proposal.

A. PROPOSAL CONTENTS

Please provide a proposal that addresses the items below. To assist our review, we request that proposals be laid out generally in the order of headings listed below:

1. Executive Summary (1 page max.)

Proponents may submit an executive summary of their Proposal, highlighting elements of the Proposal that they believe support the selection of them as the preferred proponent for the delivery of Pre-Construction Services.

2. Proponent's Team(s) (8 pages max.)

- a. Provide an organization chart for proposed personnel for the Pre-Construction Services, showing the structure, lines of reporting and identifying key individuals.
- b. Provide a list of the proposed key individuals and anticipated level of effort for each (% time dedicated to project). Identify the Client's primary contact.
- c. Provide the qualifications of each member of the project team (include CVs within a separate Appendix). Highlight qualifications and experience that is specifically applicable to this Project, including but not limited to qualifications in budgeting, constructability reviews, scheduling, value engineering and work in remote coastal locations.
- d. Provide profiles for similar projects (6 profiles maximum, 1 per page), focusing on projects involving:
 - i. Remote coastal locations and/or rural project locations
 - ii. Public/community buildings
 - iii. Projects with similar cost magnitudes

For each project, describe how it is similar to the project and provide Owner references.

3. Work Plan (Approach to both the provision of Pre-Construction Services) and Schedule (10 pages max.)

- a. Provide a preliminary schedule in the form of a Gantt chart showing in detail the sequential process for the Pre-Construction Services, as well as a high-level sequence of construction activities (broken down into major trade categories) to substantial performance and occupancy of the facility. If applicable, this schedule should highlight and explain any deviations between the Owner's presently

proposed schedule set out in section 2.6 of the RFP and the Proponent's submission. A written narrative may also be provided, at the Proponent's discretion.

- b. Provide commentary on the Owner's construction budget of approximately \$990,000.
- c. Describe Proponent's approach to value engineering.
- d. Provide a list of anticipated Project risks and commentary as to how each might be managed. Include examples from the Proponent's experience with similar projects and unanticipated issues that arose in those projects, if any.

4. Innovation or Value Added (2 pages max)

Proponents are invited to submit any ideas they may have for innovative approaches to meet the Project objectives.

5. Insurance and WorkSafe BC Information (1 page max.)

Provide information that demonstrates the Proponent's insurance capacity. The Owner is expecting that Proponents would provide:

- a. Comprehensive General Liability insurance with limits of not less than \$2,000,000 per occurrence and Professional Liability (errors and omission) insurance for the Pre-Construction Services in an amount of \$2,000,000.

Provide proof that the insurance requirements could be met or provide details of any restrictions on available insurance. Use appendices if supporting information is provided that exceeds page limit.

Provide proof that the Proponent is in good standing with WorkSafe BC.

6. Financial Proposal

The Owner requests that each Proponent complete Appendix A.

7. Proposed Pre-Construction and Construction Agreement Terms

Proponents are invited to provide any comments on the proposed Services Agreements. Changes to the terms and conditions that are not disclosed with the Proponent's submission will not be considered in preparation of the final agreements. By submitting a proposal, each Proponent warrants their acceptance of any terms and conditions for which deviations are not proposed.



APPENDIX A –
OFFER FOR PROVISION OF
PRE-CONSTRUCTION
SERVICES

Project: Pre-Construction Management Services
Surge Narrows Revitalization Project

Proponent Identification:

Name _____

Address _____

Email: _____ Telephone No. _____

Having carefully read and examined the RFP, Project Drawings and all other documents made available to us and addenda (if any) issued, we offer to furnish all required Pre-Construction Services for the following lump amount, excluding GST.

| | |
|--|-----------|
| Total Completed Price for Pre-Construction Services | \$ |
|--|-----------|

Authorized Signature

Name and Title

Date

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APPENDIX B
Form of Agreement

Appendix B

SAMPLE PRE-CONSTRUCTION SERVICES AGREEMENT

This Pre-Construction Services Agreement is made and entered into as of _____, 2026.

BY AND BETWEEN:

Strathcona Regional District ("Owner")

AND

_____ ("Construction Manager")

IN CONSIDERATION of the covenants and agreements set forth herein, and other good and valuable consideration (the receipt and sufficiency of which each party hereto hereby acknowledges), the parties agree as follows:

ARTICLE A-1 INTERPRETATION

1. In this pre-construction services agreement, the following terms will have the following meanings:

"Agreement" means collectively this pre-construction services agreement, the RFP, the Proposal and all attachments to each thereof, all as amended from time to time in accordance with their respective terms.

"Prime Consultant" means the firm of MacDonald Hagarty Architects Ltd., retained by the Owner and who shall be responsible for the development of the architectural design of the Project and the co-ordination of Sub-consultants.

"Class A Construction Cost Estimate" means an estimate of the Construction Cost in both elemental cost analysis format as well as trade divisional format based on completed construction drawings and specifications prepared prior to calling competitive tenders – plus or minus 5 to 10%.

"Class B Construction Cost Estimate" means an estimate of the Construction Cost in elemental cost analysis format based on design development drawings and outline specifications – plus or minus 10 to 15%.

"Construction Costs" means the estimated cost of construction, per the most recent Construction Cost Estimate, including all applicable taxes and duties other than GST.

"Construction Documents" means the specifications and drawings for the Project prepared by the Architect and subconsultants accepted by the Owner.

"Construction Stage" means the phase of the Project starting on the date on which a Construction Contract is signed between the Owner and a general contractor.

"Owner's Team" is defined in Appendix 1

"Pre-Construction Services Fee" is defined in Article A-4;

"Pre-Construction Services" means the services to be provided by the Construction Manager to the Owner during the Pre-Construction Stage, as set out in Appendix 2 and 3.

"Pre-Construction Stage" means the phase of the Project prior to the Tendering Stage

"Project" means the Strathcona Regional District's Surge Narrows Revitalization Project;

"Proposal" means the proposal dated _____ 2025 submitted by the Construction Manager in response to the RFP.

"RFP" means the documents issued by the Owner as Request for Proposals for Pre-Construction Services on November 21, 2025.

"Tendering Stage" means the phase of the Project when competitive tenders are formally sought from subcontractors and suppliers or from a general contractor for the Construction Phase.

2. The terms and conditions of the documents comprising this Agreement, including all Appendices, are complementary and what is called for by one will be as binding as if called for by all. In the event of any conflict or inconsistency between or among any of the terms and conditions of this Agreement, such terms and conditions will take precedence and govern in the following order of priority, from highest to lowest:
 - a. this Pre-Construction Services Agreement;
 - b. Appendices
 - c. the RFP; and
 - d. the Proposal.

ARTICLE A-2 SERVICES AND RESPONSIBILITIES

3. The Construction Manager agrees to provide the Pre-Construction Services.

4. To perform the Pre-Construction Services, the Construction Manager agrees to provide the resources set out in Appendix 4 performing as required for the proper and timely delivery of the Pre-Construction Services.
5. The Construction Manager agrees to provide the key personnel identified in Appendix 4.
6. The Owner, through a change order, may make changes in the Pre-Construction Services to be provided, adding or deleting services, with the Construction Manager's Fee being adjusted accordingly.
7. Within 7 days of the execution of this Agreement, the Construction Manager agrees to meet with the Owner and relevant members of the Owner's Team to set a schedule for performance of the various elements of the Pre-Construction Services.
8. In performing and providing the Pre-Construction Services, the Construction Manager will at all times act in the best interests of and for and as knowledgeable advisor to the Owner.
9. The Construction Manager shall provide leadership to the Owner's Team on all matters relating to the Pre-Construction Services.
10. The Construction Manager will work closely and collaboratively with the Owner's Team.
11. The Pre-Construction Services provided under this Agreement will be performed and provided in a fully open and transparent manner. All documents and Construction Manager work product belong to the Owner. The Owner and its Project Manager shall be provided with all information, documentation, calculations, estimate sheets, schedules, communications with third parties, and all other documents or work product that the Construction Manager has, obtains or produces.

ARTICLE A-3 STANDARD OF CARE

12. The Construction Manager represents that it is knowledgeable and experienced in pre-construction, tendering and construction of the type of construction required for the Project. The Construction Manager acknowledges that it is being retained by the Owner expressly because of its knowledge and expertise in that regard.
13. In performing and providing its Pre-Construction Services and obligations under this Agreement, the Construction Manager shall exercise a standard of care, skill and diligence of an experienced and prudent Construction Manager supplying similar services for similar projects.
14. The Construction Manager shall ensure that the personnel it assigns to provide the Pre-Construction Services are appropriately experienced, and that it at all times has sufficient qualified and competent staff.

ARTICLE A-4 CONSTRUCTION MANAGER'S FEE

15. Subject to paragraph 18 and 19, the Owner agrees to pay the Construction Manager as compensation for the Services contemplated by this Agreement a fixed price fee of \$_____ for all Pre-Construction Services.
16. All amounts are in Canadian dollars and are exclusive of GST. GST shall be shown separately on all invoices.
17. The Fee is all-inclusive, and the Construction Manager will not be separately compensated for any disbursements or other out-of-pocket costs of any kind.
18. Payment of a fixed fee as set out in paragraph 15 will be divided by X to determine a monthly flat fee subject to:
 - a. The Construction Manager properly providing the Services in the time required; and
 - b. The Construction Manager providing the level of personnel required to perform the Services, with the minimum levels being as set out in Appendix 4.
19. If the Owner is not satisfied that the requirements of paragraph 18 are met in any month, the Owner shall make reasonable reductions to the amount to be paid.

ARTICLE A-5 PAYMENT

20. The Construction Manager will submit an invoice the Owner on the 30th day of each month for approval by the Owner. Such invoice will be reasonably detailed and supported so as to provide sufficient evidence to the Owner that the Services required for the month have been delivered and performed in accordance with this Agreement and timelines established with the Owner.
21. The Owner will pay each approved invoice within 30 days of its receipt.

ARTICLE A-6 TERMINATION

22. The Agreement shall terminate at the conclusion of the Pre-Construction Services Stage, unless the Owner has authorized the Construction Manager to undertake more work through a Change Order.
23. The Owner has the right, at its sole option, to terminate this Agreement without cause at any time upon giving the Construction Manager 14 days written notice. If the Owner exercises this right to terminate without cause, it shall pay the Construction Manager the amount earned pursuant to the terms of this Agreement for Services performed to the date of termination upon delivery by the Construction Manager to the Owner of all documents, reports, estimates, communications and other records. The Construction

Manager agrees that it is not entitled to compensation for lost profit, lost overhead, lost revenue or loss opportunity and waives and releases the Owner from any claim for payment for termination of the Agreement, except as expressly set out herein.

24. The Owner has the right to terminate the Agreement for cause if, in the Owner's opinion, the Construction Manager is failing to perform or provide the Services in accordance with the terms of this Agreement. The Owner shall provide the Construction Manager with 5 calendar days notice of default. If during the said 5-day period, the Construction Manager has not corrected the default, the Owner may proceed to terminate the Agreement for default. Upon termination for default there is no further amount that is or will become owing to the Construction Manager under the Agreement.

ARTICLE A-7 INSURANCE

25. The Construction Manager will procure and maintain at its sole cost and expense, the following insurances and provide the Owner with certificates of insurance prior to commencing the Services:
 - a. Professional errors and omissions insurance in the amount of \$2,000,000 covering the provision of the Pre-Construction Services as professional services; and
 - b. Comprehensive General Liability insurance with limits of not less than \$2,000,000 per occurrence, and a deductible of not more than \$25,000, protecting the Construction Manager against all claims for personal injury, death, bodily injury or property damage arising out of the operations of the Construction Manager or the actions of the Construction Manager or its personnel. The policy will contain a cross-liability clause in favour of the Owner and will name the Owner and its officials, employees and agents as additional insured.
26. The Construction Manager will maintain the required insurances until the Agreement is terminated.

ARTICLE A-8 CONSTRUCTION STAGE

27. This Agreement does not include, and the Construction Manager is not retained under this Agreement to provide, Construction Stage services. With respect to the Construction Stage of this Project, the Owner reserves the complete and unfettered right to proceed to a Construction Contract with a general contractor of its choice, including without limitation issuing an Invitation to Tender on the Construction Contract or any portion of same to third party contractors and either including or excluding the Construction Manager in such process(es) at the Owner's sole option and election.

ARTICLE A-9 RELEASE AND INDEMNIFICATION

28. The Construction Manager hereby releases the Owner, its elected officials, officers, employees and agents (collectively, the "Owner Personnel") from all costs, losses, damages and expenses, including those caused by personal injury, death, property damage, property loss and economic loss arising out of, suffered or experienced by the Construction Manager, its officers, employees and agents in connection with their performance of the Services.
29. Despite any insurance which may be placed by the Construction Manager, the Construction Manager hereby agrees to indemnify and save harmless the Owner from and against all losses, claims, damages, actions, and causes of actions (collectively, the "Claims") that the Owner may sustain, incur, suffer or be put to at any time either before or after the expiry or sooner termination of this Agreement, that arise out of breach of contract or negligence of the Construction Manager or its employees or agents under this Agreement excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or negligent acts of the Owner, or any member of the Owner Team. This indemnity will not affect or prejudice the Owner from exercising any other rights that may be available to it at law.
30. Survival of Release/Indemnity This Article A-9 will survive the expiry or termination of this Agreement.

ARTICLE A-10 MISCELLANEOUS

31. Set Off - The Owner may at its option, withhold and set off against any amount owing to the Construction Manager (whether under this Agreement or otherwise) the amount of any damages suffered or claims made or to be made by the Owner against the Construction Manager.
32. Entire Agreement - This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations and agreements whether verbal or written between the parties related thereto.
33. Failure to Enforce - Any failure by the Owner to enforce or require the strict keeping and performance of any of the terms and conditions contained in the Agreement will not constitute a waiver of such terms and conditions and will not affect or impair such terms and conditions in any way or the Owner's right at any time to avail itself of such remedies as the Owner may have for any breach or breaches of such terms and conditions.
34. Compliance with Laws and Owner Policies - The Construction Manager agrees to comply with all applicable laws and regulations in carrying out the Construction Manager's obligations under this Agreement. The Construction Manager will comply with the Owner's Policies referred to in the RFP and will on request provide the Owner with proof of compliance. The Construction Manager has a valid business license.

35. Receipt of and Addresses for Notices - Communications in writing between the parties shall be considered to have been received by the addressee (i) if delivered by hand to the individual or to a member of the firm or to an officer of the corporation for whom they are intended, on the date of delivery, (ii) if sent by post, within five days of the date of mailing, or (iii) if sent by email, on the date and at the time when the email is sent and the other party confirms its receipt when addressed as follows:

If to the Owner, at:
Attention: Jacob Blanchard
990 Cedar Street, Campbell River, BC V9W 7Z8

If to the Construction Manager at: _____

36. Law of the Agreement - The enforcement and interpretation of this Agreement will be governed by the laws of British Columbia, and the laws of Canada applicable therein, and the courts of British Columbia will have exclusive jurisdiction over all disputes arising under it.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their properly authorized representatives as of the day and year first set forth above

STRATHCONA REGIONAL DISTRICT

by its authorized signatory:

Authorized Signature

Dated

Name of Authorized Representative

PROPONENT

By its authorized signatory:

Authorized Signature

Dated

Name of Authorized Representative

APPENDIX 1 - OWNER'S TEAM

Prime Consultant/Architect: MacDonald Hagarty Architects Ltd.

Structural Engineer: McElhanney Consulting Services Ltd.

Geotechnical Engineer: Thurber Engineering Ltd.

Environmental Consultant: Mainstream Biological Consulting Inc.

Groundwater Engineer: McElhanney Consulting Services Ltd.

Onsite Wastewater Practitioner: Terra Firma Property Inspections Ltd.

APPENDIX 2
SCOPE OF PRE-CONSTRUCTION SERVICES

| # | Title | Description |
|----------------------------------|------------------------|---|
| PRE-CONSTRUCTION SERVICES | | |
| 1 | General | <p>Attend and participate in regular, ongoing meetings with the Owner and members of its Project team.</p> <p>“Provide” or ‘prepare” as used herein means provide and continually update.</p> <p>Undertake detailed reviews of the Drawings and Specifications from time to time and as they are developed to identify errors, omissions and co-ordination problems for the purpose of eliminating contractor and subcontractor claims for additional compensation and/or time during the course of construction based on allegations of errors or omissions in the design documents or a lack of co-ordination between the design documents.</p> <p>Provide design recommendations to reduce construction costs.</p> <p>Undertake a constructability review of the design and provide a written constructability report and recommendations to the Owner.</p> <p>Review any site constraints and provide a written report and recommendations to the Owner.</p> <p>Identify Project risks and make written recommendations to the Owner to reduce or manage these risks.</p> <p>Review the design from the perspective of ease and cost of short- and long-term maintenance and operational issues and provide a written report to the Owner.</p> <p>Review and suggest options for pre-fabrication, pre-ordering and long lead items and provide a written report to the Owner.</p> <p>Provide input regarding construction systems and availability of materials, labour and qualified subcontractors.</p> <p>Develop and provide a construction site plan to the Owner.</p> |
| 2 | Budget and Estimating: | Produce a Class B construction estimate, detailed on a trade-by-trade basis. Budgets and estimates are to be prepared in a fully transparent manner, working with the Owner’s team with all cost |

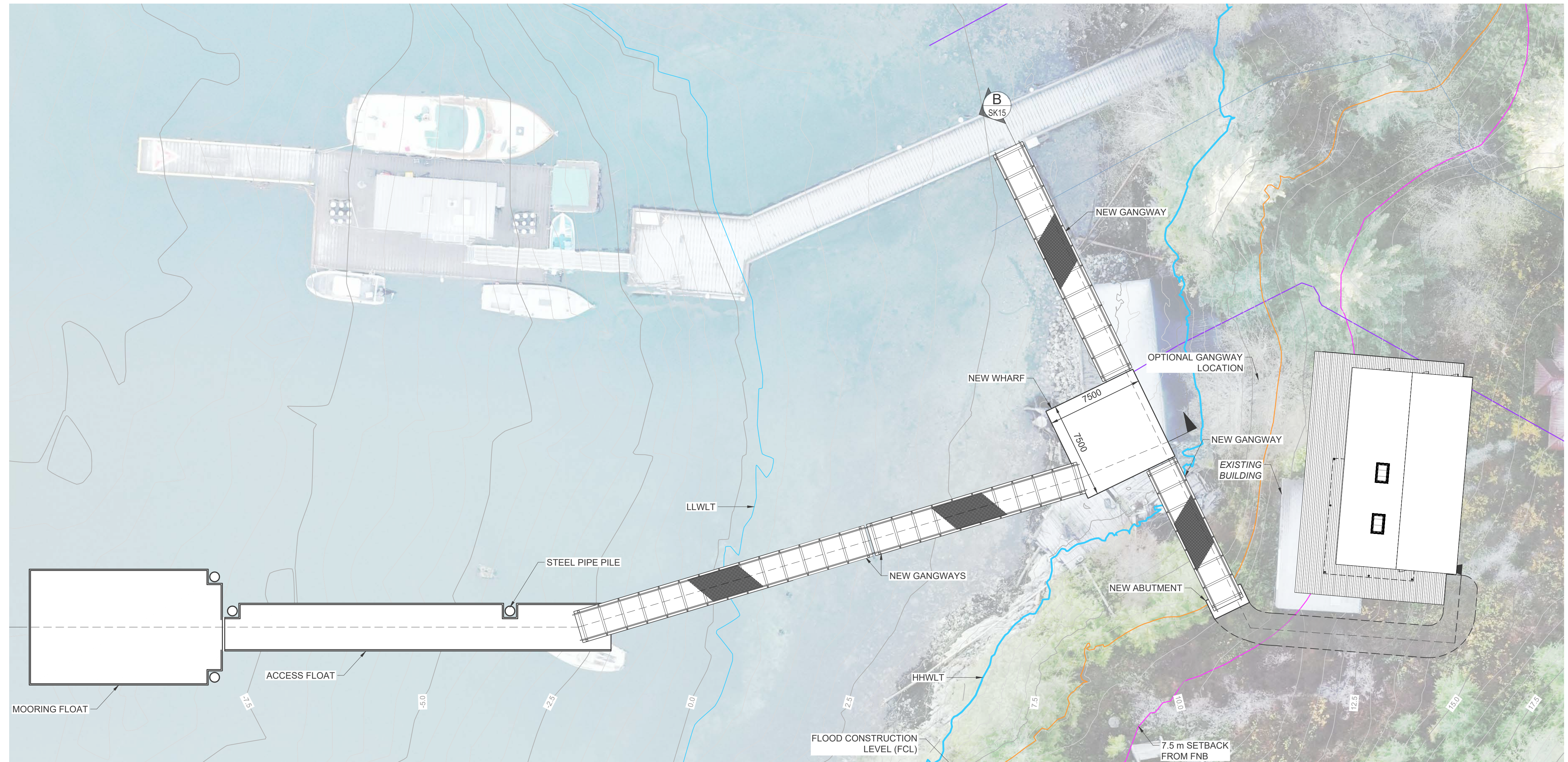
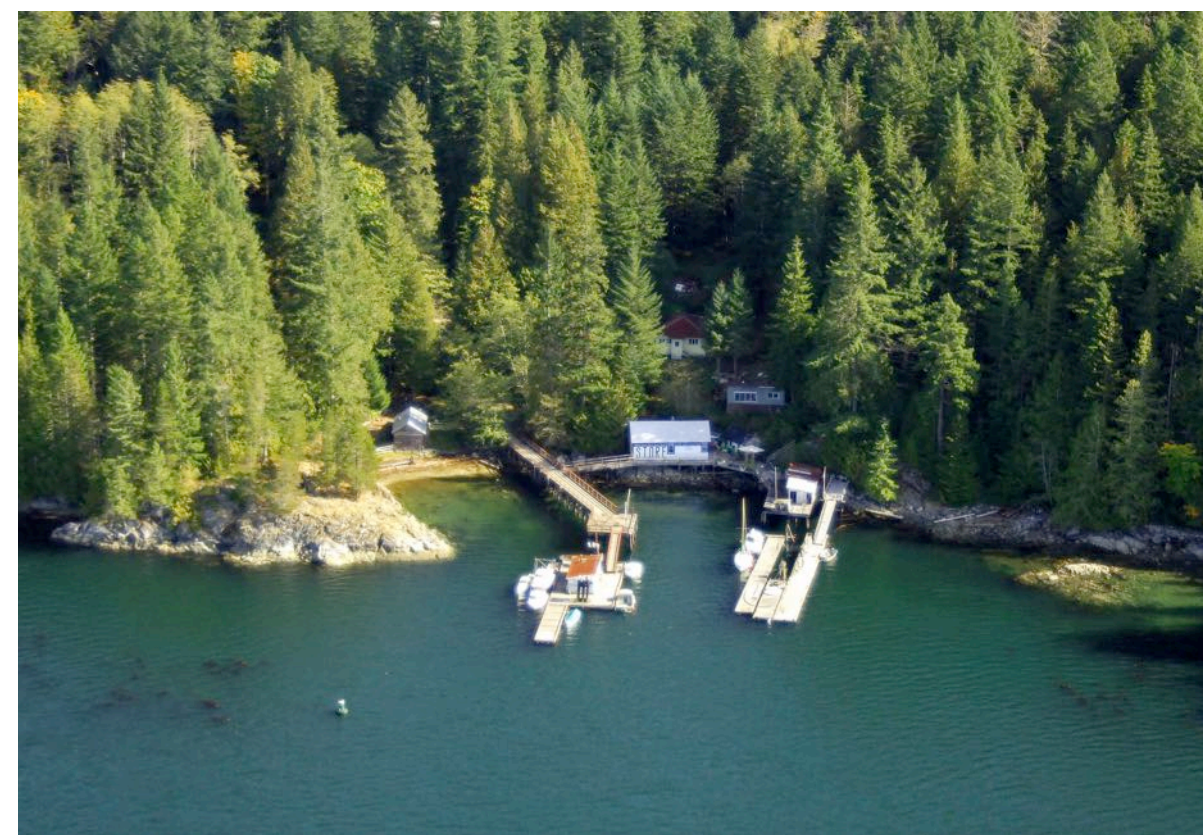
| # | Title | Description |
|---|---------------------------------|--|
| | | information and assumptions being provided to the Owner. The Proponent will work with the project team to align the construction estimate with the Owner's budget and to make recommendations for corrective action should the construction cost estimate exceed the Owner's budget. |
| 3 | Schedule & Construction Phasing | Prepare a comprehensive project schedule, including final design, tendering/procurement and construction milestones. It is presently assumed by the Owner that the Project schedule included with the Proposal, if and when agreed to by the Owner, would be used as the initial baseline schedule. Track and update the schedule on a continuous basis. Identify milestone dates, adjust, amend and refine the schedule as more specific information becomes available. |

APPENDIX 3
RFP

APPENDIX 4
PROPONENTS PROPOSAL

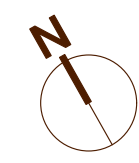
Strathcona Regional District Request for Proposals RFP-06-26
Pre-Construction Management Services
Surge Narrows Revitalization Project

APPENDIX C
Project Drawings



1 Aerial Views

1 Site Plan (per McElhanney Marine Structures)
Scale: 1/16" = 1'-0"



| NO. | Y | M | D | ISSUE |
|-----|------|----|----|---------------|
| A | 2025 | 07 | 29 | Client Review |
| | | | | ISSUE |

SHEET TITLE
SITE

DRAWING NO.

*NOTE: DRAFT drawings for discussion. Design features under review and subject to change.



SURGE NARROWS COMMUNITY BUILDING

A 2025-07-29 Client Review
NO. Y M D ISSUE

NO. Y M D ISSUE
REVISION

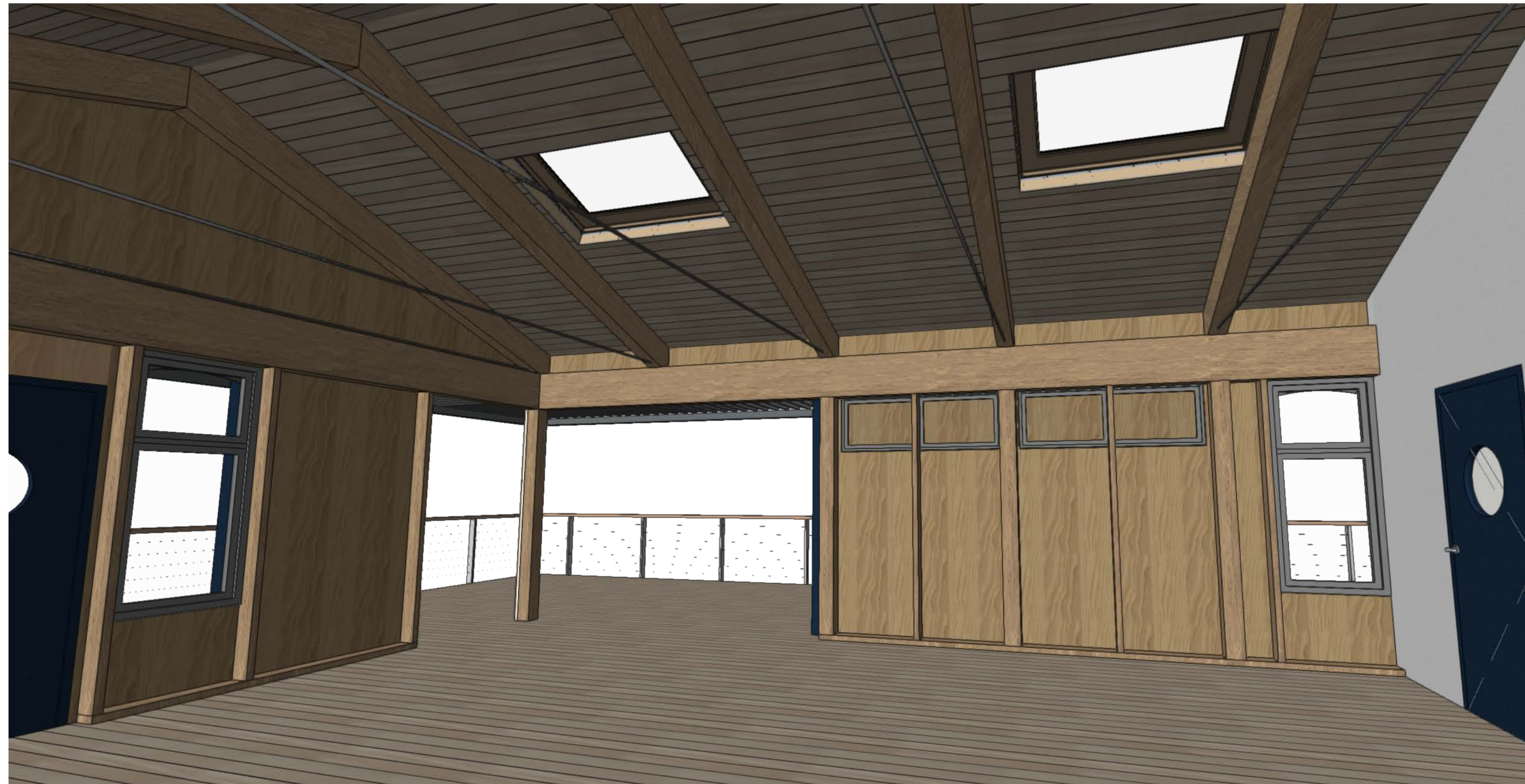
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VIEWS

DRAWING NO.

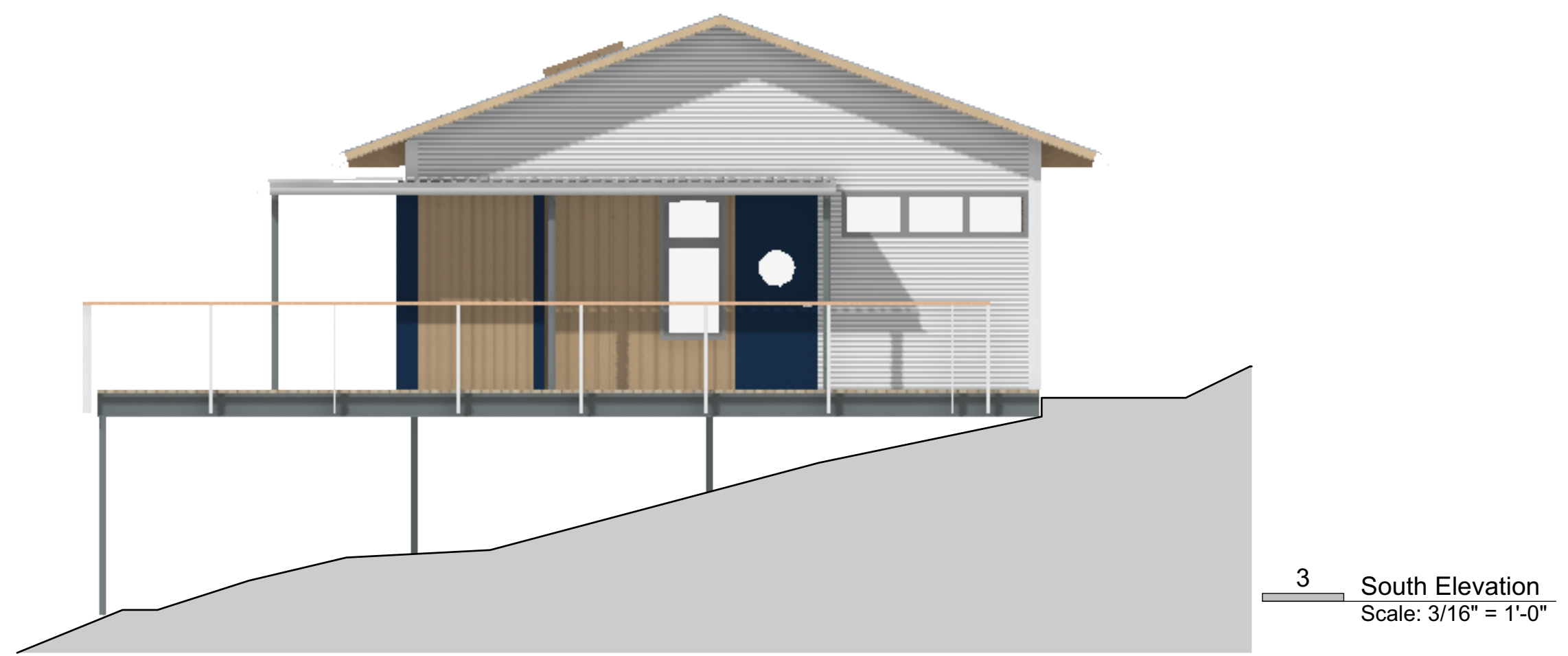
A2



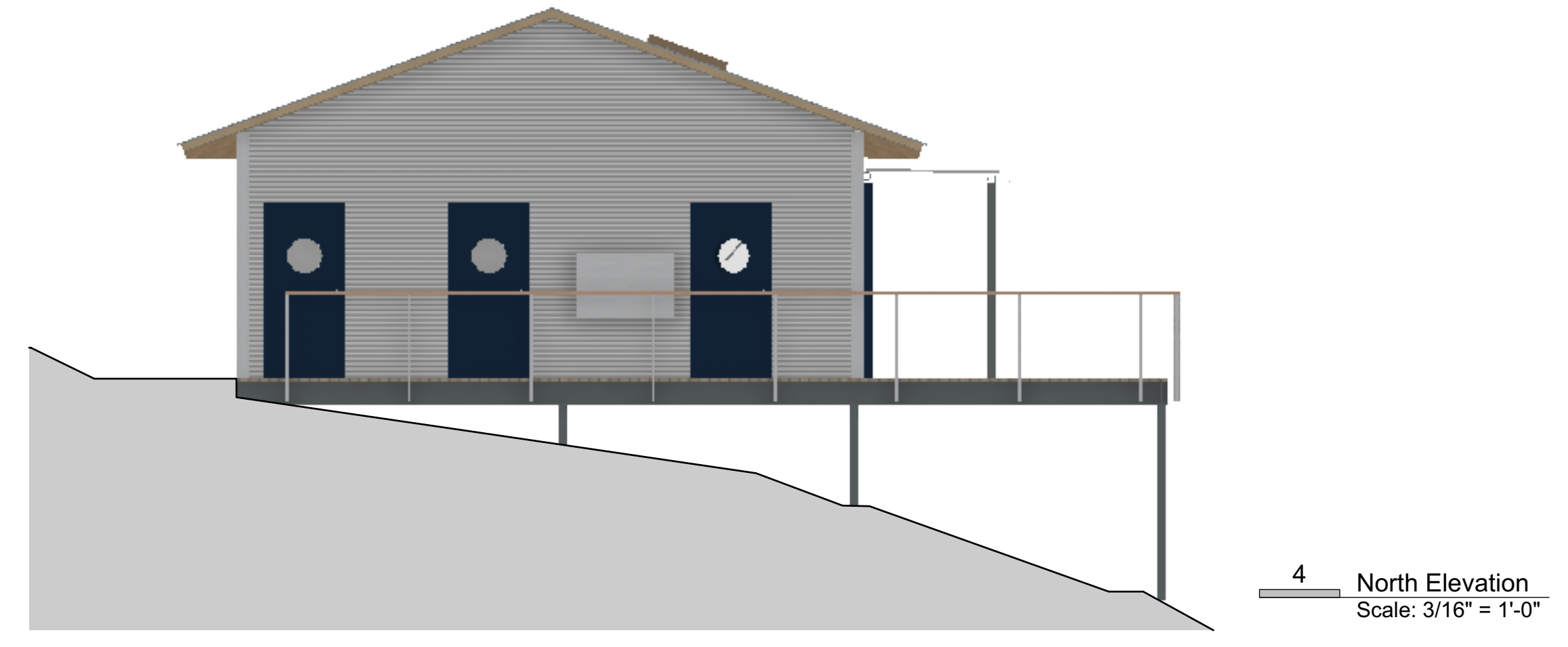
1 Northeast Corner Looking South



2 Community Space Looking to Covered Deck



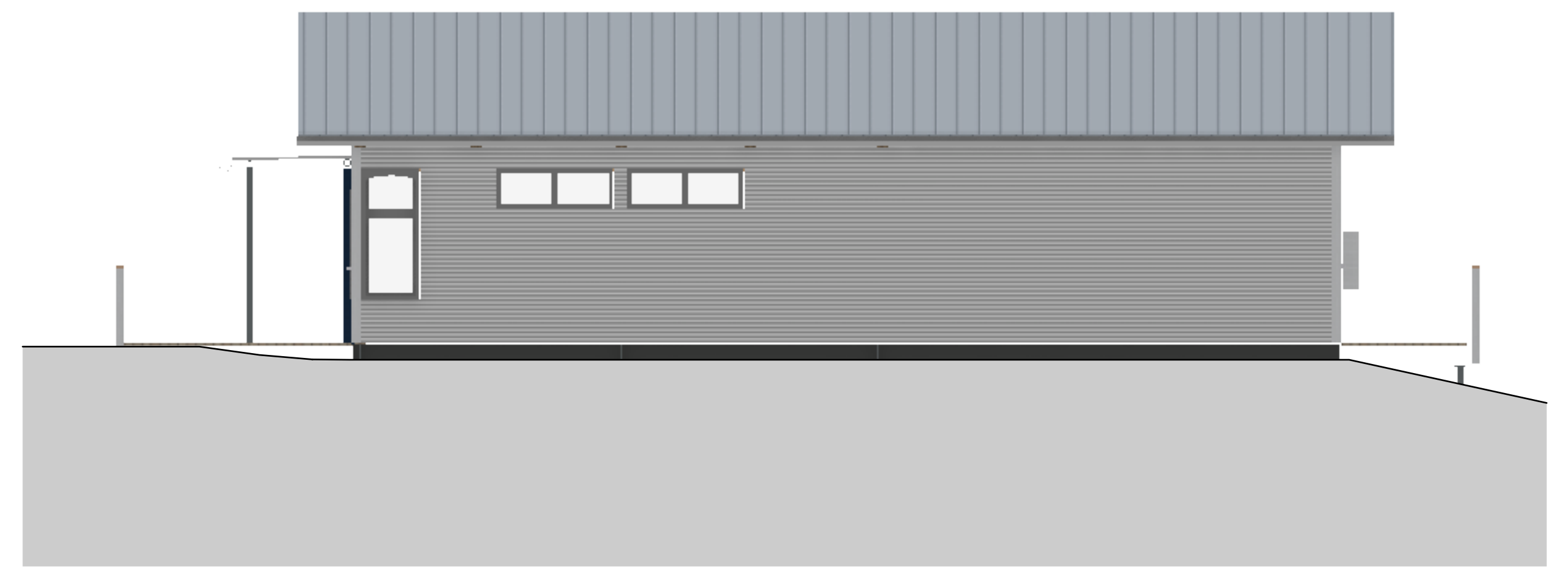
3 South Elevation
 Scale: 3/16" = 1'-0"



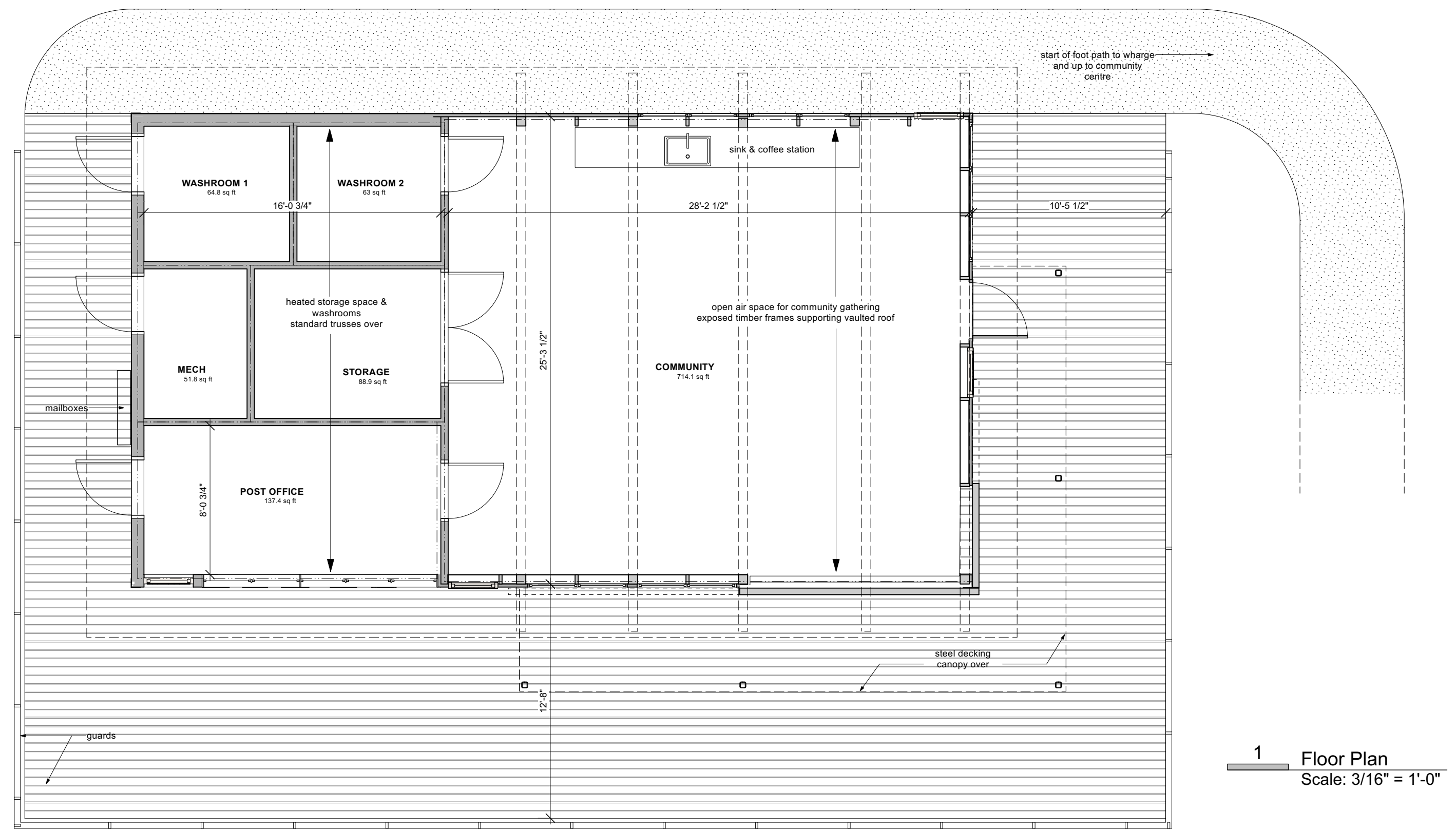
4 North Elevation
 Scale: 3/16" = 1'-0"



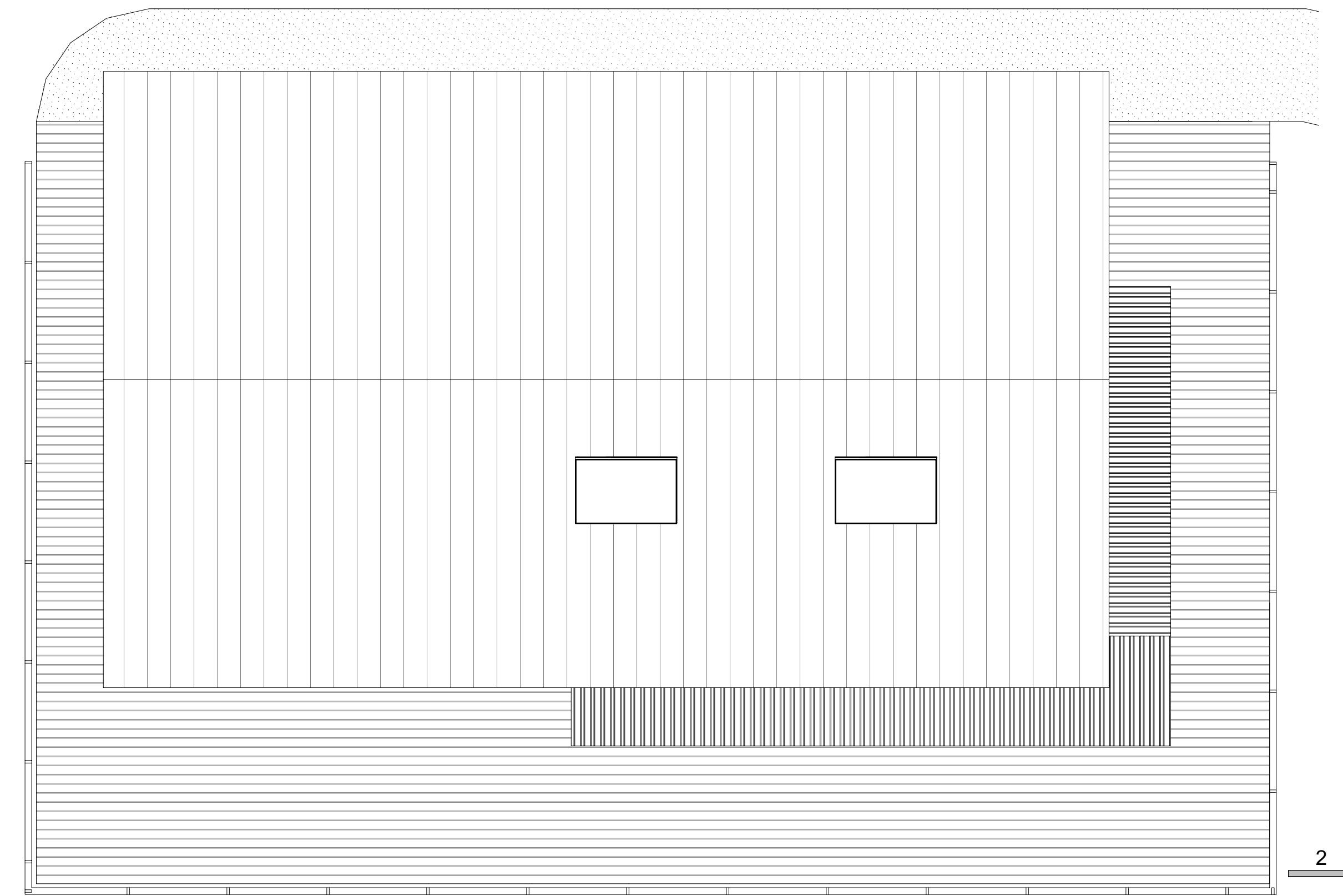
5 West Elevation
 Scale: 3/16" = 1'-0"



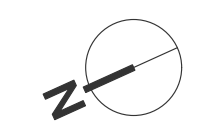
6 East Elevation
 Scale: 3/16" = 1'-0"



1 Floor Plan
 Scale: 3/16" = 1'-0"



2 Roof Plan
 Scale: 3/16" = 1'-0"



SURGE NARROWS COMMUNITY BUILDING

| NO. | Y | M | D | ISSUE |
|-----|------|----|----|---------------|
| A | 2025 | 07 | 29 | Client Review |
| | | | | ISSUE |
| | | | | REVISION |

SHEET TITLE
 PLANS & ELEVATIONS

DRAWING NO.
A4