



**REGIONAL DISTRICT  
of Fraser-Fort George**

REQUEST FOR PROPOSALS

**ES-26-13**

**Giscome Portage Regional Park Huble  
Homestead Historic Site - Caretaker  
House Demolition**

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**Date Issued**

June 10, 2026

**Closing Location**

Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8  
[purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

**Mandatory Site Meeting**

June 15, 2026 at 10:00 a.m. PST

**Inquiries**

Bryan Boyes at [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca)  
**Inquiries deadline:** June 22, 2026, at 4:00 p.m.

**Closing Date**

June 29, 2026 at 2:00 p.m. PST  
**No Public Opening**

Late submissions are not considered



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# Request For Proposals

## ES-26-13 Giscome Portage Regional Park Huble Homestead Historic Site - Caretaker House Demolition

### 1.0 Introduction

The Regional District of Fraser-Fort George invites Proposals from qualified Contractors to complete the demolition and removal of the existing caretaker house at Giscome Portage Regional Park Huble Homestead Historic Site, located at 15000 Mitchell Road, Summit Lake, BC.

The Work includes the safe demolition and removal of the existing building structure, management and disposal of demolition materials, protection and retention of the existing foundation structure where directed by the Regional District, and supply and placement of an insulated seacan to house the solar panel batteries. The retained foundation structure is intended to provide the base for the insulated seacan. The seacan must include an opening through the base/floor to allow wiring associated with the solar battery system.

The Work must be completed in accordance with all applicable federal, provincial, and local government requirements, including WorkSafeBC requirements, applicable environmental and hazardous materials requirements, and Regional District of Fraser-Fort George Bylaw No. 3166, 2020, as amended or replaced.

### 1.1 Background

The caretaker house is located at the Giscome Portage Regional Park Huble Homestead Historic Site, approximately 45 kilometres north of Prince George. The existing residence was constructed in 1989 and is a two-storey structure with a basement and an approximate footprint of 784 square feet. The building is not connected to the electrical grid and is powered by solar panels and batteries. The property is also serviced by a well and an onsite sewer disposal system.

A targeted building condition assessment completed by Access Engineering Consultants Ltd. identified a number of building condition concerns, including issues related to carbon monoxide, ventilation, moisture, mould, snow accumulation affecting access and egress, and general building performance. The Regional District has determined that the existing caretaker house is to be demolished and removed.

The Regional District intends to retain the existing foundation structure, where suitable and as directed, for future use as the base for an insulated seacan that will house the solar panel batteries. The successful Contractor will be responsible for protecting the retained foundation during demolition, preparing the retained foundation/base for placement of the insulated seacan, and supplying and placing the insulated seacan. The Contractor will also be responsible for providing an opening through the base/floor of the seacan to allow wiring for the solar battery system, including any required protection, sealing, and coordination with the Regional District or its electrical/solar contractor.

## 2.0 Invitation and Submission Instructions

### 2.1 Request for Proposals (RFP) Documents

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District's website at [rdffg.ca](http://rdffg.ca)
- b) on the BC Bid website at [bcbid.gov.bc.ca](http://bcbid.gov.bc.ca)

All subsequent information regarding this RFP, including amendments, Addendum(s) and answers to questions will also be available as above.

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

The lowest or any Proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Proposals. Facsimile Proposals will **not** be accepted.

### 2.2 Proposal Submissions and Closing Time

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent.

The Regional District will accept Proposals submitted by email or by direct delivery to the Regional District main office. All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on June 29, 2026.

Proposals submitted by fax will **not** be accepted. Any Proposal received after the closing date and time will not be considered and will be returned to the Proponent.

Submissions must be **directly delivered** to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The subject line should read "ES-26-13 - Giscome Portage Regional Park Huble Homestead Historic Site - Caretaker House Demolition." (The maximum file size able to be received by the Regional District is 35 MB); or
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent format; or
- Hard copy format, one complete copy of the Proposal.

If submitting in a mail format (USB or hard copy), Proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8

2. Request for Proposals: ES-26-13 Giscome Portage Regional Park Huble Homestead Historic Site - Caretaker House Demolition.
3. Responding Proponent's name and address.

To be considered, Proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any Proposal received by the Regional District that is unsigned will be rejected.

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

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

The Regional District reserves the right to negotiate with any Proponent at its discretion. The Proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

**Questions relating to the RFP must be emailed directly to:**

**Project Manager:** Bryan Boyes [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca)

**Deadline for question submissions is 4:00 p.m. (local time) June 22, 2026.**

Those questions that are determined to be of a common interest to all potential Proponents will be summarized and posted as Addendum(s) on the website.

### **2.3 Acknowledgement Letter**

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix "A", and email the signed Acknowledgement Letter to, Project Manager, [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca). A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

**Any Proponent who does not submit the Acknowledgement Letter will not be sent any amendments, Addendum(s), or answers to questions.** The Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent's failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent's failure to comply with the requirements of an addendum to this RFP.

## 3.0 RFP Process Rules

### 3.1 Definitions

“Addendum(s)” means all additional information regarding this RFP including amendments to the RFP.

“BC Bid” means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca).

“Board” means the Board of the Regional District.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District.

“Must” means a requirement that must be met in order for the Proposal to receive consideration.

“Project Manager” means the Regional District’s representative.

“Proponent” means the person submitting a Proposal.

“Proposal” means a submission in response to this request for Proposals.

“Regional District” means the Regional District of Fraser-Fort George.

“Request for Proposals” or “RFP” means the request for Proposals described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).

“Should”, or “May” means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

### 3.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(s).

### **3.3 Submission of Proposal**

Proposals must be submitted before Closing Time using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

### **3.4 Errors, Omissions, Clarifications**

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

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part of this RFP, should immediately request clarification from the Project Manager by email to [bboyes@rdffg.bc.ca](mailto:bboyes@rdffg.bc.ca).

All requests for clarification or inquiries must be made by June 22, 2026 at 4:00pm, in order that addendum(s), if necessary, are issued in time for all Proponents to complete their Proposal submission and have it delivered to the Regional District office prior to the closing time on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.

**It is the sole responsibility of the Proponent to check for addendums.**

### **3.5 Late Proposals**

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

### **3.6 Changes to Proposals**

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

### **3.7 Conflict of Interest**

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix "D").

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process. (collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- a. names and contact information of the Proponent and the person for which the advance opinion is requested;
- b. a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c. copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

### **3.8 Subcontractors**

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “B”.

A Proponent may not subcontract to a company or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the company or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

### **3.9 Rejection of Proposal**

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions

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

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

### **3.10 Liability for Errors**

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

### **3.11 Limitation of Liability**

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

### **3.12 Ownership of Proposals and Freedom of Information**

Proposals 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 RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

### **3.13 Confidentiality**

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents 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 the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

### **3.14 Not a Tender**

This RFP is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a "Contract A".

## **4.0 Purpose**

The purpose of this RFP is to retain a qualified Contractor to safely demolish and remove the existing caretaker house, manage all demolition materials, protect and retain the existing foundation structure where directed, and supply and place an insulated seacan to house the solar panel batteries.

## **5.0 Scope of Work**

The Regional District is looking for Proposals from qualified Contractors to carry out the demolition and removal of the existing caretaker house at Giscome Portage Regional Park Huble Homestead Historic Site. The Contractor will be responsible for all labour, equipment, materials, supervision, coordination, hauling, disposal, permits, notices, subcontractors, site safety, and incidentals required to complete the Work.

The Scope of Work includes, but is not limited to, the following:

## General Requirements

- a. Attend a pre-construction meeting with the Regional District prior to commencing Work.
- b. Review the RFP documents, site conditions, and the Access Engineering Structural Assessment Report Access Engineering Targeted Building Condition Assessment- Huble Caretaker House (2020) prior to submitting a Proposal.
- c. Act as Prime Contractor for the Work and comply with all applicable WorkSafeBC requirements.
- d. Prepare and implement a site-specific safety plan, including measures for workers, Regional District staff, visitors, the public, nearby park users, and adjacent site features.
- e. Maintain safe site access, traffic control, signage, barriers, and public safety throughout the Work.
- f. Control dust, noise, vibration, runoff, debris, and tracking of materials from the site.
- g. Keep the site secure, orderly, and free of unnecessary hazards throughout the Work.

## Pre-Demolition Requirements

- a. Confirm all required permits, approvals, notifications, and regulatory requirements prior to commencing demolition.
- b. Confirm and coordinate disconnection, isolation, removal, or protection of all services and utilities, including electrical/solar components, propane, water, sewer, telecommunications, and any other services identified on site.
- c. Coordinate with the Regional District regarding the existing solar panel battery system and any components that are to be protected, disconnected, relocated, salvaged, or reused.
- d. Engage qualified professionals or subcontractors, as required, to complete hazardous materials assessment, testing, removal, abatement, handling, transportation, and disposal.
- e. Submit any hazardous materials assessment reports, abatement clearance documentation, disposal documentation, and related records to the Regional District prior to the Work, as applicable.
- f. Submit a demolition plan identifying sequencing, equipment, materials handling, disposal locations, foundation protection measures, seacan placement approach, and site restoration methods.

## Demolition and Removal

- a. Demolish and remove the existing caretaker house, including the superstructure, roof, exterior walls, interior walls, fixtures, finishes, insulation, flooring, mechanical components, plumbing components, and other building materials not identified for retention.
- b. Remove all demolition debris, waste materials, and abandoned materials from the site.
- c. Protect the existing foundation structure from damage during demolition. The foundation structure is to be maintained where suitable and as directed by the Regional District to provide a base for the insulated seacan.
- d. Do not remove, damage, break up, bury, or dispose of the retained foundation structure.
- e. Remove any foundation elements, slabs, stairs, wing walls, pads, or other concrete components only where specifically directed by the Regional District.

- f. Backfill, compact, level, or prepare any disturbed areas as required and as directed by the Regional District.
- g. Leave the retained foundation/base in a clean, stable, and usable condition for placement of the insulated seacan.

#### **Insulated Seacan for Solar Battery Storage**

- a. Supply, deliver, and place one insulated seacan on the retained foundation structure/base to house the solar panel batteries.
- b. Confirm proposed seacan size, condition, insulation, ventilation, door configuration, and placement method in the Proposal.
- c. Place the seacan in the location directed by the Regional District and in a manner that provides stable bearing on the retained foundation/base.
- d. Provide an opening through the base/floor of the seacan to allow wiring for the solar battery system.
- e. The wiring opening must be located in coordination with the Regional District or its electrical/solar contractor and must be finished to protect wiring from abrasion, moisture, rodents, and weather.
- f. Seal and weatherproof the wiring opening, while allowing for the intended electrical/solar installation.
- g. Coordinate with the Regional District regarding any required access, ventilation, battery clearances, or other operational considerations for the solar battery system.
- h. Electrical work associated with the solar battery system must be completed by appropriately qualified persons and in accordance with applicable electrical codes and regulatory requirements.

#### **Materials Handling, Recycling, and Disposal**

- a. Manage all demolition, land clearing, construction, recyclable, controlled, prohibited, hazardous, and other waste materials in accordance with Regional District of Fraser-Fort George Bylaw No. 3166, 2020, as amended or replaced, and all other applicable requirements.
- b. Source separate materials to the greatest extent practical, including clean wood, painted or treated wood, scrap metal, concrete, asphalt shingles, gypsum board or wallboard, recyclable materials, controlled waste, and any hazardous or regulated materials.
- c. Ensure that waste materials are transported only to approved disposal, recycling, or processing facilities that are authorized to receive the specific material type.
- d. Ensure all loads are covered and secured during transportation to prevent materials from shifting, spilling, leaking, escaping, blowing off, or otherwise leaving the vehicle.
- e. Obtain any required approvals, permissions, appointments, disposal applications, or special handling arrangements for controlled waste or other regulated materials prior to hauling.
- f. Do not dispose of prohibited waste at Regional District facilities.
- g. Do not mix controlled waste, prohibited waste, recyclable materials, hazardous waste, or other materials in a manner that would conflict with Bylaw No. 3166, 2020, facility requirements, or disposal facility acceptance criteria.

- h. Identify, handle, transport, and dispose of hazardous materials in accordance with applicable legislation, regulations, and disposal facility requirements.
- i. Provide disposal receipts, scale tickets, recycling records, hazardous waste manifests, controlled waste approvals, and other documentation to the Regional District upon request.
- j. Identify any materials that may be salvaged, reused, recycled, marketed, or sold to offset project costs, and identify how any value will be credited or reflected in the Proposal.

#### **Site Restoration and Completion**

- a. Remove all equipment, debris, temporary fencing, unused materials, waste, and construction-related items from the site following completion of the Work.
- b. Grade and leave disturbed areas in a neat, safe, and stable condition, matching surrounding grades where practical and as directed by the Regional District.
- c. Ensure the retained foundation/base and insulated seacan are left clean, accessible, stable, and ready for the intended solar battery use.
- d. Complete a final walkthrough with the Regional District and correct any deficiencies identified by the Regional District.
- e. Provide final documentation, including disposal records, permits/approvals, hazardous materials documentation, photographs, and any other project close-out information requested by the Regional District.

## **6.0 Financial Proposal**

The Proponent must provide a complete price to complete the Work described in this RFP. The Financial Proposal must clearly identify all costs, including labour, equipment, materials, subcontractors, permits, hazardous materials work, hauling, tipping fees, recycling, disposal, site restoration, foundation protection/preparation, and supply and placement of the insulated seacan.

The Financial Proposal should identify separate costs for the following:

- a. Mobilization, demobilization, site preparation, temporary fencing, signage, traffic control, and site security.
- b. Project management, supervision, coordination, meetings, reporting, and close-out documentation.
- c. Permits, approvals, notifications, utility coordination, and regulatory requirements.
- d. Hazardous materials assessment, testing, abatement, handling, transportation, disposal, and related documentation.
- e. Demolition and removal of the existing caretaker house, including labour, equipment, and disposal.
- f. Protection, retention, cleaning, and preparation of the existing foundation structure/base for the insulated seacan.
- g. Supply, delivery, placement, anchoring or securing as required, and modification of the insulated seacan, including the opening through the base/floor for solar battery wiring.
- h. Electrical or solar-related coordination required to accommodate the wiring opening for the solar battery system.

- i. Materials handling, source separation, loading, hauling, recycling, and disposal of all demolition materials.
- j. Tipping fees, special handling fees, controlled waste fees, mixed load fees, penalties or surcharges where applicable, and any other disposal-related charges.
- k. Site clean-up, grading, restoration, and final deficiency correction.
- l. Contingencies, allowances, provisional items, or unit rates proposed by the Proponent.
- m. Applicable taxes, shown as separate line items.

The Proponent should identify any proposed salvage, reuse, recycling, resale, or diversion opportunities that may reduce the overall project cost to the Regional District. Where materials may have salvage or resale value, the Proponent should identify how that value will be credited to the Regional District or reflected in the Total Contract Price.

All pricing must be stated in Canadian dollars. The Financial Proposal must identify whether costs are fixed, estimated, provisional, or subject to unit rates. Any proposed unit rates should include sufficient detail to allow the Regional District to evaluate potential cost implications.

## 6.1 Terms of Payment

The Proponent must specify the proposed terms of payment for the duration of the project.

## 6.2 Invoicing and Payment

If an Agreement is awarded, invoices should be sent to [financialservices@rdffg.bc.ca](mailto:financialservices@rdffg.bc.ca) and should include at a minimum:

- a. Project document name and contract number (ES-26-13)
- b. Regional District contact full name (First and Last)
- c. Proponent contact information (name and phone number)
- d. GST number
- e. WCB number
- f. Detailed description of work performed
- g. Applicable taxes shown as separate line item

Invoices must clearly separate labour, equipment, materials, subcontractors, disposal costs, tipping fees, taxes, and any approved extras or change orders. Disposal costs and tipping fees must be supported by appropriate documentation from the receiving facility.

The Regional District may withhold payment, in whole or in part, where the invoice is incomplete, supporting documentation has not been provided, disposal or recycling records are missing, deficiencies remain outstanding, or the Work has not been completed in accordance with the Agreement.

## 7.0 Proposal Submission

### 7.1 Proposal Format

Proposals should be clear, concise, and include enough information for the Regional District to evaluate the Proponent's ability to complete the Work.

The Proposal should include the following:

- a. Proponent's name, address, phone number, email address, and primary contact person.
- b. A brief company profile, including relevant experience with demolition, hazardous materials coordination, waste handling, site restoration, and similar contractor-led projects.
- c. A description of the proposed approach to completing the Work, including:
  - i. site preparation and safety;
  - ii. utility and service coordination;
  - iii. hazardous materials assessment and abatement, if required;
  - iv. demolition and removal of the existing caretaker house;
  - v. protection and retention of the existing foundation structure/base;
  - vi. supply, delivery, placement, and modification of the insulated seacan;
  - vii. materials handling, source separation, hauling, recycling, and disposal; and,
  - viii. site clean-up and restoration.
- d. A proposed project schedule, including estimated start date, key milestones, and completion date.
- e. A Financial Proposal, including all information required under Section 6.0.
- f. A list of subcontractors proposed to be used for the Work, including hazardous materials, electrical/solar, hauling, disposal, or other specialized subcontractors.
- g. Confirmation that the Proponent will act as Prime Contractor and comply with all applicable WorkSafeBC requirements.
- h. Confirmation that all demolition materials, recyclable materials, controlled waste, hazardous waste, and other waste materials will be handled, transported, recycled, and disposed of in accordance with applicable legislation, disposal facility requirements, and Regional District of Fraser-Fort George Bylaw No. 3166, 2020, as amended or replaced.
- i. Three references for similar work completed by the Proponent.
- j. Completed and signed Appendix "B", List of Subcontractors.
- k. Completed and signed Appendix "C", Goods and Services Tax Information.
- l. Completed and signed Appendix "D", Conflict of Interest Disclosure Statement.
- m. Signed copies of all Addendum(s), if any, issued for this RFP.

The Regional District may reject a Proposal if it does not include enough information to evaluate the Proponent's experience, approach, schedule, pricing, safety requirements, materials handling, or ability to complete the Work.

## **8.0 Proponent Information**

### **8.1 Qualifications and Experience**

The Proponent should provide a brief description of the company's qualifications and experience completing similar demolition, materials handling, hazardous materials coordination, site restoration, and contractor-led projects.

The Proponent should identify:

- a. experience with demolition of residential, commercial, institutional, or public-sector buildings;
- b. experience with hazardous materials assessment, abatement coordination, or regulated materials handling;
- c. experience with source separation, recycling, hauling, and disposal of demolition materials;
- d. experience protecting existing structures, slabs, foundations, utilities, or other site features during demolition; and,
- e. experience coordinating subcontractors, including hazardous materials, electrical, hauling, disposal, or other specialized contractors.

Subcontractors, if any, must be identified in the project team information above and in the 'List of Subcontractors' document in Appendix "B".

## **8.2 References**

The Proponent should provide three references for similar work completed within the last five years. References should include the project name, project location, owner/client contact name, phone number or email address, approximate project value, and a brief description of the work completed.

## **8.3 Contractor Responsibility**

The successful Proponent will be responsible for completing the Work in accordance with this RFP, the final Agreement, applicable legislation, WorkSafeBC requirements, disposal facility requirements, and Regional District requirements.

The successful Proponent will act as Prime Contractor for the Work unless otherwise agreed to in writing by the Regional District.

The Proponent should confirm that it has, or will have before commencing the Work:

- a. A valid business licence, where required;
- b. WorkSafeBC coverage and clearance status;
- c. Commercial general liability insurance;
- d. Automobile liability insurance;
- e. Qualified workers, supervisors, and subcontractors required to complete the Work;
- f. Appropriate equipment to complete the Work safely; and
- g. The ability to obtain all required permits, notices, approvals, and disposal authorizations.

## **9.0 Proposal Evaluation**

### **9.1 Proposal Evaluation**

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP, and to determine that which is most favourable to the interests of the Regional District. Proposals will be assessed by a committee formed by the Regional District.

## 9.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

## 9.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

## 9.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are not in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

## 9.5 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

<b>Evaluation Criteria</b>	<b>Weight</b>
Relevant contractor experience and references	20%
Understanding of the Work and proposed approach	20%
Materials handling, recycling, disposal, and bylaw compliance approach	15%
Safety, WorkSafeBC, hazardous materials, and site control approach	15%
Project schedule and ability to complete the Work within the required timeframe	10%

<b>Evaluation Criteria</b>	<b>Weight</b>
Financial Proposal / overall value	20%
<b>Total</b>	<b>100%</b>

The Proposal submission should be clear, concise, and complete.

**Relevant Contractor Experience and References- 20 points**

This includes the evaluation of:

- i. the Proponent’s experience completing similar demolition, materials handling, site restoration, and contractor-led projects;
- ii. the experience of the proposed site supervisor or project lead assigned to the Work;
- iii. the Proponent’s experience coordinating subcontractors, including hazardous materials, electrical/solar, hauling, disposal, or other specialized subcontractors; and,
- iv. references for similar projects completed by the Proponent.

**Understanding of the Work and Proposed Approach- 20 points**

This includes the evaluation of:

- i. the Proponent’s understanding of the site conditions and project requirements;
- ii. the proposed approach to demolition and removal of the existing caretaker house;
- iii. the proposed approach to protecting and retaining the existing foundation structure/base;
- iv. the proposed approach to supplying, delivering, placing, and modifying the insulated seacan for solar battery storage;
- v. the proposed approach to coordinating utility, service, electrical/solar, water, sewer, and propane-related matters; and,
- vi. the practicality and completeness of the proposed approach.

**Materials Handling, Recycling, Disposal, and Bylaw Compliance Approach- 15 points**

This includes the evaluation of:

- i. the proposed approach to source separation, recycling, hauling, and disposal of demolition materials;
- ii. identification of proposed disposal, recycling, or receiving facilities;
- iii. approach to managing controlled waste, prohibited waste, hazardous waste, recyclable materials, and mixed loads;
- iv. understanding of applicable Regional District disposal requirements, including Regional District of Fraser-Fort George Bylaw No. 3166, 2020, as amended or replaced;
- v. ability to provide disposal receipts, scale tickets, manifests, and other required documentation; and,
- vi. opportunities to salvage, reuse, recycle, market, or sell materials to offset Regional District costs.

## **Safety, WorkSafeBC, Hazardous Materials, and Site Control Approach- 15 points**

This includes the evaluation of:

- i. confirmation that the Proponent will act as Prime Contractor for the Work;
- ii. the proposed approach to site safety, public safety, access control, signage, barriers, dust control, debris control, and protection of adjacent site features;
- iii. WorkSafeBC compliance and safety experience;
- iv. approach to hazardous materials assessment, abatement, handling, transportation, and disposal, if required;
- v. proposed use of qualified subcontractors for hazardous materials or other regulated work; and,
- vi. ability to maintain a safe and orderly work site throughout the project.

## **Project Schedule and Ability to Complete the Work Within the Required Timeframe- 10 points**

This includes the evaluation of:

- i. the proposed start date and completion date;
- ii. the sequence and timing of key work activities;
- iii. the ability to complete the Work within the required project timeframe;
- iv. identification of schedule risks, assumptions, or constraints; and,
- v. the Proponent's ability to coordinate subcontractors, disposal, seacan delivery, and site restoration within the proposed schedule.

## **Financial Proposal / Overall Value- 20 points**

This includes the evaluation of:

- i. the overall proposed project cost to the Regional District;
- ii. the level of detail provided for project-relevant line items;
- iii. pricing for demolition, hazardous materials, materials handling, hauling, tipping fees, recycling, disposal, site restoration, foundation protection/preparation, and the insulated seacan;
- iv. clarity of assumptions, exclusions, unit rates, allowances, and provisional costs;
- v. the ability to salvage, reuse, recycle, market, or sell materials to offset Regional District costs; and,
- vi. overall value to the Regional District, considering price, approach, experience, risk, schedule, and completeness of the Proposal.

## **10.0 Contract**

### **10.1 Form of Contract**

The successful Proponent will be required to enter into an Agreement with the Regional District prior to commencing Work. The Agreement will be subject to negotiation between the Regional District

and the successful Proponent and will include this RFP, the Conflict of Interest Disclosure Statement, all appendices, amendments and Addendum(s), and the successful Proponent's Proposal.

The successful Proponent must not commence Work until the Agreement is executed, insurance and WorkSafeBC documentation have been provided, and the Regional District has issued written authorization to proceed.

The successful Proponent will also be required to meet the following requirements:

- a. comply with BC Occupational Health and Safety statutes and provide a current WorkSafeBC Clearance Letter;
- b. provide Commercial General Liability insurance in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage if automobile use is required;
- c. provide any other insurance, licences, permits, approvals, or documentation required by the Regional District prior to commencement of Work;
- d. act as Prime Contractor for the Work unless otherwise agreed to in writing by the Regional District; and
- e. complete the Work in accordance with the Agreement, this RFP, the accepted Proposal, applicable legislation, WorkSafeBC requirements, disposal facility requirements, and Regional District requirements.

## **10.2 Award of Contract**

A contract for ES-26-13 Giscome Portage Regional Park Huble Homestead Historic Site - Caretaker House Demolition is expected to be awarded to the successful Proponent on July 20, 2026.

All Proponents will be advised in writing as to the awarding of the Contract. The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

## **10.3 Contract Duration**

This Contract will commence on July 20, 2026, with the Regional District's acceptance of the successful Proponent's Proposal and execution of the Agreement, and will conclude on October 20, 2026, unless extended by written agreement of the Regional District and the Contractor.

A construction start date will be mutually agreed upon by the Regional District and the Contractor. Once on-site Work begins, the Work will continue without unnecessary interruption until project completion, unless otherwise agreed to by the Regional District.

## **10.4 Contract Price**

All prices for the Work should be stated in Canadian dollars. Taxes should be shown as separate line items on the Schedule of Prices. Any applicable federal or provincial taxes, fees, or levies must be included in the Total Contract Price.

The Total Contract Price should include all labour, equipment, materials, subcontractors, permits, notifications, hazardous materials work, hauling, tipping fees, recycling, disposal, site restoration,

foundation protection/preparation, supply and placement of the insulated seacan, and all other costs required to complete the Work

## 11.0 Work Plan and Project Schedule

The Proponent must provide a proposed project schedule showing how the Work will be completed. The schedule should identify the anticipated start date, key work activities, sequencing, and estimated completion date.

The work plan should include, at a minimum:

- a. Mobilization and site preparation;
- b. Utility and service coordination;
- c. Hazardous materials assessment and abatement, if required;
- d. Demolition and removal of the existing caretaker house;
- e. Materials hauling, recycling, and disposal;
- f. Foundation/base protection and preparation;
- g. Insulated seacan delivery, placement, and modification;
- h. Site restoration;
- i. Final inspection and deficiency correction; and
- j. Close-out documentation.

The Proponent should identify any assumptions, constraints, seasonal considerations, access limitations, subcontractor coordination requirements, disposal facility requirements, or Regional District decisions required to maintain the proposed schedule.

## 12.0 Regional District Project Manager

All questions concerning RFP ES-26-13 – Giscome Portage Regional Park Huble Homestead Historic Site - Caretaker House Demolition are as follows:

### General Questions:

Bryan Boyes  
Utilities Leader  
Regional District of Fraser-Fort George  
bboyes@rdffg.bc.ca

## 13.0 Appendices

APPENDIX "A" – Acknowledgement Letter  
APPENDIX "B" – List of Subcontractors  
APPENDIX "C" – Good and Services Tax Information  
APPENDIX "D" – Conflict of Interest Disclosure Statement  
APPENDIX "E" – Site Map  
APPENDIX "F" – Access Engineering Targeted Building Condition Assessment- Huble Caretaker House

**APPENDIX “A”  
Acknowledgement Letter**

The undersigned has received a full set of RFP ES-26-13 Giscome Portage Regional Park Huble Homestead Historic Site Demolition - Caretaker House documents.

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

I/We presently intend  to provide  not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to:

Bryan Boyes  
Regional District of Fraser-Fort George

Email: [environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)

**APPENDIX “B”  
List of Subcontractors**

The Contractor advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Contractor’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors will not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

<b>Legal Name of Subcontractor</b>	<b>Address of Subcontractor</b>	<b>Work to Be Performed by Subcontractor</b>

**APPENDIX "C"**  
**Goods and Services Tax Information**

Supplier: \_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_  
\_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you a GST Registrant?      Yes \_\_\_\_\_      No \_\_\_\_\_

If YES, please indicate your registration number: \_\_\_\_\_

If NO, please fill in the following (check appropriate box):

- Supplier qualifies as a small supplier under s.148 of the legislation
- Other: Specify \_\_\_\_\_

WCB: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPENDIX “D”  
Conflict of Interest Disclosure Statement**

**ES-26-13 Giscome Portage Regional Park Huble Homestead Historic Site  
Caretaker House Demolition**

Proponent Name: \_\_\_\_\_

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent 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 Proponent 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 reason(s) for Conflict of Interest:

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

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

\_\_\_\_\_  
Authorized Representative

## APPENDIX “E” Site Map

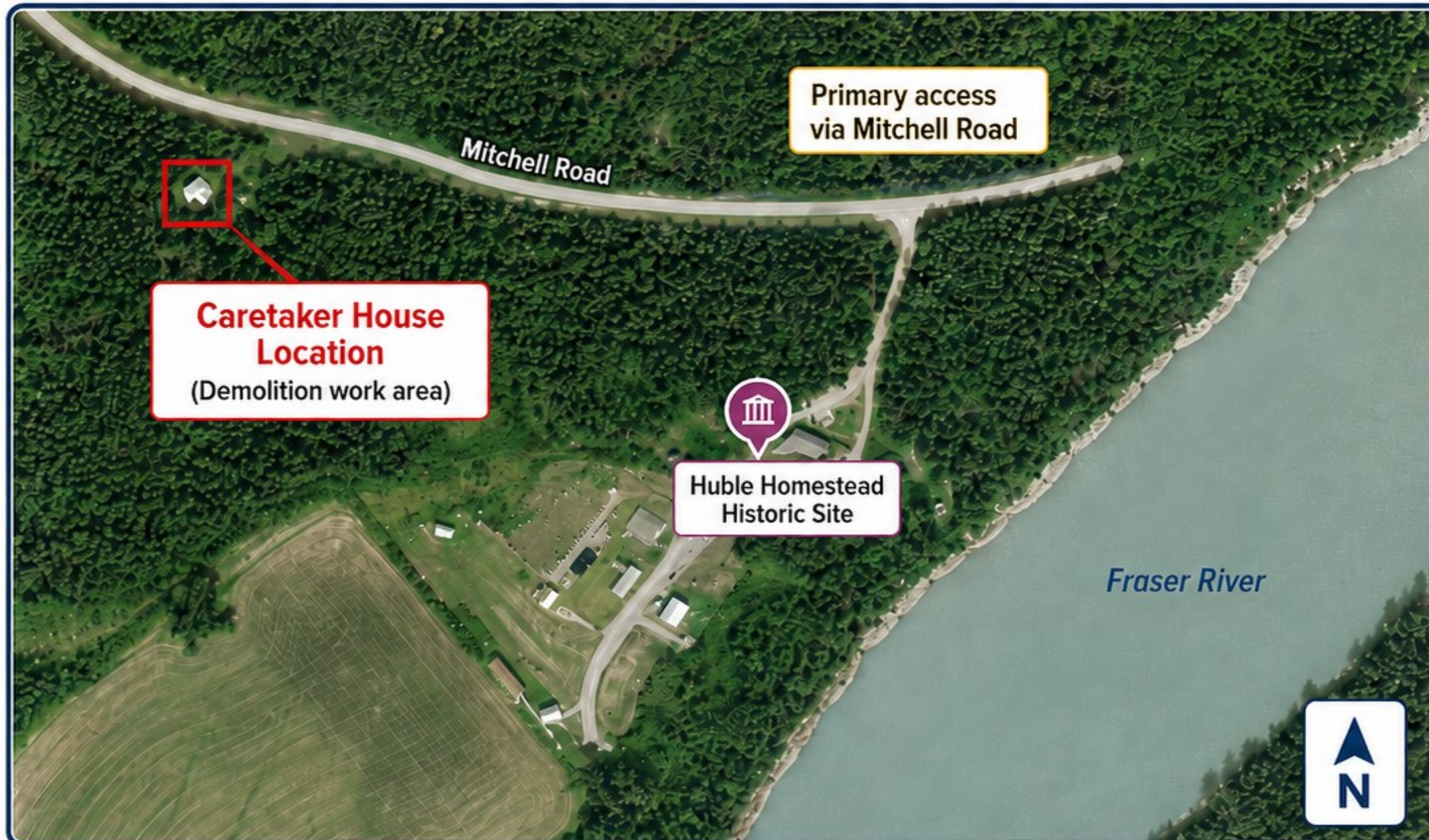


**REGIONAL DISTRICT  
of Fraser-Fort George**

# Huble Homestead Historic Site - Caretaker House Demolition Site Map

15000 Mitchell Road, Prince George, BC V0J 2S0

For RFP context only - conceptual work area map; not a legal survey or construction drawing.



## MAP LEGEND & NOTES

-  Caretaker House Location (Demolition work area)
-  Huble Homestead Historic Site
-  Primary access route via Mitchell Road

## NOTES

- Primary access via Mitchell Road.
- The caretaker house is located separately from the main Huble Homestead Historic Site.
- Caretaker house demolition work area is identified to support RFP context only.



For RFP context only - [conceptual work area map](#); [not a legal survey](#) or construction drawing.

**APPENDIX “F”**  
**Access Engineering Targeted Building Condition Assessment**  
**Huble Caretaker House**



# Targeted Building Condition Assessment

*Prepared for:*  
Krystal Leason  
Huble Homestead  
202 1685 3<sup>rd</sup> Ave.  
Prince George, BC  
V2L 3G5

Project #: 20254

October 20, 2020

## Certifications

I, Fergus Foley, am currently a registered professional engineer licenced by the Engineers & Geoscientists of British Columbia have prepared this report. I have provided direct supervision in the preparation of this targeted building condition assessment report for the caretaker building at Huble Homestead located at 15000 Mitchell Road, Summit Lake, BC.



*Prepared by Fergus Foley, P. Eng., Struct. Eng.  
Access Engineering Consultants Ltd.*

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# Structural Assessment Report

## Executive Summary

A targeted building condition assessment was completed for the caretaker building at Huble Homestead heritage site located at 15000 Mitchell Road, Summit Lake, BC. We understand that the current tenants have concerns regarding build up of carbon monoxide causing alarm activation. There are also concerns of excess moisture build-up, mould, sliding snow blocking access, and insects entering the attic through ventilation openings. Our findings echo the reported concerns and we have made recommendations for each, accordingly. A factor complicating the situation is that the house is 'off the grid' and powered by solar panels. Of paramount importance is the issue related to carbon monoxide as this poses a serious health risk to the occupants. We have made recommendations about improving ventilation and provision of combustible air. These items should be addressed immediately as a matter of urgency; however, a mechanical contractor or professional engineer should be engaged to provide confirmation of our findings and specify an appropriate ventilation scheme to address the problem. We recommend that the tenants be relocated until said works are completed.

## Introduction

### 1.0 Purpose of Assessment & Limits of Liability

This assessment report is intended to provide the Client with a general overview of the building regarding code compliance, structural integrity, and general condition which were observed during our field review. We have not performed any detailed calculations and have based all evaluations on "rule-of-thumb" and engineering observations.

We were asked to complete a building condition assessment and prepare a report addressing concerns with the caretaker building at the Huble Homestead heritage site which is located along the bank of the Fraser River about 45km north of Prince George.

Documents prepared by Access Engineering Consultants Ltd. as part of this assessment are exclusively for the use and benefit of the Client, and are not for the use or benefit, nor may be relied upon by, any other person or entity. The contents of these reports may not be quoted in whole or in part or distributed to any person or entity other than to the aforementioned parties without agreement from Access Engineering Consultants Ltd.

### 1.1 Description of the Building

The residence was built in 1989, has a footprint of 784ft<sup>2</sup>, and is a two-storey building with a basement. The house is not connected to the electricity grid; rather, it is powered by a bank of solar panels and batteries. Power is supplied to the house through a rectifier as the power in the house is 120V alternating current (AC). The house is heated by a combination of propane heaters and a wood stove. Water is supplied from a well and there is an onsite sewer disposal system.

For reference, we have provided 'for information' building drawings in the appendices.

# Findings

## 2.0 Initial Discussions

We visited the site on Thursday September 17<sup>th</sup>, 2020. We were accompanied on the walk-through by Krystal Leason, the manager of Huble Homestead and Mike Hardeman, and his daughter Jasper Hardemen, the current residents of the caretaker building. Mr. Hardeman and his daughter outlined the many concerns they have as residents of the building as follows:

1. Mould is present in several locations in the basement.
2. They often suffer from headaches and drowsiness.
3. Ice build-up occurs regularly on the inside surface of the windows during the winter months.
4. Condensation occurs regularly on the interior side of exterior walls in several locations during winter months.
5. Snow slides off the slippery roof and blocks access and egress through basement door
  - a. Access and egress are also blocked at the bottom of the main floor stairs at the rear of the building.
6. Doors, specifically the exterior doors, stick and often are difficult to open in the winter.
  - a. In some cases, the doors become stuck i.e. cannot open or close.
7. Pools of water appear in the basement on occasion - typically in the spring.
8. There is often a smell of sewage in the house.
9. In the summer, the attic is plagued with insects.

## 3.0 Observations

### 3.1 Upper Floor and Attic

Two bedrooms are provided on the upper floor. The remainder of the gable structure consists of attic space. We made the following observations in this top floor space:

1. There is 2"X4" strapping at 16" c/c supporting a metal roof, see photo #9.
2. The roof rafters are 2"X8" at 24" c/c with a 12/12 pitch, see photo #9.
  - a. There is a 2"X12" ridge joist with a continuous ridge vent with no bug screen, see photo #9.
3. There are gable vents at each end of the attic space - neither have bug screens, see photo #9.
4. There are 2"X8" ceiling joists spanning 7'-0" above the floor off the bedroom walls.
5. The 2"X6" wall between the bedrooms and the attic space has R22 batt insulation between the studs but no vapour barrier in place, see photo #3.
6. Each bedroom has a window in the gable end. The east bedroom has a balcony, which we were unable to access as the door was barricaded to keep it closed, see photo #5 & #6.
  - a. Presumably, this was barricades to reduce heat loss and because the tenants question the structural integrity of the floor and guardrail due to deterioration.
7. There are 3'X4' sliding doors leading from the east bedroom into the adjacent unheated attic space.
  - a. The sliding doors have weather stripping in place, however, said weather-stripping is ineffective, see photo #4.
8. The attic access hatch cover is a piece of ½" gypsum board with no weather stripping or hold down clips and no insulation on the attic side of it.
9. There is an electric baseboard heater installed in each of the bedrooms but there is not enough power supplied to run them.

10. The only heat source in these bedrooms comes from what passes through the floor from the space below.
11. Water stains are visible around the windows confirming the tenant's complaints about condensation and ice buildup, see photo #5.
12. Two mechanical chases were observed on the upper floor: one to accommodate the chimney from the wood stove and the hot water tank vent in the basement and the other to accommodate the vent from the propane stove in the living room, see photo #7.
13. The handrail in the stairway has been removed.

### 3.2 Main Floor

The main floor has a living dining room space at the east end with a small kitchen off the dining area. The west end consists of the master bedroom and bathroom off a hallway as well as the stairwell leading downstairs. We made the following observations on the main floor:

1. The exterior walls are 2"X6" wood frame.
2. The interior walls are 2"X4" wood frame.
3. All surfaces appear to be well worn; the flooring is most likely 30+ years old.
4. The bottom of the stairwell opens to an unfinished basement.
5. The required handrail in the stairwell has been removed.
6. Heat on this floor is provided by a propane stove which is past its useful life and for which spare parts are no longer available, according to Mr. Hardeman, see photo #11.
7. Electric baseboards have been installed throughout this floor, but again there is not enough power supplied to run them, see photo #10.
8. There are water stains in the bathroom sink and bathtub which may indicate excessive minerals present in the well water.
9. Water stains are visible around the windows confirming the tenant's complaints about condensation and ice buildup.
10. The rear entry is via stairs and landing.
  - a. In recent years said landing was added onto and another set of stairs were installed off the end leading down to the driveway side, see photo #16.
  - b. Mr. Hardeman said every winter the snow slides off the roof and blocks off the stairs with hard packed snow leaving the only path to the driveway up and down a steep bank, see photo #17.

### 3.3 Basement

The basement is split into two areas divided by the stairwell and by a wall at the back of the clothes washer and well equipment. The following observations were made in the basement:

1. The exterior walls are full height cast-in-place concrete foundation walls.
2. The interior walls are 2"X4" wood frame walls.
3. The exterior walls are strapped with 2"X4" studs and R12 batt insulation with a 6mil vapour barrier.
4. Approximately 75% of the walls have ½" plywood sheathing, the remaining have exposed insulation and vapour barrier.
  - a. In several locations, the exposed vapour barrier is unsealed and detached from the studs, see photo #15.
5. The basement has quite a bit of material and equipment filling up the space, some of which is tenant storage, but mostly supplies for work as the caretaker.

- a. This includes, but is not limited to, a snowblower, an ATV, various tools, and harnesses for horses.
6. The basement has a wood stove and a gas-fired hot water tank, see photo #12.
7. There is a partition wall opposite the bottom of the stairs with the hot water heater on one side and the clothes washer and well equipment, including a pressure tank and filter, on the other.
  - a. This partition has water marks along the bottom and mold growth is evident and significant, see photo #13.
8. The floor around this partition is also stained with water marks, see photo #14.
  - a. Mr. Hardemen said this is the area where water pools in the spring.
9. The hot water tank vent piping travels up through the floors and attic via a chase and out through the roof.
  - a. This vent piping shares the chase with the chimney for the wood burning stove and emerges through the roof alongside the chimney, see photo #1 & #6.
10. There are no signs of combustion or relief air for the stove or hot water tank.
  - a. Combustion air intake from the stove, furnace, and hot water tanks is likely pulling contaminated exhaust fumes from the mechanical chase back into the dwelling.
11. There is an outside basement entry with a door approximately 5'-0" wide.
  - a. No signs of frost heave in the adjacent slab and concrete work.
  - b. The original plans show the foundation wall dropped the appropriate 4'-0".
  - c. Mr. Hardeman said when the snow slides off the roof in the winter it completely blocks off the door.
12. The ground outside has a slight slope towards the basement entry.
  - a. Mr. Hardeman said this is one area where water enters the basement when the snow melts in the spring.

### 3.4 Exterior

The house is built into the side of a hill and has a walk-out basement entry. There is a sundeck on the southeast side and the sewage system is located near the north east corner. We made the following observations of the exterior:

1. The ground immediately adjacent to the house slopes towards the building on all sides as the backfill has settled, see photo #18.
2. Away from the immediate backfill settlement the ground tends to slope away from the building.
3. The grade tends to be approximately 16" to 24" below the top of the foundation wall on three sides.
  - a. The grade slopes down steeply at the outside basement entrance door.
4. There are two wing walls, one at each side of the basement entry, used to retain the soil opposite the wall, see photo #18.
5. The walking pathway from the front door down to the driveway is quite steep and is likely unsafe for use in winter conditions, see photo #17.
  - a. This is made worse from sliding snow from the room.
6. Mr. Hardeman said the snow sliding off the roof also blocks the basement entry door making it unusable.
7. There is a large depression in the ground at the north east corner where repairs have been done to the pipes for the sewage system, see photo #19.
  - a. It seems the ground was not properly compacted when the trench was backfilled.

### 3.5 Original Plans

We obtained a copy of the original plans from the building inspector. The house appears to have been built as per the plans with only a few changes/discrepancies. From a structural perspective, it is most important that the foundations at the basement entry are dropped 4'-0", including the wing walls. The plans also show draitile around the perimeter with drain rock in place. See attached a copy of the original plans, appendix #3.

## Discussion

Mr. Hardeman and his children have been experiencing headaches and drowsiness. They assumed it was from the mould in the basement, however, we believe the reported headaches are a result of carbon monoxide (CO) build up. This is partially attributable to a lack of adequate ventilation, but likely primarily attributable to a lack of dedicated combustion air intake. Combustion air intake from the stove, furnace, and hot water tanks is likely pulling contaminated exhaust fumes from the mechanical chase back into the dwelling.

There are three fuel burning appliances in the house; the wood stove in the basement and the propane stove in the living room run full time in the winter and the hot water tank runs intermittently year-round. The vent for the hot water tank goes up through the same chase as the wood stove and comes out of the roof alongside the chimney.

When the wood stove is burning it needs combustion air to keep the fire going. As there are no combustion air intakes in place, the fire will pull air from wherever it can. As the hot fumes go up the chimney air must come into the building from other sources, like cracks around windows and doors. One of the easiest ways the air comes in is down the vent for the hot water tank. An air flow pattern is established so when the hot water tank fires up the products of combustion, including carbon monoxide which are supposed to exit the house, are pulled back into the house rather than going up the vent, thus causing a build up of carbon monoxide inside. In this case things are potentially made worse with the hot water tank vent running alongside the chimney and the air being pulled back into the house may be contaminated further with fumes from the chimney. Mr. Hardeman said the carbon monoxide alarm has gone off in the past to which end they opened the windows and aired out the house.

**It is imperative that combustion air is provided for each fuel fired appliance immediately.** The 1985 BC Building Code, which was the code in effect at the time of construction, clearly states buildings must have mechanical ventilation capable of having ½ air exchange per hour in the house. We recommend installing a heat recovery ventilation (HRV) system capable of an air flow of at least 160 C.F.M. Typically HRV systems push fresh air into the bedrooms and pull it out of the kitchen and bathroom. As HRV's run continuously more solar panels and batteries will need to be installed to power the system.

As far as the water pooling on the basement floor in the spring what we suspect is happening is that the snow that slides off the roof starts to melt while the ground is still frozen and with the ground sloping towards the house the water percolates down the outside wall and accumulates near the footing, eventually rising to a level higher than the slab inside the house. The soil surrounding the house is a silty clay which is not very permeable so the easiest path for the water is to come up through cracks in the basement slab accumulating on the floor.

The drain tile around the house, assuming it was put in place as per the original plans, could be blocked with silt and clay and not functioning as it should seeing how water is rising up through the slab in the spring. The original plans are not clear as to where the drain tile goes, whether to a rock pit or out to day light. Assuming the drain tile is in place it would likely require replacement. This would involve digging around the structure and

replacing the drain tile complete with drain rock and filter fabric and should lead out to day light down the available adjacent gully. Advantage should be taken to renew the damp proofing around the perimeter and backfilling should be done in such a manner to minimize settlement. The adjacent driveway should also be regraded to provide a positive slope and drainage away from the house.

The issue of snow sliding off the roof and blocking the exit stairs and basement entry needs to be addressed. There are two wing walls at the basement entry so one option here is to support a roof over this area to protect it from snow accumulation. This roof would need to be robust to resist the impact loads from sliding snow off the slippery metal roof above. We considered snow stops onto the metal roof but believe this to be more problematic as the roof is supported by 2"X4" strapping. With the steep slope, snow stops would likely be torn off by sliding snow.

The mould in the basement and around the windows should be removed and the areas thoroughly cleaned with appropriate cleaning materials. The affected gypsum board in the basement should be removed and replaced with a laminate covered plywood. With improved ventilation and drainage, the mould and ice build up should be reduced, if not eliminated.

The insect issue in the attic can be addressed by covering all vents and openings with bug screens. It should be noted, these openings serve a purpose for air flow and cannot just be closed off.

The lack of vapour barrier between the bedrooms and attic space can be addressed by caulking around the gaps in the wall, sealing any seams or nail holes and painting the walls with a marine quality paint. The attic access hatch should have rigid insulation glued to the attic side of the door and weather stripping installed along with hold down clips. The sliding doors between the bedrooms and attic space should be replaced with weather stripped insulated doors.

The issue of a sewage smell may be resolved by ensuring all P-traps are kept filled with water. While on site we could smell something, but it was not sewage it was most likely products of combustion from the hot water heater.

The bedroom balcony is currently barricaded off to cut down on drafts coming through the door. This door needs replacing and or proper weather stripping installed but until the rotten balcony railings are replaced the door should remain barricaded off.

## Conclusions

We identified several serious issues with the caretake house at Huble Homestead, some of which pose an immediate danger to the occupants. The most serious issue is the lack of adequate ventilation and combustion air which is creating a build up of carbon monoxide inside the house. Until this has been resolved and confirmation provided by an experienced mechanical contractor or professional engineer, the house should not be occupied by the tenants. A snow roof cover supported onto the concrete 'wing' walls at the outside basement entry would solve that access issue. Perhaps that roof structure could also provide protection for the rear access stairwell into the main floor. Drain tile should be scoped to determine if it is plugged. If this is the case, replacement is recommended. Bug screens should also be added to all open attic vents to avoid insect and/or rodent infestation. Materials with mould present should be removed and replaced and any adjacent areas cleaned as required.

A building permit application should be made, and inspections completed by the authority having jurisdiction, or a suitable qualified professional, to ensure the issues are adequately addressed.

## List of Appendices

1. Photo sheets
2. 'For Information' building drawings
3. Record Drawings



Photo 1: Shows north side of the house. Note basement entry and stairs down from the main floor.



Photo 2: Shows east side of the house. Note balcony off the upstairs bedroom and main floor sundeck off the living room.



Photo 3: Shows west side attic space. Note 2"x8" rafters and 2"x6" insulated wall between upstairs bedroom and attic space.

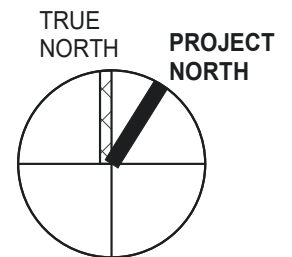


Photo 4: Shows hatch between north side attic and east side bedroom.



787 Vancouver St.  
 Prince George, BC, V2L 0E7  
 T 250.562.9345

Project #:	20254	Project Name:	Building Condition Assessment
Location:	Caretaker Building at Huble Homestead at 15000 Mitchell Rd., Summit Lake, BC		
Client:	Huble Homestead	By:	Fergus Foley, P. Eng., Struct. Eng.
Date:	October 20, 2020		



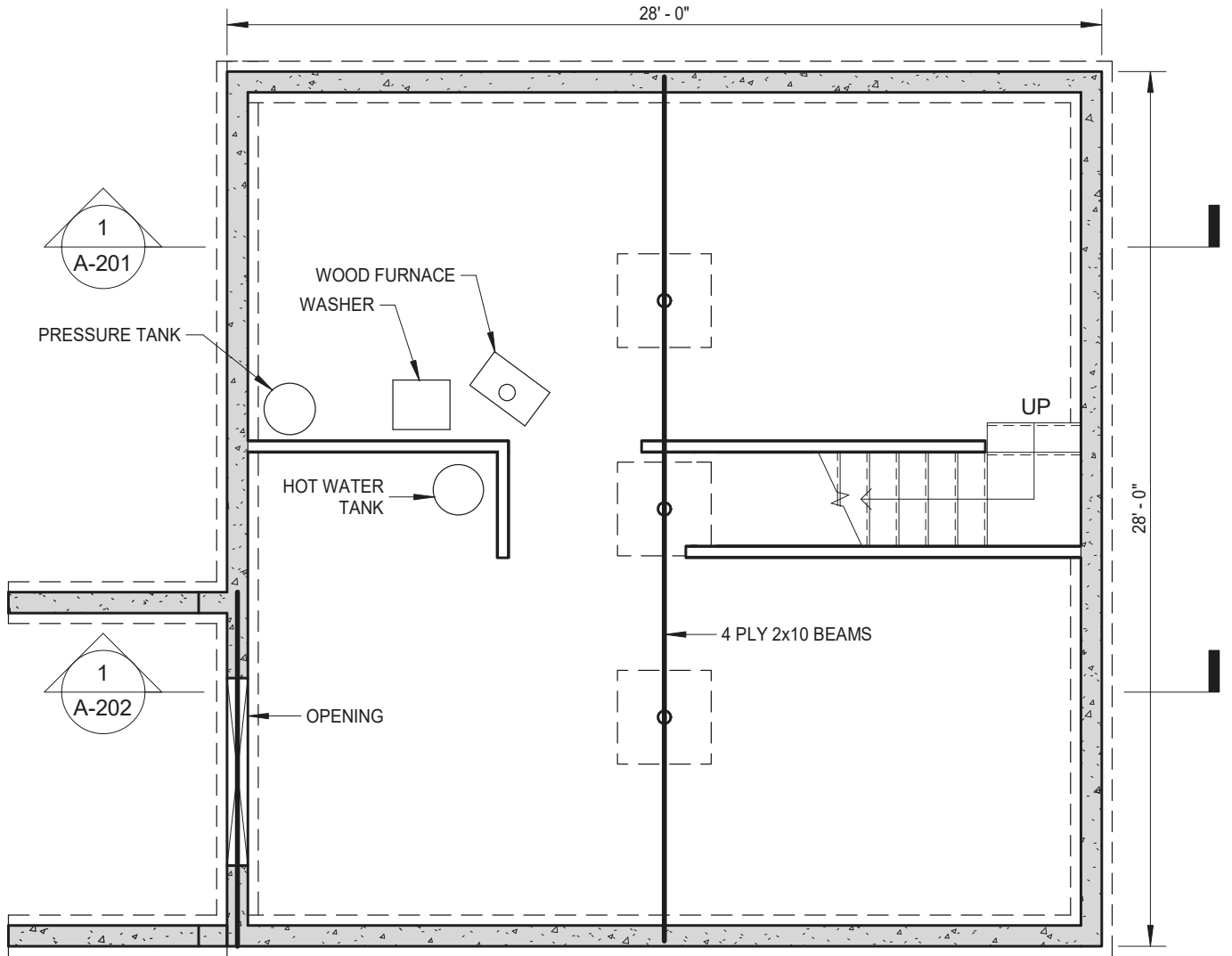
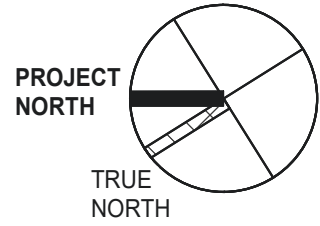
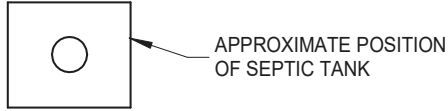
FOR INFORMATION



E admin@accesspg.ca T 250.562.9345  
 787 Vancouver St., Prince George BC V2L 0E7  
 www.accesspg.ca

TITLE	<b>SITE</b>		
PROJ.	<b>CARETAKER HOUSE</b>		
	15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC		
CLIENT	<b>HUBLE HOMESTEAD / HISTORIC SITE</b>		
DESIGNER	FERGUS FOLEY, P. ENG.	REVIEWER	BRUCE JOHNSTON, P. ENG.
DRAWN BY	H.S.	DATE	2020/10/20
		SCALE	

PROJECT NO.	<b>20254</b>
SHEET NO.	<b>A-001</b>



**PLAN - BASEMENT FOUNDATION**

SCALE: 3/16" = 1'-0"

**FOR INFORMATION**



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787 Vancouver St., Prince George BC V2L 0E7  
www.accesspg.ca

TITLE **FOUNDATION**

PROJ. **CARETAKER HOUSE**  
15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC

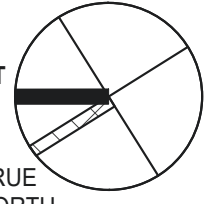
CLIENT **HUBLE HOMESTEAD / HISTORIC SITE**

DESIGNER FERGUS FOLEY, P. ENG. REVIEWER BRUCE JOHNSTON, P. ENG.

DRAWN BY H.S. DATE 2020/10/20 SCALE 3/16" = 1'-0"

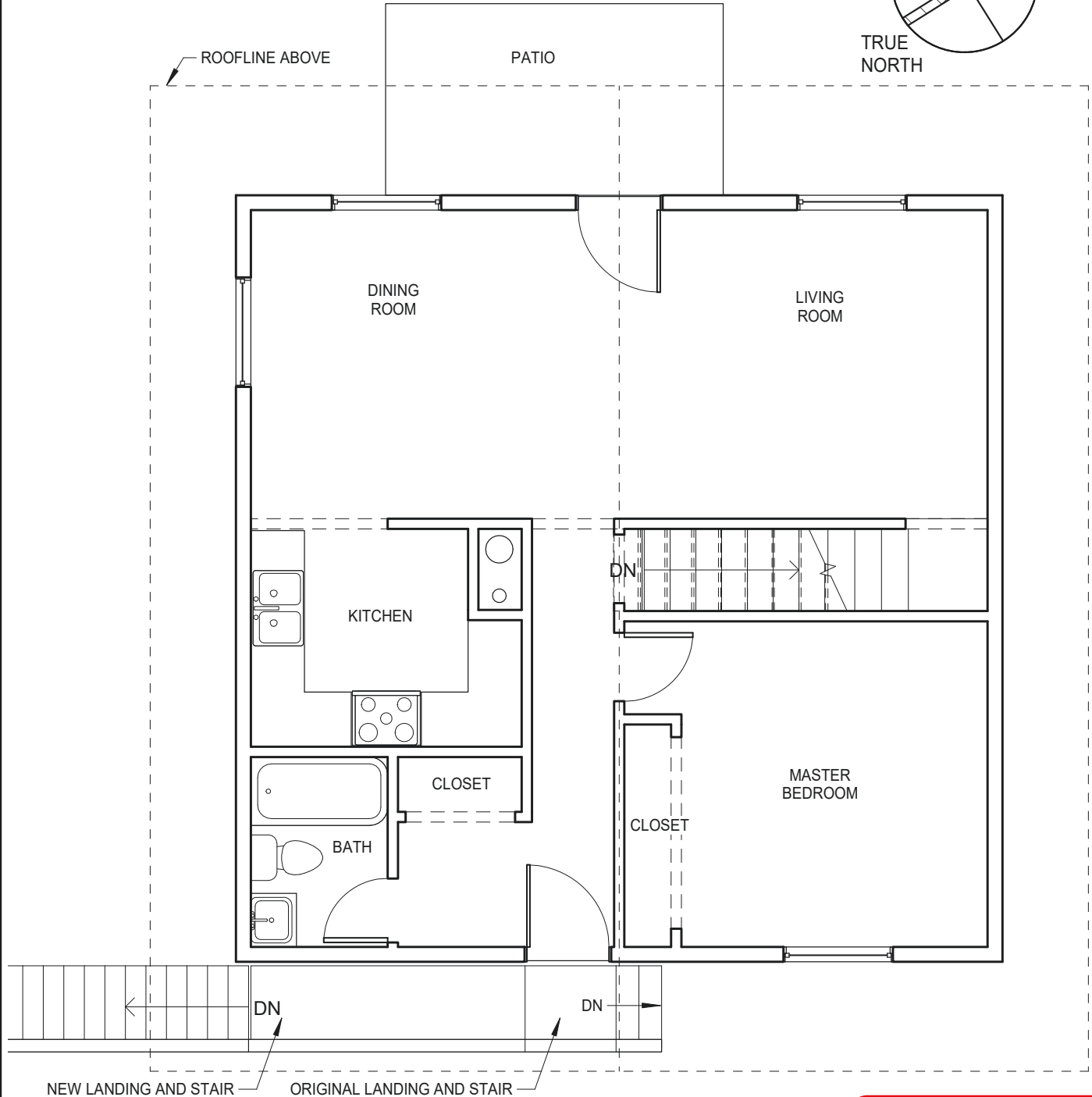
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**20254**

SHEET NO.  
**A-101**



PROJECT NORTH

TRUE NORTH



**PLAN - MAIN FLOOR**

SCALE: 3/16" = 1'-0"

**FOR INFORMATION**



**Access**  
Engineering

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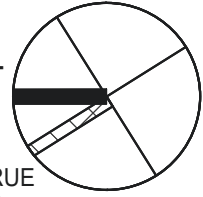
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 PROJ. **CARETAKER HOUSE**  
 15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC  
 CLIENT **HUBLE HOMESTEAD / HISTORIC SITE**  
 DESIGNER FERGUS FOLEY, P. ENG. REVIEWER BRUCE JOHNSTON, P. ENG.  
 DRAWN BY H.S. DATE 2020/10/20 SCALE 3/16" = 1'-0"

PROJECT NO.  
**20254**

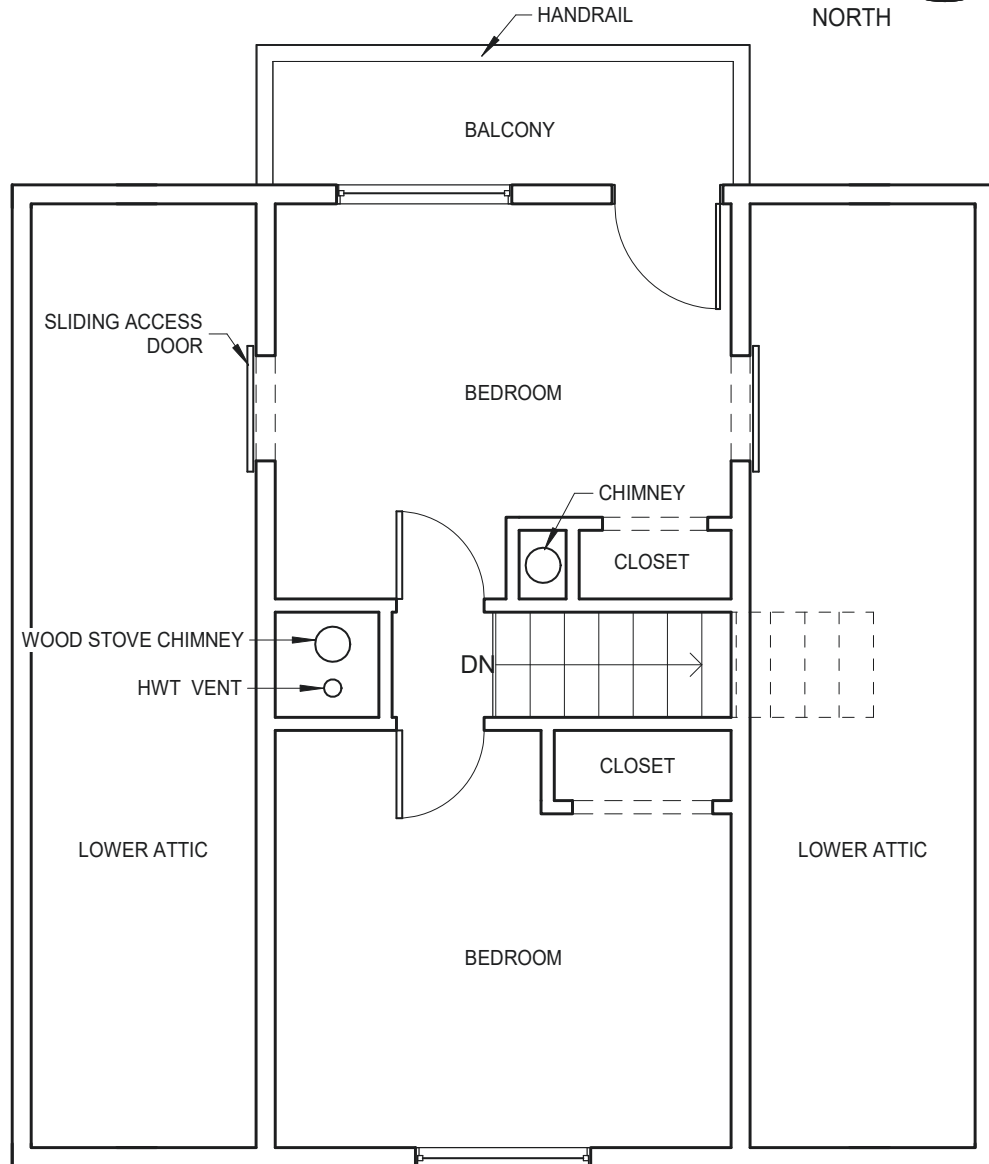
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SHEET NO.  
**A-110**

PROJECT  
NORTH



TRUE  
NORTH



**PLAN - UPPER FLOOR**

SCALE: 3/16" = 1'-0"

**FOR INFORMATION**



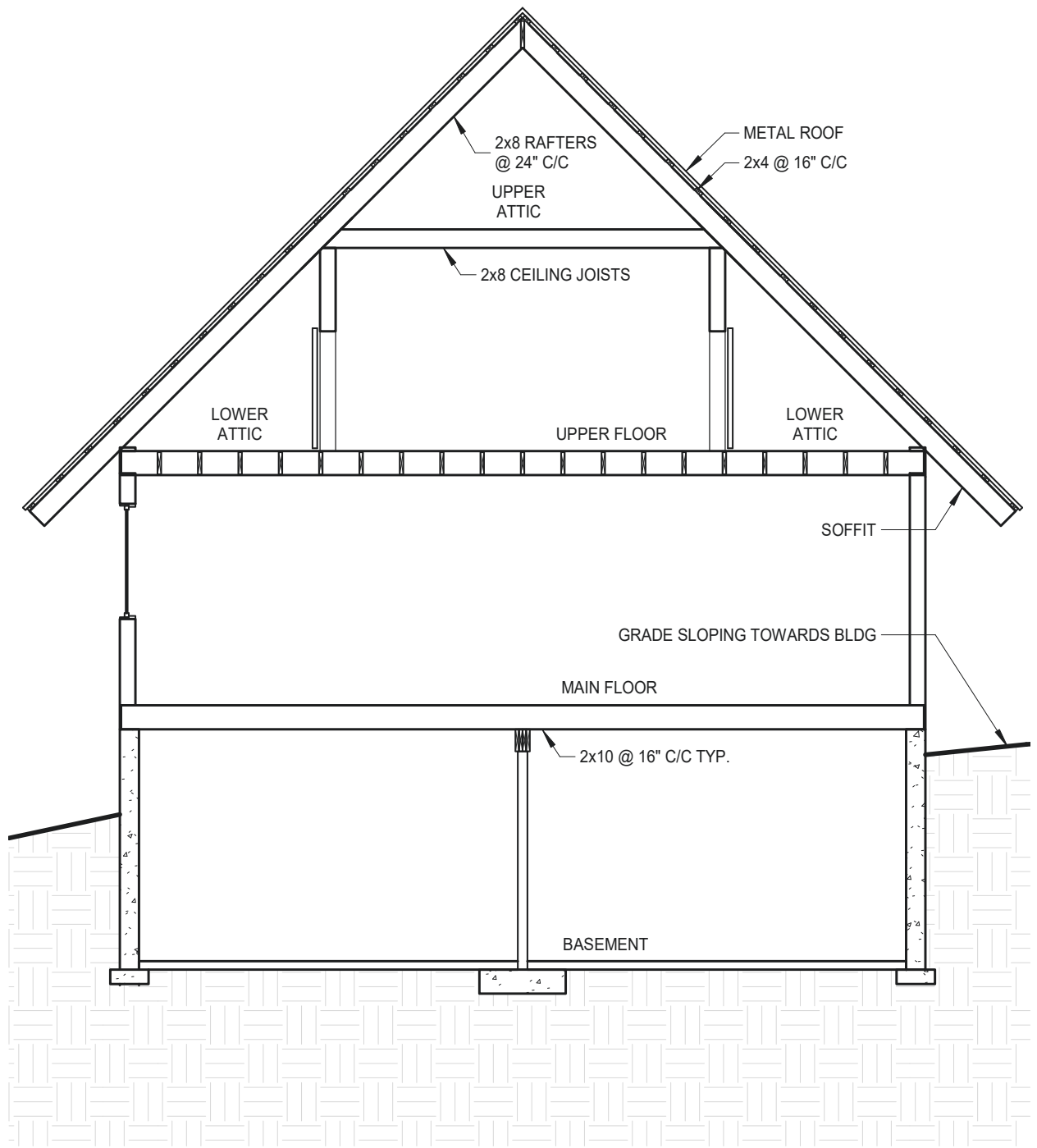
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787 Vancouver St., Prince George BC V2L 0E7  
www.accesspg.ca

TITLE **UPPER FLOOR**  
PROJ. **CARETAKER HOUSE**  
15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC  
CLIENT **HUBLE HOMESTEAD / HISTORIC SITE**

DESIGNER FERGUS FOLEY, P. ENG. REVIEWER BRUCE JOHNSTON, P. ENG.  
DRAWN BY H.S. DATE 2020/10/20 SCALE 3/16" = 1'-0"

PROJECT NO.  
**20254**

SHEET NO.  
**A-111**



**1 BASEMENT SECTION**  
 A-101 SCALE: 3/16" = 1'-0"

**FOR INFORMATION**

**Access**  
 Engineering

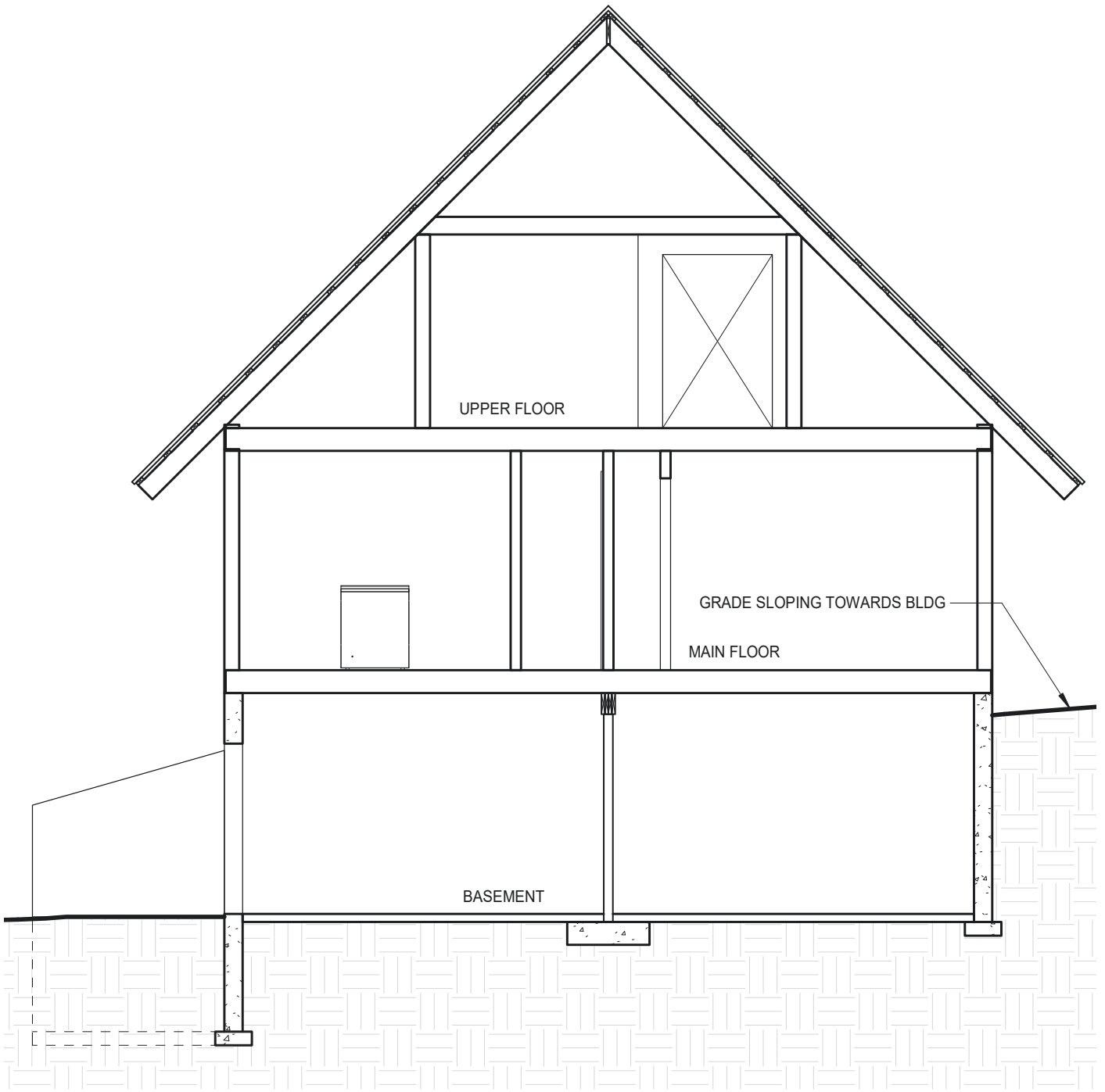
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 www.accesspg.ca

TITLE	<b>SECTION</b>		
PROJ.	<b>CARETAKER HOUSE</b>		
	15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC		
CLIENT	<b>HUBLE HOMESTEAD / HISTORIC SITE</b>		
DESIGNER	FERGUS FOLEY, P. ENG.	REVIEWER	BRUCE JOHNSTON, P. ENG.
DRAWN BY	H.S.	DATE	2020/10/20
		SCALE	3/16" = 1'-0"

PROJECT NO.  
**20254**

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SHEET NO.  
**A-201**



**1 BASEMENT DOOR SECTION**  
 A-101 SCALE: 3/16" = 1'-0"

**FOR INFORMATION**



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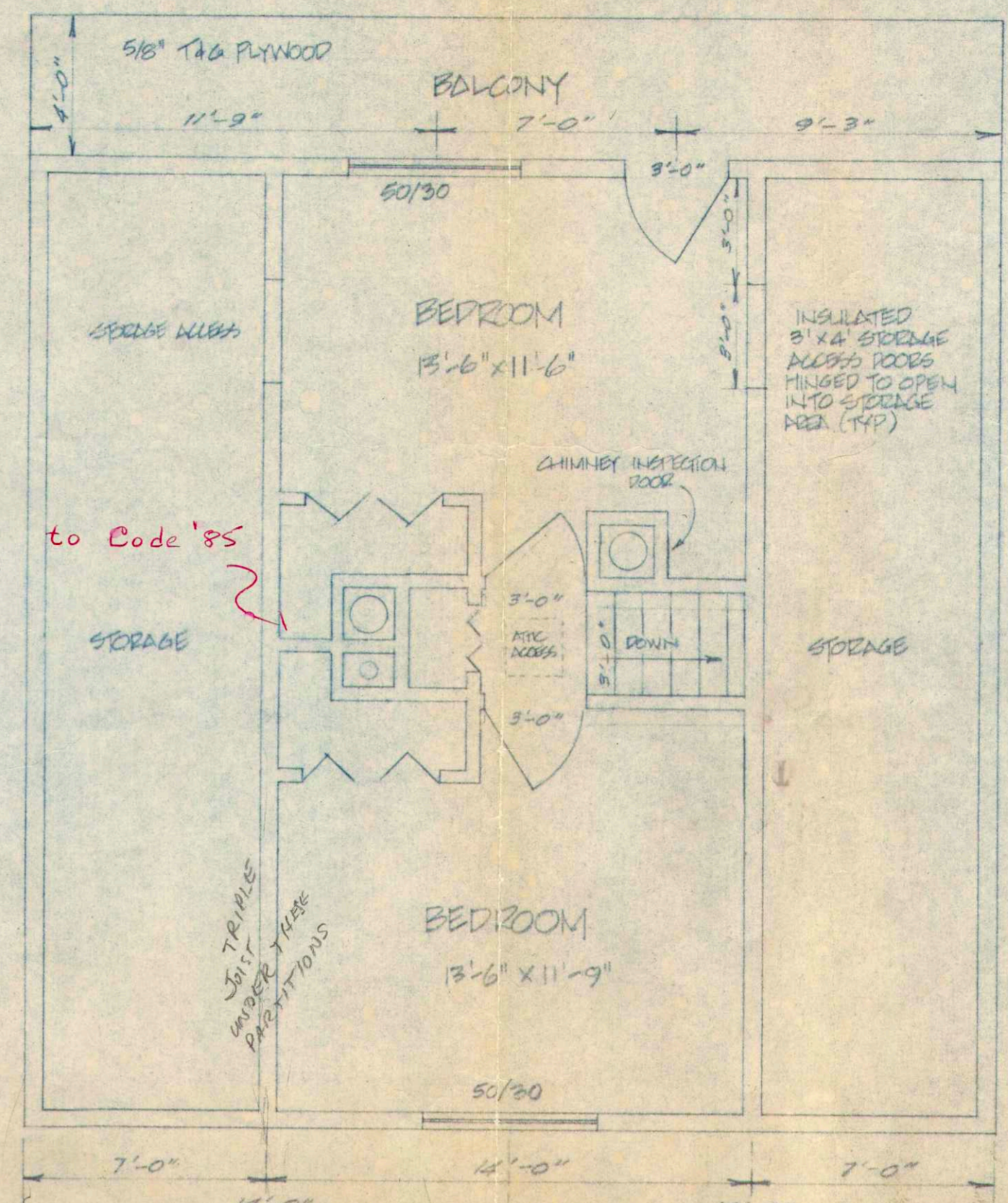
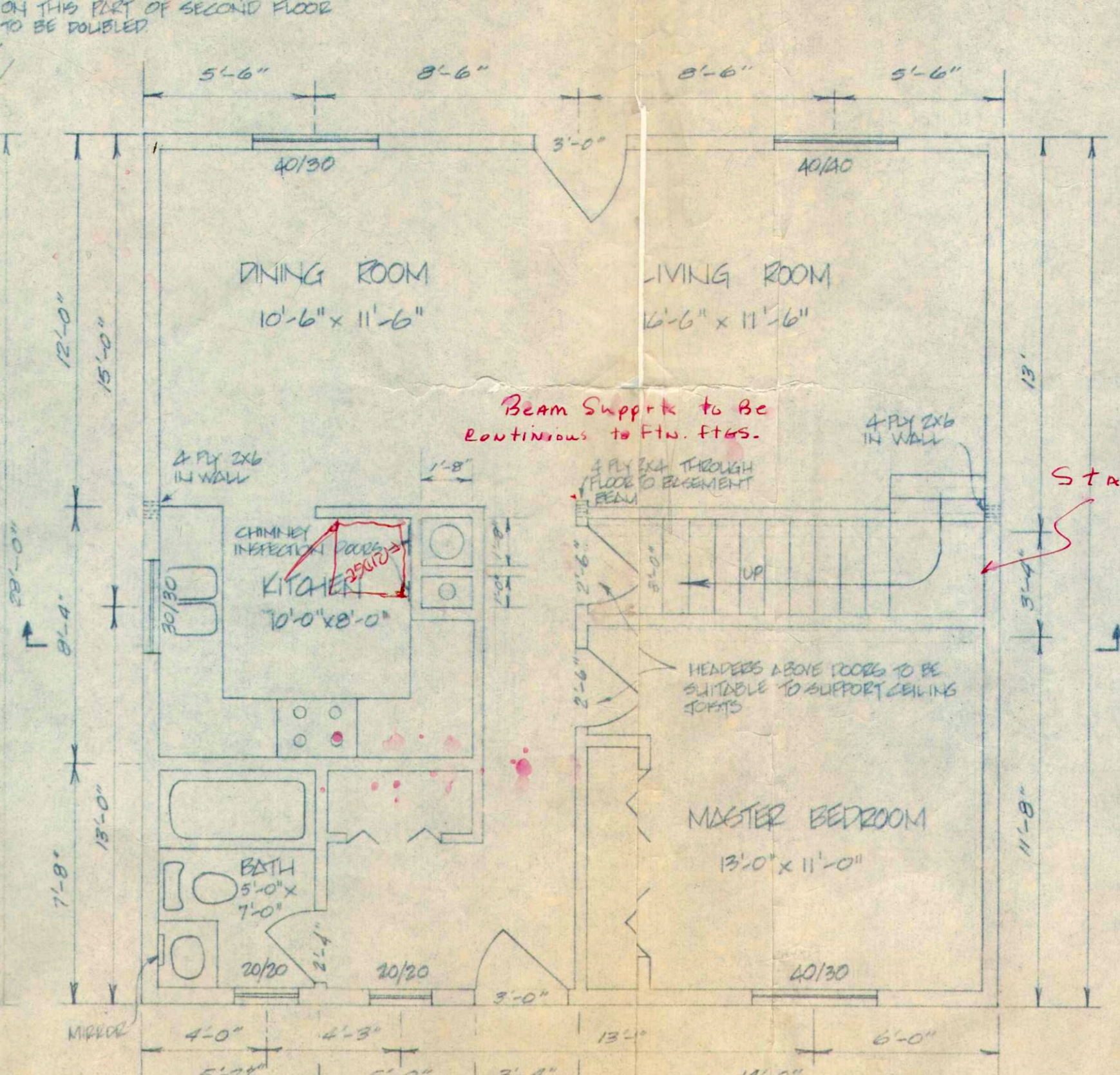
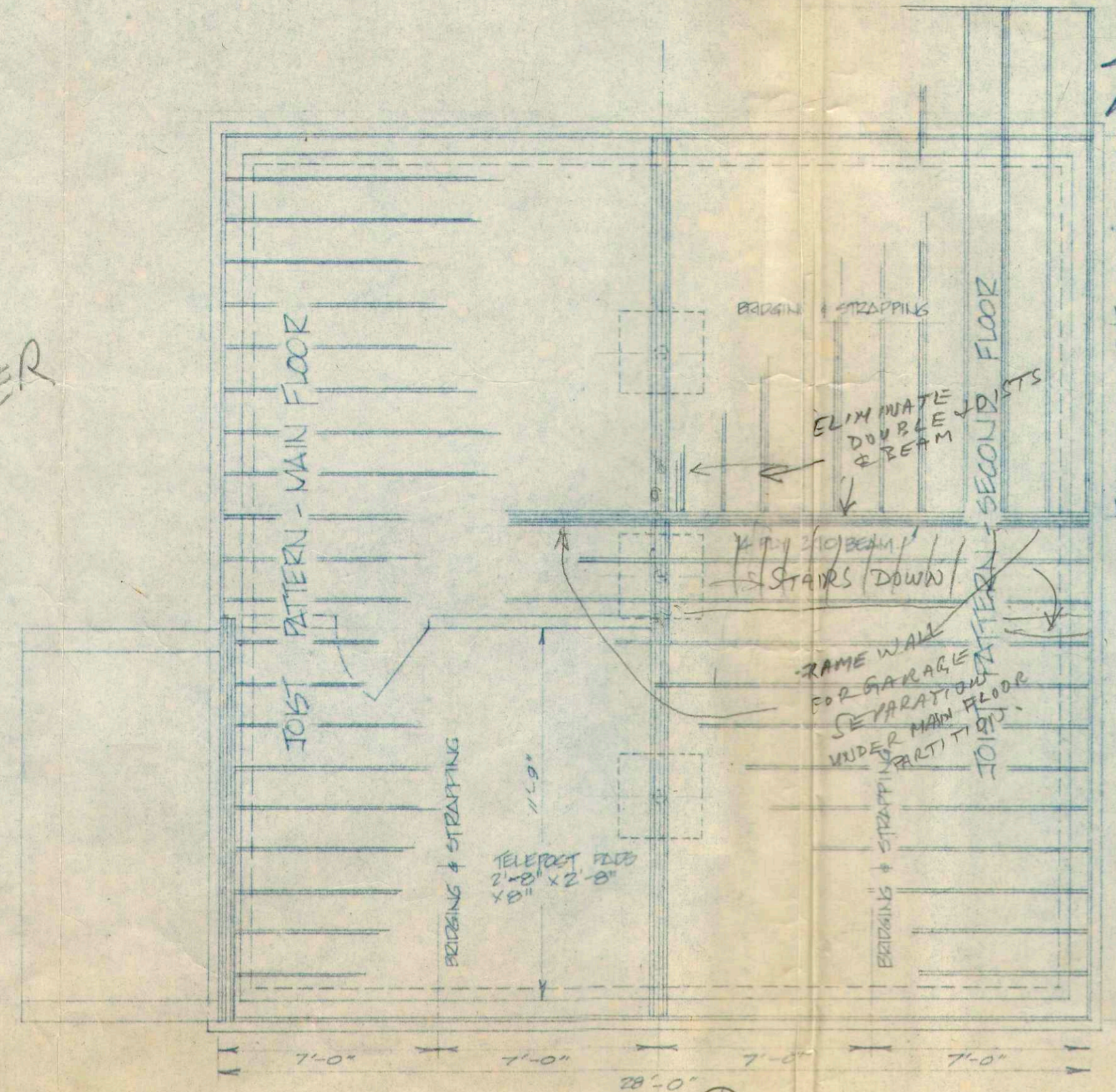
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 15000 MITCHELL RD, SUMMIT LAKE, PRINCE GEORGE, BC  
 CLIENT **HUBLE HOMESTEAD / HISTORIC SITE**  
 DESIGNER FERGUS FOLEY, P. ENG. REVIEWER BRUCE JOHNSTON, P. ENG.  
 DRAWN BY H.S. DATE 2020/10/20 SCALE 3/16" = 1'-0"

PROJECT NO.  
**20254**  
 SHEET NO.  
**A-202**

DETER

DOUBLE TRIMMER

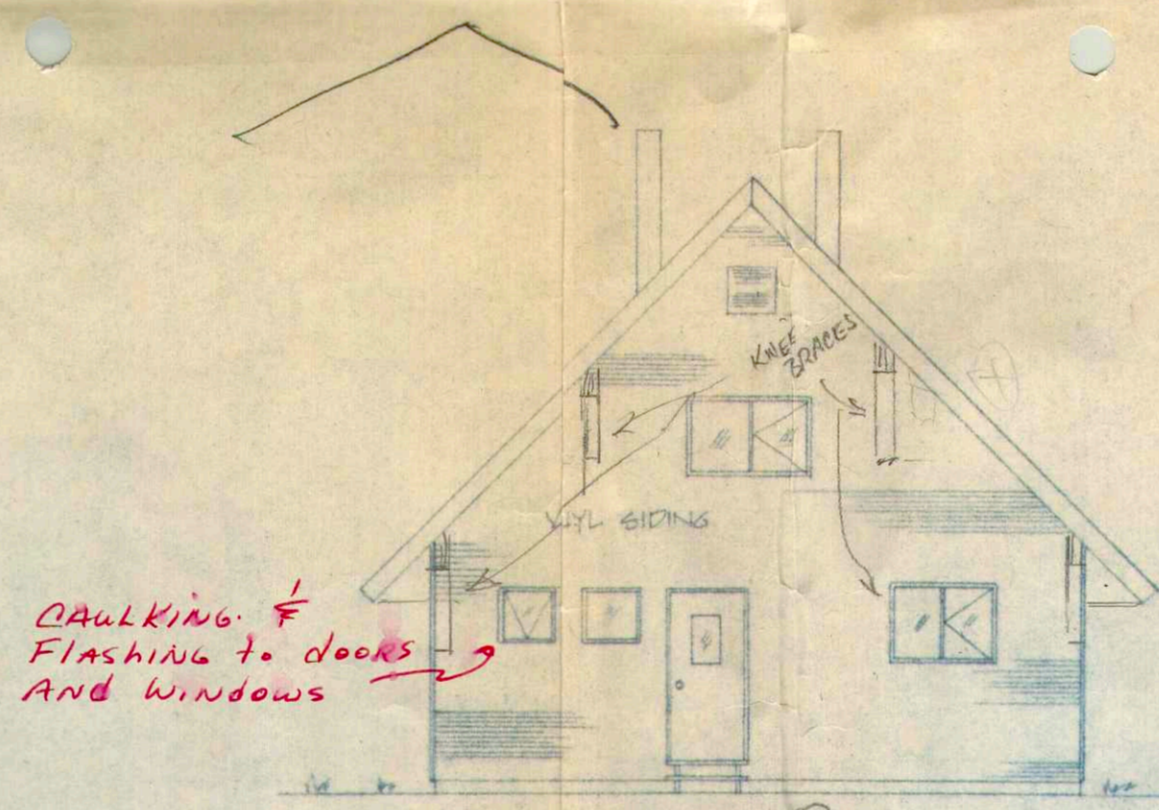
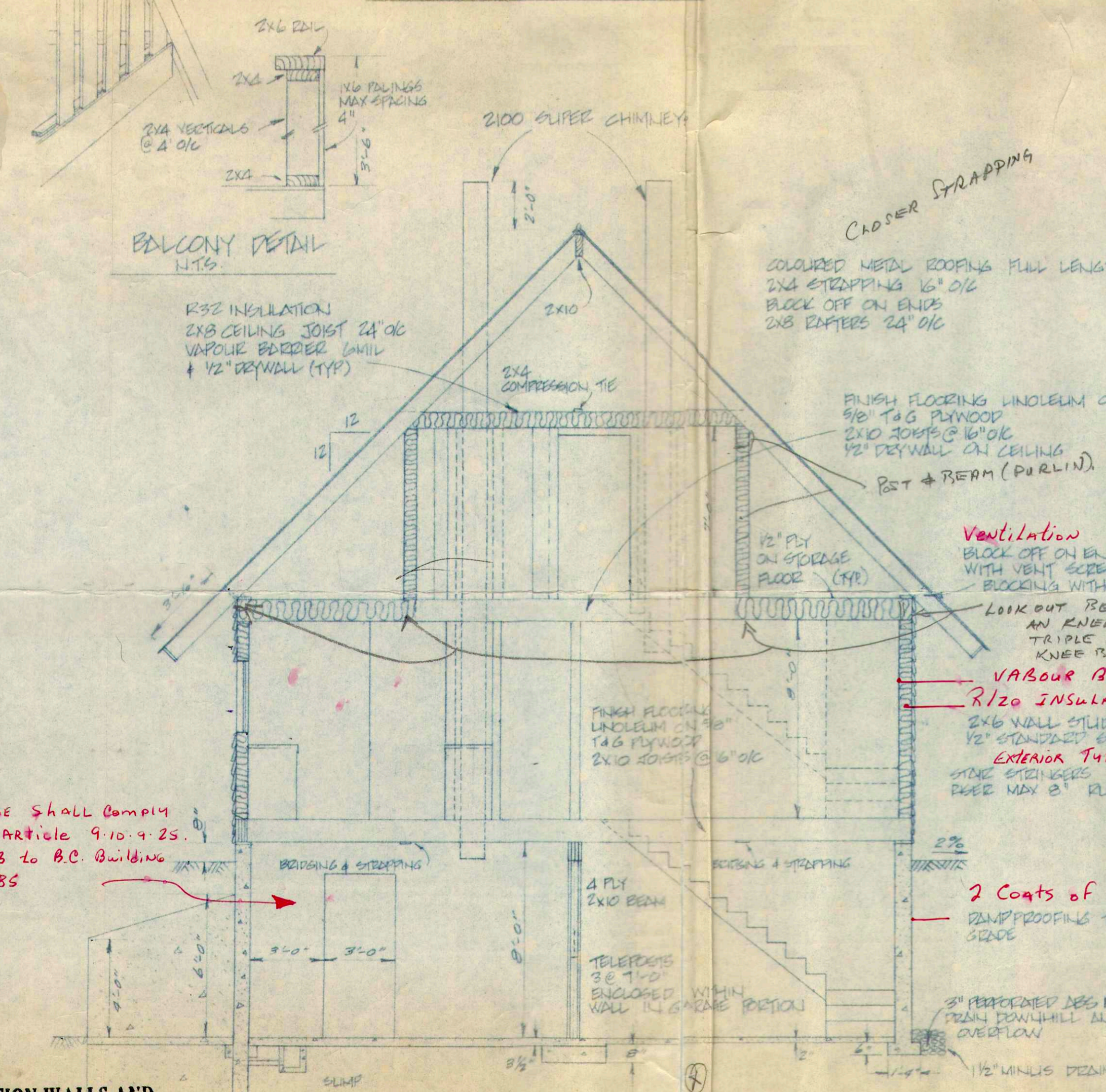
EVERY 2ND JOIST & OUTSIDE JOISTS ON THIS PART OF SECOND FLOOR TO BE DOUBLED



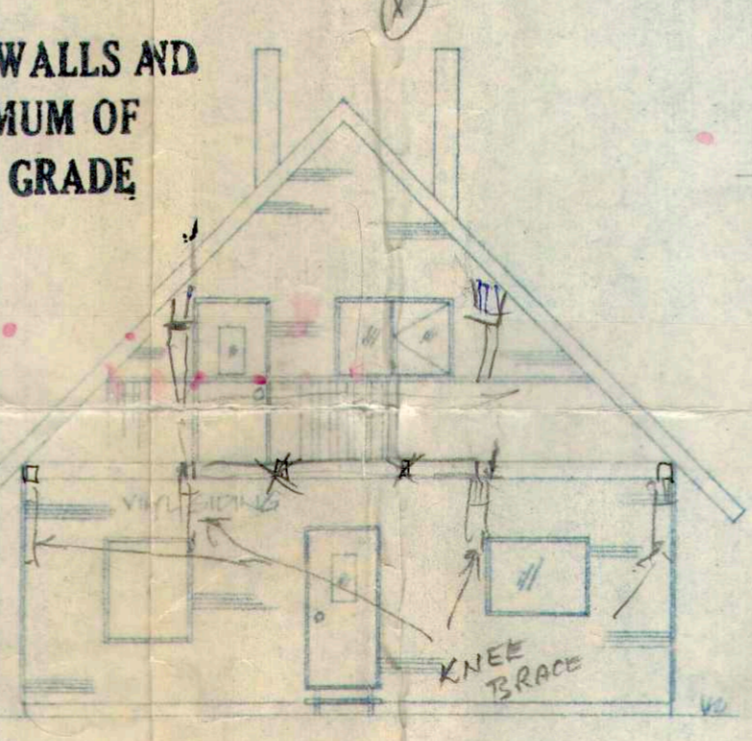
SPECIFICATIONS

- CLEANING & GRUBBING - AREA TO BE CLEANED & GRUBBED WILL BE FLAGGED BY REG DIST. STAFF
PERMEWAY - PERMEWAY TO BE LOCATED AS SHOWN ON DRAWINGS.
PERIMETER DRAIN - PERIMETER DRAIN TO BE 3" PERFORATED ABS INSTALLED COMPLETELY AROUND HOUSE ON DROPPED SLOPE.
FOUNDATION - TO BE CEMENT, ACHIEVING A MIN. COMPRESSIVE STRENGTH OF 2500 PSI @ 28 DAYS.
BACKFILL - TO BE 1/2" MINIMUM DRAIN ROCK AROUND PERIMETER DRAIN.
BASEMENT FLOOR - TO BE CEMENT, MIN. 2" THICK, SMOOTH STEEL TROWELLED FINISH.
INSULATION - ALL INSULATION TO ACHIEVE MIN. R20 INSULATING FACTOR.
ROOFING - TO BE 28 GAUGE SPECIAL GREEN COLOURED METAL ROOFING.
EXTERIOR TRIM - EXTERIOR DOOR AND WINDOW TRIM TO BE WOOD, PAINTED WITH 2 COATS OF EXTERIOR OIL BASE PAINT.
EXTERIOR SIDING - TO BE NORTHERN PACKAGE VINYL SIDING, MEDIUM BROWN COLOUR WITH 1" INSULATION, INSTALLED HORIZONTALLY THROUGHOUT.
WINDOWS - TO BE TWIN SEAL THROUGHOUT, OPEN TYPE WHERE SHOWN ON WOOD FINISHES.
CHIMNEYS - BOTH WOOD HEAT CHIMNEYS TO BE MODEL 2100 SUPER CHIMNEYS.
EFFICIENTS - TO BE 2' X 2' INSTALLED IN BOTH GABLE ENDS.
EXTERIOR DOORS - TO BE FORM FILLED STEEL DOORS, COLOUR TO MATCH EXTERIOR TRIM, C/W WINDOWS OF SAFETY GLASS, C&A APP.
PLUMBING - ALL PLUMBING TO BE AS PER B.C. PLUMBING CODE 1985.
ELECTRICAL - THE HOUSE IS TO BE WIRED FOR ELECTRICITY THOUGH IT MAY BE SOME TIME BEFORE POWER IS BROUGHT IN.

MAIN and UPPER FLOOR JOIST PATTERN



EXTERIOR VIEWS



ALL FOUNDATION WALLS AND PIERS TO BE MINIMUM OF 48\"/>

ALL FOUNDATION WALLS AND PIERS TO BE MINIMUM OF 48\"/>

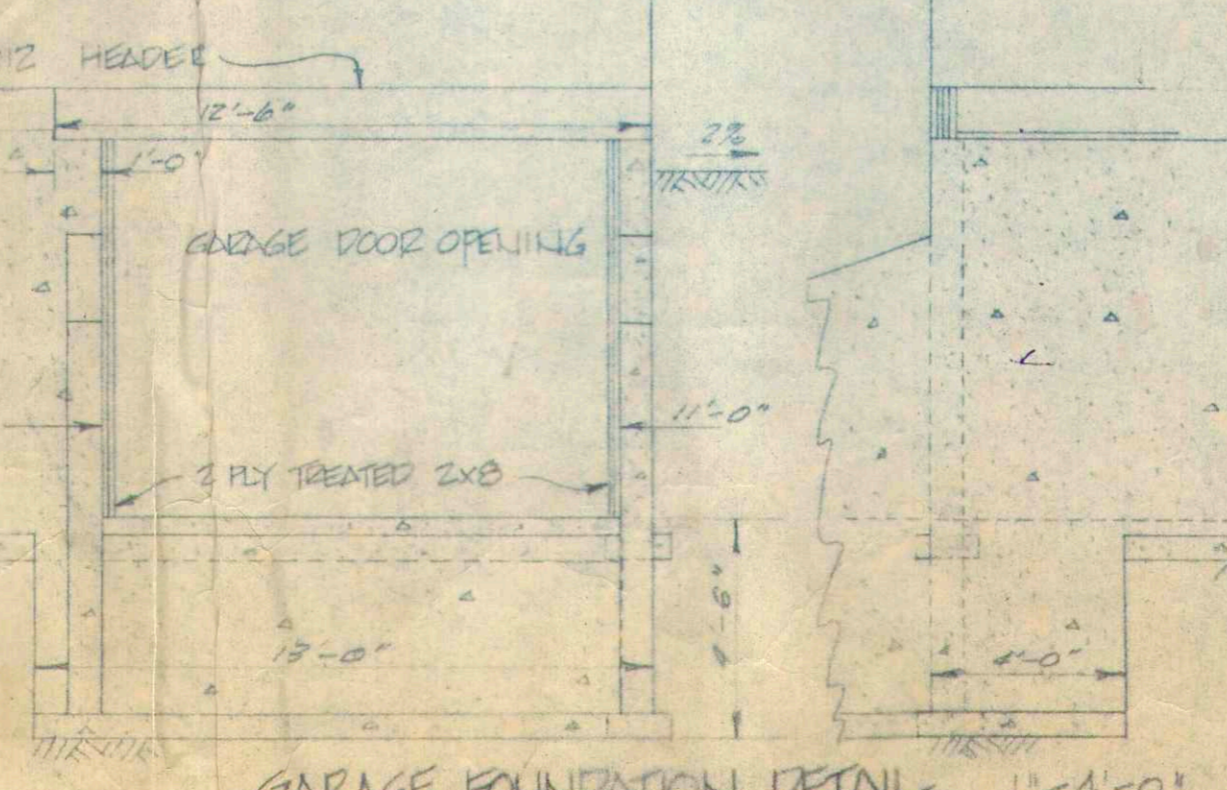
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ALL FOUNDATION WALLS AND PIERS TO BE MINIMUM OF 48\"/>



ALL CONSTRUCTION TO BE AS PER B.C. BUILDING CODE 1985 BUILDING PERMIT WILL BE ISSUED BY REGIONAL DISTRICT

REGIONAL DISTRICT OF FRASER-FORT GEORGE TENDER NO. 89-06-02
HUBLE FARM CARETAKER'S HOUSE
SCALE: AS SHOWN
DATE: MAY 1989
BY: G. SIMMONS

DATE: June 1/89 PERMIT NO. 3546
SIGNATURE: [Signature]
REGIONAL DISTRICT OF FRASER-FORT GEORGE

- Office Copy

**APPENDIX “G”  
Prime Contractor Agreement**



## REGIONAL DISTRICT of Fraser-Fort George

### PRIME CONTRACTOR AGREEMENT

WHEREAS:

- A. **Company Name** (“Contractor”) intends to perform certain work on the following lands or premises of which the Regional District of Fraser-Fort George (the “Regional District”) is the owner for the purposes of the *Workers Compensation Act* R.S.B.C. 2019, c.1 (the “Act”) and which are or may be a multiple-employer workplace for the purposes of the Act:

---

[insert description of road or park or legal description of property/ies]

(the “Regional District Lands”);

- B. Pursuant to section 24 of the Act, the owner of a multiple-employer workplace may enter into a written agreement with a directing contractor, employer or other person to be the prime contractor for that workplace; and
- C. The Contractor has agreed to be the prime contractor relating to that portion of the Regional District Lands and premises on which the work will be performed.

NOW THEREFORE THIS AGREEMENT WITNESS that, in consideration of the sum of One Dollar (\$1.00) now paid to the Regional District to the Contractor (the receipt and sufficiency whereof is hereby acknowledged),

1. The Contractor hereby agrees, pursuant to Section 24 of the Act, to be the prime contractor for the Works on the Regional District Lands, and to carry out the obligations set out in Section 24 of the Act and all applicable regulations.
2. The Contractor hereby acknowledges that it is familiar with the provisions of Section 24 of the Act and all applicable regulations and understands the obligations it is assuming.
3. Any violation of the Act and applicable regulations by the prime contractor may be considered a breach of contract resulting in possible termination or suspension of the agreement and/or any other actions deemed appropriate at the discretion of the Regional District.
4. Any penalties, sanctions or additional costs levied against the Regional District, as a result of the actions of the prime contractor are the responsibility of the prime contractor.
5. The Regional District hereby revokes any past appointments of a prime contractor on the Regional District Lands.

Executed this     day of                     , 2026

Regional District, by its authorized signatory,

Contractor Name: by its authorized signatory,

---

155 George Street, Prince George, BC V2L 1P8

ELECTORAL AREAS A, C, D, E, F, G AND H | MACKENZIE | MCBRIDE | PRINCE GEORGE | VALEMOUNT

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rdffg.ca | district@rdffg.bc.ca | 250-960-4400 | 1-800-667-1959