



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INVITATION TO QUOTE CS-20-09**

**NESS LAKE COMMUNITY HALL  
REAR ROOF EXTENSION**



**TABLE OF CONTENTS**

<b>1.0</b>	<b>INVITATION AND INSTRUCTIONS .....</b>	<b>3</b>
1.1	Quote Documents.....	3
1.2	Closing Date and Quote Submissions.....	3
1.3	Regional District's Right to Reject Quote .....	4
1.4	Waiver of Claim for Compensation.....	5
1.5	Errors, Omissions, Clarifications .....	5
1.6	Ownership of Quotes and Freedom of Information .....	5
1.7	Confidentiality .....	5
1.8	Proof of Ability.....	6
<b>2.0</b>	<b>QUOTE FORMAT.....</b>	<b>6</b>
<b>3.0</b>	<b>QUOTE EVALUATION .....</b>	<b>6</b>
<b>4.0</b>	<b>CONTRACT.....</b>	<b>7</b>
4.1	Form of Contract.....	7
4.2	Examination of Quote and Contract Documents .....	7
4.3	Award of Contract.....	7
<b>5.0</b>	<b>WARRANTY.....</b>	<b>7</b>
<b>6.0</b>	<b>CONTRACT PRICE.....</b>	<b>7</b>
<b>7.0</b>	<b>PAYMENT .....</b>	<b>7</b>
<b>8.0</b>	<b>HOLDBACK .....</b>	<b>8</b>
<b>9.0</b>	<b>CHANGES.....</b>	<b>8</b>
<b>10.0</b>	<b>LICENSES AND PERMITS .....</b>	<b>8</b>
<b>11.0</b>	<b>INSURANCE .....</b>	<b>8</b>
<b>12.0</b>	<b>DAMAGE TO EXISTING PROPERTY OR FACILITY .....</b>	<b>9</b>
<b>13.0</b>	<b>WORKSAFEBC.....</b>	<b>9</b>
<b>14.0</b>	<b>INDEMNITY .....</b>	<b>9</b>
<b>15.0</b>	<b>RIGHTS OF WAIVER.....</b>	<b>9</b>
<b>16.0</b>	<b>SEVERABILITY.....</b>	<b>9</b>
	<b>BIDDER CHECKLIST .....</b>	<b>10</b>
	<b>QUOTE FORM .....</b>	<b>11</b>
	<b>BIDDER'S EXPERIENCE IN SIMILAR WORK .....</b>	<b>13</b>
	<b>SCHEDULE OF PRICES .....</b>	<b>14</b>
	<b>APPENDIX A – Conflict of Interest Disclosure Statement.....</b>	<b>15</b>
	<b>APPENDIX B – Sample Contract.....</b>	<b>16</b>
	<b>APPENDIX C – Scope of Work .....</b>	<b>19</b>
	<b>APPENDIX D – Construction Drawings.....</b>	<b>21-27</b>

## 1.0 INVITATION AND INSTRUCTIONS

On behalf of the Ness Lake Recreation Commission (the "Recreation Commission"), the Regional District of Fraser-Fort George (the "Regional District") invites quotes for the construction of a roof over the access ramp on the rear of the Ness Lake Community Hall (the "Community Hall"). The Community Hall is located at 9770 Lakeside Drive, Ness Lake, B.C. This Regional District facility is operated by the Recreation Commission. The Recreation Commission has initiated this project to enhance the Community Hall and will be funding this project.

The Contractor will provide all materials, labour, equipment, transportation, supervision, and services to perform all of the work necessary as specified in the Scope of Work contained herein. Preference is for the project to be completed by the September 15, 2020.

The Regional District's objective is to assist the Recreation Commission in the award of a contract to the successful bidder who can demonstrate the ability to deliver a high quality, well managed project.

### 1.1 Quote Documents

Quote documents may be obtained on, or after, June 9, 2020:

- a) in a PDF (public document format) file format from the Regional District's website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca); and
- b) on the BC Bid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), or
- c) from the Ness Lake Recreation Commission.

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the bidder to ascertain that they have received a full set of the ITQ documents. Upon submission of their quote, the bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

**Inquiries relating to this ITQ are to be directed by email to the Project Manager:**

**Meredith Burmaster, Manager of Community Services  
Regional District of Fraser-Fort George  
Email: [mburmaster@rdffg.bc.ca](mailto:mburmaster@rdffg.bc.ca)**

### 1.2 Closing Date and Quote Submissions

Quotations will be received until 2:00 p.m. local time, Thursday, July 9, 2020 at the Regional District of Fraser-Fort George office, 155 George Street, Prince George, BC, V2L 1P8. Delivery options include Canada Post, Courier, or hand delivery. **Bids will not be accepted at any other location.**

**Bidders wishing to HAND DELIVER their quote may do so to the Regional District drop box located on the outside of the Regional District building near the main entrance at the address given above. At this time the Regional District building is closed to the public (except by prior appointment). An appointment to deliver the quote is not necessary, please use the drop box on the outside of the building.**

Bidders will complete pages 11 through 15 and submit three (3) copies of these pages, in a **sealed envelope**. To be considered, quotes must be signed by an authorized signatory of the bidder. By signing the quote, the bidder is bound to statements made in response to this Invitation to Quote (this "ITQ").

The following information **must be written on the outside of the sealed envelope containing the Quote submission:**

1. **Attention: Meredith Burmaster, Manager of Community Services**  
Regional District of Fraser-Fort George  
1st Floor, 155 George Street  
Prince George, BC V2L 1P8
2. INVITATION TO QUOTE CS-20-09  
NESS LAKE COMMUNITY HALL REAR ROOF EXTENSION
3. Respondent's name and address.

Quotes submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

**Quotes not submitted in strict accordance with these instructions or not complying with the requirements in this ITQ may be rejected.**

The Regional District will not accept any Quote received after the closing time and date, 2:00 p.m., July 9, 2020.

### 1.3 Regional District's Right to Reject Quote

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Recreation Commission. The lowest cost quoted, or any quote, will not necessarily be awarded.

Quotes which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITQ may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration quotes which are non-conforming because they do not contain the content or form required by the ITQ, or for failure to comply with the process for submission set out in this ITQ, whether or not such non-compliance is material.

The Regional District reserves the right to reject a quote based on potential or perceived conflict of interest on the part of a bidder. Without limitation, the Regional District reserves the discretion to reject any quote where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the bidder, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a quote submitted by a bidder who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a quote, the bidder is required to complete, sign, and include with their quote a Conflict of Interest Disclosure Statement (Appendix "A").

The Regional District reserves the right to reject any quote submitted by a bidder who is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

#### 1.4 Waiver of Claim for Compensation

Except for a claim for the reasonable cost of preparation of its quote, by submitting a quote, each bidder irrevocably waives any claim, action, or proceeding against the Regional District or the Recreation Commission including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers, and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- a) any actual or alleged unfairness on the part of the Regional District or the Recreation Commission at any stage of the competitive bid process, including without limitation, any alleged unfairness in the evaluation of a quote or award of a contract;
- b) a decision not to award a contract to that bidder; or
- c) the award of a contract to a bidder whose quote does not conform to the requirements of this ITQ.

#### 1.5 Errors, Omissions, Clarifications

Bidders finding discrepancies, errors, or omissions in this ITQ, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from the Project Manager, Meredith Burmaster, [mburmaster@rdffg.bc.ca](mailto:mburmaster@rdffg.bc.ca).

Neither the Regional District nor the Recreation Commission will accept responsibility for any damages, costs or expenses incurred by a bidder in reliance on oral instructions. Any work done in preparation of a quote after discovery of discrepancies, errors, or omissions in the ITQ will be done at the bidder's risk unless the discrepancy, error, or omission is reported to the Project Manager in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by bidders must be submitted in writing **by email** to the Project Manager no later than June 29, 2020, in order that amendments, if necessary, are available to all bidders in time to be considered for the preparation of their quote.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITQ is required then the Regional District will issue an addendum and the addendum will be available per section 1.1 of this Invitation to Quote. **It is the sole responsibility of the bidder to check for addendums.**

#### 1.6 Ownership of Quotes and Freedom of Information

Quotes will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITQ. Each quote should clearly identify any information that is considered to be confidential or propriety information. Bidders are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including quotes, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for bidders upon request by a bidder, subject to the *Freedom of Information and Protection of Privacy Act*.

#### 1.7 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, bidders and the Contractor awarded the Contract that results from this ITQ will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to their knowledge as a result of this ITQ process and resulting Contract, except insofar as such publication, release or disclosure is necessary

to enable the them to fulfill their obligation under the ITQ process and resulting Contract, or by the laws of British Columbia.

### 1.8 Proof of Ability

Bidders will be competent and capable of performing the work as described in Appendix C-Scope of Work. The bidder may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

## 2.0 **QUOTE FORMAT**

Bidders are asked to respond utilizing the following format and sequence and to submit **three (3) complete copies** of their Quote in order to provide consistency in Quotes and to ensure each Quote receives full and complete consideration.

- a) Bidders will complete pages 11 through 15:
  - Quote Form: to be completed, signed, and witnessed.
  - Bidder's Experience in Similar Work: a minimum of three (3) references are required, to include a brief description of projects similar in size and scope to this ITQ, together with the corresponding contact names and phone numbers for reference checks.
  - Schedule of Prices to include: Total Project Price; Taxes Payable; Total Contract Price; GST Tax Registration Number; WorkSafeBC Registration Number; Work Completion Date; Bidder's name; address; telephone number; email address; and signature of the authorized person.
- b) Completed Appendix A – Conflict of Interest Disclosure Statement.
- c) **All amendments and addenda, if any, issued for this ITQ. Each amendment and/or addenda must be signed by the bidder and be included with the quote and will form part of the Contract documents.**
- d) Additional information that the bidder may choose to provide.

## 3.0 **QUOTE EVALUATION**

Evaluation of Quotes will be by a committee formed by the Regional District in order to provide a recommended award of contract (the "Contract") to the Recreation Commission. Quotes should be clear, concise, and complete. The following Quote evaluation methodology will be used by the committee to evaluate the Quotes received:

- |   |                   |
|---|-------------------|
| a) Acceptability of reference checks conducted by the Regional District | <b>5%</b>         |
| b) Project completion date  | <b>15%</b>        |
| c) Price  | <b><u>80%</u></b> |
| <b>TOTAL 100%</b>   |                   |

Where quoted prices are the same, the Regional District will consider the bidder's experience in similar work beyond the minimum standards established in this ITQ.

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected bidders as part of the evaluation process.

## **4.0 CONTRACT**

### **4.1 Form of Contract**

The form of contract will be similar to the sample contract in Appendix B and will include this ITQ, Quote Form, Bidder's Experience in Similar Work, Schedule of Prices, Completion Date, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the bidder's quote.

### **4.2 Examination of Quote and Contract Documents**

The contractor will satisfy themselves as to the practicability of executing the work in accordance with the contract, and they will be held to have satisfied themselves in every particular before making up their Quote by inquiry, measurement, calculation and inspection of the Site.

All measurements within this Quote document are approximate. The contractor will be responsible for any final measurements required for the purpose of preparing a bid.

The contractor will be deemed to have satisfied themselves as to the sufficiency of the Quote for the work and the Total Contract Price stated in the Schedule of Prices. The Total Contract Price will cover all the contractor's obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all materials, labour, equipment, transportation, supervision, and services, warranty, taxes and assessments, together with the contractor's overhead and profit, except where otherwise provided for in the Contract.

### **4.3 Award of Contract**

The Contract is anticipated to be awarded on or before July 10, 2020. All Bidders will be advised, in writing, as to the awarding of the contract.

The Regional District or the Recreation Commission may, in their sole discretion, delay the date of awarding the contract if deemed appropriate by the Regional District or the Recreation Commission. The bidder awarded the Contract (the "Contractor"), will have fourteen (14) calendar days to provide the required insurance certificate under Section 11.0 and proof of WorksafeBC coverage in Section 13.0, to the Regional District upon notification that the Regional District and the Recreation Commission have accepted their quote.

## **5.0 WARRANTY**

The Contractor shall provide a one-year warranty on materials, installation and workmanship and against defects on all work completed. The one-year warranty period will begin on the date of the Regional District's acceptance of the project being completed.

## **6.0 CONTRACT PRICE**

The Schedule of Prices must be completed and included in the quote. All prices for the work shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price, but are to be listed separately from the Total Contract Price. The Total Contract Price must be open for acceptance for thirty (30) days from the closing date of the ITQ, unless otherwise stated by the Regional District.

## **7.0 PAYMENT**

Following completion of the work, the Recreation Commission will pay for the work completed to the Regional District and Recreation Commission's satisfaction, following receipt by the Recreation Commission of an invoice from the Contractor. The design engineer will be responsible for the final



inspection of the project and will advise the Regional District and Recreation Commission on the successful completion of the project so that payment may be released. No payment will be made for materials supplied by the Regional District or the Recreation Commission.

## **8.0 HOLDBACK**

The Recreation Commission may withhold 15% of the total payment due under the Contract as a performance assurance holdback. The holdback will be released to the Contractor once the following two conditions have been satisfied:

- i. the Regional District and Recreation Commission have received notification from the design engineer that the work has been completed to its specifications and no deficiencies exist, and
- ii. the Regional District and Recreation Commission have received notification from WorkSafeBC that all required WorkSafeBC assessments have been paid for the period covering the Contract term.

## **9.0 CHANGES**

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor will proceed with the work as changed and the work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District/Recreation Commission will entertain no payment for extra work or changes in the Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Total Contract Price, the Total Contract Price amount will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Total Contract Price will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

## **10.0 LICENSES AND PERMITS**

The Contractor shall, at their expense, obtain all licenses, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the Contract.

## **11.0 INSURANCE**

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District and the Ness Lake Recreation Commission as additional insureds and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District and the Ness Lake Recreation Commission are to be added as an additional insureds. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$3,000,000 per occurrence.



- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined in Clause 11.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

## **12.0 DAMAGE TO EXISTING PROPERTY OR FACILITY**

In the event of damage to the Regional District's facility or property arising from actions of the Contractor the procedure will be as follows:

1. The Contractor will immediately advise the Regional District of any damage to the Regional District's facility or property.
2. Upon investigation, the Regional District will notify the Contractor of damages to be repaired.
3. If the Contractor does not reply within twenty-four (24) hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment by the Recreation Commission to the Contractor.

## **13.0 WORKSAFEBC**

The Contractor will use due care and take all necessary precautions to assure the protection of persons or property at the site and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

Prior to the execution of the Contract and undertaking any of the work, the Contractor will provide a clearance letter from WorkSafeBC to the Regional District showing the Contractor as active and in good standing with WorkSafeBC. The Contractor must keep current all assessments required by WorkSafeBC in relation to, and for the duration of, the work.

## **14.0 INDEMNITY**

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District and the Recreation Commission, their officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District or the Recreation Commission and shall be paid by the Contractor. If the Regional District or the Recreation Commission pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

## **15.0 RIGHTS OF WAIVER**

A waiver, or any breach of provision of this ITQ will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

## **16.0 SEVERABILITY**

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.

### **BIDDER CHECKLIST**

Before submitting your quote, check the following points:

- ☐ Has the Quote Form been signed and witnessed?
- ☐ Has the Bidder's Experience in Similar Work been completed?
- ☐ Has the Schedule of Prices been completed?
- ☐ Has Appendix A - Conflict of Interest Disclosure Statement been completed?
- ☐ Are all amendments and/or addenda, if any, included and signed?
- ☐ Have you included three (3) complete copies of your quote?
- ☐ Is the submission enclosed in a **sealed** envelope?
- ☐ Are both the envelope containing the quote and the delivery envelope labelled fully?

***Note: Your Quote may be disqualified if ANY of the applicable foregoing points have not been complied with.***

Ensure that the Quote is returned in a **sealed** envelope clearly marked on the outside with:

- ☐ Attention: Manager of Community Services  
Regional District of Fraser-Fort George  
1st Floor, 155 George Street  
Prince George, BC V2L 1P8
- ☐ **INVITATION TO QUOTE CS-20-09**  
**NESS LAKE COMMUNITY HALL REAR ROOF EXTENSION**
- ☐ Bidder's name and address

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**QUOTE FORM**

Date: \_\_\_\_\_

Meredith Burmaster, Manager of Community Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8

Dear Ms. Burmaster:

Having carefully examined the Invitation and Instructions, the Sample Contract, Scope of Work, Specifications, subsequent written amendments or addenda (if any), and having satisfied myself/ourselves as to the sufficiency of the quote, the undersigned agrees to furnish all materials, labour, equipment, transportation, supervision and services and to do all work necessary for and reasonably incidental, as specified in accordance with the ITQ, to do the work.

I/We agree that in consideration of having my/our Quote considered for the Total Contract Price as shown on the Schedule of Prices, the Total Contract Price is open for acceptance for thirty (30) days from the date of the quote opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the Total Contract Price only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

If I am/we are notified in writing of the acceptance of our Quote, I/we agree that within fourteen (14) days from the date of the acceptance notice I/we will enter into a contract for the Total Contract Price. The form of contract will be similar to the sample contract in Appendix B.

I/We agree that the Regional District reserves the right to waive informalities in quotes, reject any or all quotes, or accept the quote deemed most favourable in the interests of the Regional District and the Recreation Commission.

I/We hereby acknowledge receipt and inclusion of the following addenda to the ITQ Documents:

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated: \_\_\_\_\_

Signed and Delivered by:

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Authorized Signatory (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

Signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Witness (Please print)

\_\_\_\_\_  
City, Province, Postal Code



**BIDDER'S EXPERIENCE IN SIMILAR WORK**

(A minimum of three references)

Year	Work Performed	Reference Contact (name and phone number)	Value



### SCHEDULE OF PRICES

The Total Contract Price submitted below reflects the full cost, including taxes, for the work as specified in ITQ CS-20-09.

Price	\$ _____
Taxes Payable:	\$ _____
<b>TOTAL CONTRACT PRICE:</b>	<b>\$ _____</b>

Are you a GST Registrant? ☐ Yes ☐ No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please complete the following:

Supplier qualifies as a small supplier under s. 148 of the legislation ☐ Yes ☐ No

WorkSafeBC Registration Number: \_\_\_\_\_

**Project Completion Date:** \_\_\_\_\_

_____ Authorized Signatory Signature	_____ Company Name
---	-----------------------

_____ Name (Please print)	_____ Address
------------------------------	------------------

_____ Title	_____ City, Province, Postal Code
----------------	--------------------------------------

_____ Phone Number	_____ Email
-----------------------	----------------

\_\_\_\_\_  
Date



**APPENDIX A**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Invitation to Quote CS-20-09  
Ness Lake Community Hall Rear Roof Extension**

Bidder's Name: \_\_\_\_\_

The bidder, including its officers, employees, and any person, sub-contractor or other entity working on behalf of, or in conjunction with, the bidder on this procurement process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I certify that all statement made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed





**APPENDIX B**

**SAMPLE CONTRACT**

BETWEEN:

**REGIONAL DISTRICT OF FRASER-FORT GEORGE**, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:  
155 George Street  
Prince George, BC V2L 1P8

(hereinafter called "the Regional District")

OF THE FIRST PART

**THE NESS LAKE RECREATION COMMISSION**  
a non-profit organization duly incorporated under the Society Act, S—24836, having its office located at:  
24300 Sicamore Road  
Prince George, BC V2K 5M5

(hereinafter called "the Recreation Commission")

OF THE SECOND PART

AND:

**THE CONTRACTOR**  
a company duly incorporated under the laws of British Columbia and having a place of business at:

(hereinafter called the "Contractor")

OF THE THIRD PART

WITNESSETH that the Contractor and the Regional District/Recreation Commission undertake and agree as follows:

1. The Contractor will:
  - (a) Provide all necessary materials, labour, equipment, transportation, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for the project entitled "CS-20-09 Ness Lake Community Hall Rear Roof Extension.
  - (b) Commence to actively proceed with the work of the Contract on or after the date the Contract has been executed, project to be completed on or before September 15, 2020.
2. The Recreation Commission will pay to the Contractor, as full compensation for the performance and fulfillment of this Contract, \$ to be determined (plus applicable taxes) in Canadian funds, at the times specified in the contract documents.

3. This Invitation to Quote, the Quote Form, Bidder's Experience in Similar Work, Schedule of Prices, completed Appendix A – Conflict of Interest Disclosure Statement, all appendices, amendments, and addenda, and the Bidder's quote, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District or the Recreation Commission, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District or the Recreation Commission may be founded.
5. Subject to Section 4, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Project Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

The Contractor at: \_\_\_\_\_  
(Address)

The Regional District at 155 George Street, Prince George, BC V2L 1P8.



7. The Contractor is to coordinate all parts of this Contract as indicated in Appendix C - Scope of Work. Where it is beyond control of the Contractor to meet the completion date as stipulated herein, the Contractor must immediately notify the Regional District in writing. It shall be at the Regional District and the Recreation Commission's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE  
**REGIONAL DISTRICT OF FRASER-FORT GEORGE**

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF THE  
**NESS LAKE RECREATION COMMISSION**

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF  
**THE CONTRACTOR**

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)



---

### **APPENDIX C SCOPE OF WORK**

The Contractor will provide all materials, labour, equipment, transportation, supervision, and services to perform all of the work necessary to construct a roof extension over the access ramp on the rear of the Ness Lake Community Hall building as specified in this Scope of Work. All materials will meet or exceed typical industry standard specifications. Contractor is responsible for any final measurements required for the purpose of preparing a bid. **Preference is for the project to be completed by the September 15, 2020.**

1. Contractor will not interfere with the day-to-day operations on the property or other work being conducted on the property, including the Ness Lake Fire Hall portion of the property, while completing the work required.
2. Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's equipment used or stored at the site.
3. Contractor will exercise good public relations while fulfilling their responsibilities under the Contract and will ensure that their employees do the same.
4. Contractor will ensure that workers have sufficient knowledge, skill and experience to properly and safely perform the work.
5. Contractor to apply for and obtain the building permit for this project at their own expense (cost of building permit estimated to be approximately \$160).
6. Contractor is responsible for regularly scheduling the cleanup and disposal of all materials and debris generated by their activities during the course of the project.
7. Remove existing fascia, gutters, and downspout. Protect gutters and downspouts for re-use.
8. Extend roofline and support it with a beam and columns with footings as per the attached drawings. Engineered stamped drawings will be provided to the Contractor upon award of the project.
9. Diagram of the existing septic system is provided. In recognition that exact measurements for the septic system are not available, the roof extension footings must be field fit to avoid damage to the septic system or the wheelchair ramp footings.
10. Engineered screw piles are not acceptable for this project due to the proximity of the sewage system to the ramp, making it prohibitive for vehicle/mechanical access to the construction site and concerns over potential damage to the sewage system.
11. Roofing material for new ramp roof must match existing roofing material, see photo below.
12. Add flashing where required.
13. Install new soffit venting to replace removed soffits to ensure roof venting continue through the attic space.
14. Install new fascia along new ramp roof.



- 
15. Downspout to be re-installed near the current location on the original roofline on the parking lot side.
  16. Re-install fascia, gutters, and downspouts on remaining original roofline. Block end of gutter where original roofline meets the new ramp roof. Ensure water is directed away from the building where the downspout is re-installed at the outside corner of the building nearest the parking lot.
  17. The following are NOT included in the scope of work for this project:
    - snow breaks are not to be installed on the new portion of the roof, and
    - eaves troughs are not to be installed on the new roof at this time.
  18. During construction, any concerns that may arise must be addressed to the Project Manager. Only the Project Manager in consultation with the design engineer may approve changes to the project scope.

Photo of existing roofing material (Scope of Work S. 10):





**APPENDIX D**

**NESS LAKE COMMUNITY HALL – REAR ROOF EXTENSION**

**CONSTRUCTION DRAWINGS**

S000 – Rear Roof Extension cover & General Notes

S0001 – Rear Roof Extension Site Plan

S100 – Rear Roof Extension Floor Plans

S101 – Rear Roof Extension Roof Plans

S300 – Rear Roof Extension Detail Views

Septic System Location Drawing (for information only)

## ATTACHMENT A: REVIEW DRAWINGS

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1

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Approved Sealed

# Regional District of Fraser-Fort George

Ness Lake Community Hall - 24205 Ness Lake Rd, Prince George BC

Drawing No.	S000	Rev.
Project No.		PA
2341-02750-06		

## 1. DESIGN STANDARDS

- 1 CONSTRUCTION SHALL COMPLY WITH THE CODES AND STANDARDS LISTED ON THE
- 2 DRAWINGS AS WELL AS ALL APPLICABLE FEDERAL, PROVINCIAL AND MUNICIPAL
- 3 REGULATIONS AND BYLAWS.
- 4 THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY
- 5 WORK AND NOTIFY THE ENGINEER OF ANY ERRORS OR OMISSIONS.
- 6 ONLY USE WRITTEN DIMENSIONS. DO NOT SCALE OFF THE DRAWINGS.
- 7 DRAWINGS SHALL NOT BE USED FOR PROFESSIONAL ENGINEER MARKED ISSUED FOR
- 8 CONSTRUCTION (IFC) AND SEALED BY A PROFESSIONAL ENGINEER.

# 1. THE END

1. THE ENGINEER SHALL BE NOTIFIED OF THE CONSTRUCTION SCHEDULE IN ORDER TO SCHEDULE FIELD REVIEWS. IF THE ENGINEER IS NOT AFFORDED THE OPPORTUNITY TO REVIEW THE STRUCTURAL WORKS PRIOR TO CONCEALMENT, THEN FINAL CERTIFICATION OF THE PROJECT WILL NOT BE ISSUED.
2. THE ENGINEER SHALL BE NOTIFIED AT LEAST 24 HOURS IN ADVANCE FOR INSPECTION AND APPROVAL OF THE FOLLOWING:

WOOD FRAMING AND ROOF SHEATHING, BEFORE CONCEALMENT

3. FIELD REVIEWS ARE PROVIDED ONLY FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS PREPARED BY THE ENGINEER. REVIEWS ARE PERIODIC, AND AT THE PROFESSIONAL JUDGEMENT OF THE DRAWER TO DETERMINE THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE DRAWINGS AND CONTRACT DOCUMENTS, AND TO FACILITATE THE RETURN OF THE LETTERS OF ASSURANCE REQUIRED BY THE AUTHORITY HAVING JURISDICTION OVER THE PROJECT.
4. THE FIELD REVIEW SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY AND OBLIGATION TO COMPLY WITH DRAWINGS AND CONTRACT DOCUMENTS. QUALITY CONTROL REMAINS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
5. ADDITIONAL FIELD REVIEWS THAT ARE REQUIRED DUE TO DEFICIENT OR INCOMPLETE WORK SHALL BE AT THE CONTRACTOR'S EXPENSE.

## 1. THE CO

1. THE CONTRACTOR SHALL VERIFY THE LOCATION OF EXISTING STRUCTURES AND UTILITIES PRIOR TO EXCAVATION AND ENSURE THEY ARE PROTECTED DURING CONSTRUCTION.
2. IF ANY FOOTING DEPTHS OR ELEVATIONS ARE SHOWN, THEY ARE FOR BIDDING PURPOSES ONLY, AND ARE NOT FINAL. DEPTHS AND ELEVATIONS MAY VARY DUE TO SITE CONDITIONS.
3. SOIL SURFACES FOR BEARING SHALL BE PROTECTED AGAINST FREEZING PRIOR TO AND AFTER FOOTINGS ARE PLACED.

1. CONCRETE SHALL BE

1. CONCRETE SHALL BE MIXED, PLACED, FINISHED AND CURED IN ACCORDANCE WITH CSA A23.1.
2. CONCRETE SHALL BE NORMAL WEIGHT CONCRETE, MIXED USING TYPE GU CEMENT, AND CONTAINING MAXIMUM 20 mm (3/4") AGGREGATE UNLESS NOTED OTHERWISE. CONCRETE SHALL CONFORM TO THE CONCRETE SPECIFICATION TABLE BELOW:

ELEMENT	EXPOSURE	STRENGTH	MAX W/C	SUMP	AIR	CURING TYPE
EXTERIOR	N	25 MPa	0.55	75 - 100 mm (3" - 4")	0%	1
FOOTINGS		(3,600 psi)				

- 3 THE USE OF ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS,  
4 OR SUPER PLASTICIZERS IS NOT PERMITTED UNLESS SPECIFIED OR AUTHORIZED BY THE  
5 PROJECT ARCHITECT.  
6 CONCRETE SHALL NOT BE ADDED TO THE CONCRETE AFTER LEAVING THE BATCH PLANT.  
7 WATER SHALL NOT BE CONDOLED INTO EXCESS MECHANICAL VIBRATORS.  
8 CONCRETE SHALL NOT BE CONDOLEDATED USING MECHANICAL VIBRATORS.  
9 THE CONCRETE CURED TIME SHALL BE CURED FOR A MINIMUM OF 3 DAYS OR UNTIL THE  
10 CONCRETE HAS REACHED 80% OF ITS DESIGN STRENGTH. CONCRETE CURING TYPE  
11 SHALL BE DETERMINED BY THE PROJECT ARCHITECT. CONCRETE SHALL BE CURED 70%  
12 OF ITS DESIGN STRENGTH. REFER TO THE CONCRETE SPECIFICATION TABLE ON THIS  
13 DRAWING FOR SPECIFIED CURING TYPES

1. REINFORCING STEEL SHALL BE DETAILED, FABRICATED AND PLACED IN ACCORDANCE

2. REINFORCING STEEL SHALL CONFORM TO THE FOLLOWING UNLESS NOTED OTHERWISE:

**REINFORCING STEEL:**

3. REINFORCING STEEL SHALL NOT BE WELDED UNLESS SPECIFIED OR AUTHORIZED BY THE ENGINEER. WELDING SHALL CONFORM TO CSA-W-186.
4. REINFORCING STEEL SHALL BE CLEAN AND FREE OF MUD, OIL, EXCESSIVE RUST, MILL SCALE OR DAMAGE.
5. REINFORCING STEEL SHALL BE ACQUIRITELY BY ASTM SPECIFIED AND SUPPORTED TO ENSURE PROPER CONCRETE COVER AND SPACING WITHIN ALLOWABLE TOLERANCES BEFORE AND DURING CONCRETING. REINFORCING STEEL IN SLABS SHALL BE SUPPORTED BY SUITABLE SUPPORTS AT MAXIMUM 1.2 m (4'-0") ON CENTER. BAR SUPPORTS SHALL BE MADE OF PRECAST CONCRETE, PLASTIC OR STEEL.
6. PROVIDE CLEAR CONCRETE COVER FOR REINFORCING STEEL IN CAST-IN-PLACE CONCRETE AS FOLLOWS, UNLESS NOTED OTHERWISE:

- | CONCRETE CAST AGAINST GROUND:<br>EXPOSED TO CHLORIDES/MANURE:<br>EXPOSED TO FREEZING/THAWING/SULPHATE:<br>NOT EXPOSED: | 75 mm (3")<br>60 mm (2 3/8")<br>40 mm (1 1/2")<br>30 mm (1 1/8") |
|--|--|
|--|--|

7. REINFORCING STEEL SHALL BE PLACED WITHIN THE FOLLOWING TOLERANCES:
- | BAR SPACING:                  | ± 30 mm (1 1/8") |
|-------------------------------|------------------|
| LOCATION OF BAR ENDS & BENDS: | ± 50 mm (2")     |

- CONCRETE COVER SHALL NOT BE REDUCED BY MORE THAN 1/3 C

8. REINFORCING STEEL SHALL BE BENT WITH THE FOLLOWING DIAMETERS UNLESS NOTED OTHERWISE:

- 10M:  
15M:

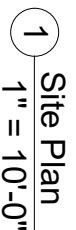
9. HOOKS SHALL BE 90° BENDS WITH AN EXTENSION OF AT LEAST 12 BAR DIAMETERS OR 180° BENDS WITH AN EXTENSION OF AT LEAST 4 BAR DIAMETERS, BUT NO LESS THAN 60 mm (2.38"). HOOKS FOR STRUTS AND TEES SHALL BE 135° BENDS WITH AN EXTENSION OF AT LEAST 4 BAR DIAMETERS, BUT NO LESS THAN 60 mm (2.38").
10. REINFORCING STEEL SHALL BE CONTINUOUS, AND ADEQUATELY LAPPED AT SPLICES.
11. MINIMUM LAP LENGTHS SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE:

- THE LAP LENGTHS ARE CONSERVATIVE FOR MOST CASES. SHORTER LAP LENGTH MAY BE USED DEPENDING ON CONCRETE STRENGTH, LOCATION OF BARS AND TYPE OF SPLICE IF AUTHORIZED BY THE ENGINEER.

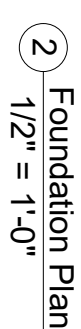
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X:\2341\2750-06 RDEEG - Ness Lake Community Hall Roof\10.0 Drawings\10.8 Structural\02750-06-S.rvt

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12-Ø SONOTUBE FOUNDATIONS W/ (4) 15# VERTICAL BARS & 10# TIES @ 10" O.C.  
20" Ø BIGFOOT FOOTING OR APPROVED EQUAL MIN. 4' - 0" BELOW GRADE TYP.  
SIMPSON A-BU666 STANDOFF POST BASE OR APPROVED EQUAL TYP.

A square grid with a dashed border and a small '2' in the top-left corner.

A circular logo with a horizontal line through the center. The number '1' is in the upper half and 'S300' is in the lower half.

MAX 2' - 0"

CANTILEVER

MAX 8' - 9" C/C

FIELD FIT

MAX 8' - 9" C/C

FIELD FIT

MAX 8' - 9" C/C

FIELD FIT

MAX 2' - 0"

CANTILEVER

A AA BB CC DD

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**McElhanney**

Suite 12  
556 North Nechako Rd  
Prince George BC  
Canada V2K 1A1  
Tel 250 561 2229

**Approved Sealed**

# Regional District of Fraser-Fort George

Ness Lake Community Hall - 24205 Ness Lake Rd, Prince George BC

## Rear Roof Extension Floor Plans

Drawing No

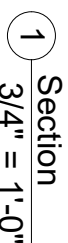
# \$100

Project No.

Rev. PA		
DESTROY ALL PRINTS BEARING PREVIOUS REVISION		

P





② Elevation  
1/2" = 1'-0"

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# Regional District of Fraser-Fort George

Ness Lake Community Hall - 24205 Ness Lake Rd, Prince George BC

Ness Lake Community Hall - 24205 Ness Lake Rd, Prince George BC

## Rear Roof Extension Detail Views

Drawing No

\$300

Project No.

2341-02750-06

PA



## ATTACHMENT B: SITE PHOTOGRAPHS

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*Photos 1 and 2: Backside of community and fire hall with wheelchair ramp looking east*



*Photo 3: Backside of community and fire hall looking south*



*Photo 4: Wheelchair ramp supports*



LAKE SIDE DRIVE

PROPERTY LINE

COMPACTED GRAVEL  
PATHWAY TO EXTEND  
5'-0" BEYOND BUILDING

5'-0"

2"

10 1/2"

NESS LAKE  
COMMUNITY  
HALL

DROP GRADE 6" BELOW  
METAL SIDING ALONG  
COMMUNITY HALL SIDE  
SLOPE GRADE TO SWALE

NESS LAKE  
FIREHALL

SLOPE  
GRADE

SLOPE  
GRADE

SLOPE  
GRADE

5'-0"

EXIST. SEPTIC  
TANK



EXIST. COM.  
TOWER

SWALE

SWALE

SWALE

INSTALL SWALE  
TO DRAIN TO GULLY

SWALE  
DRAIN TO GULLY

GULLY

TOP OF GULLY

EXIST. SEPTIC  
FIELD

D.L. 2721  
REM BLK B

