

# DISTRICT OF CLEARWATER

## REQUEST FOR QUOTE



## MUNICIPAL OFFICE RENOVATION DESIGN

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| <b>Quote #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Facilities – 2026 - 004 |
| <b>Issue Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | July 20, 2026           |
| <b>Site Visit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Not required            |
| <b>Enquiries Deadline:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | July 29, 2026           |
| <b>Project Completion Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | September 20, 2026      |
| <b>Closing Date and Time (Pacific Time):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | July 30, 2026 @ 11:00am |
| <b>Delivery of Submissions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
| <p><b>Submissions must be submitted using the following delivery method:</b></p> <p><b>Email Submission:</b> Submissions by email must be submitted to the email address specified below. Include the Request for Quotation # in the subject line of the email.<br/><i><u>If you do not receive an auto reply from the email below, please contact the District at 250-674-2257 to confirm your submission.</u></i></p> <p style="text-align: center;"><a href="mailto:admin@docbc.ca">admin@docbc.ca</a></p> <p><b>Hand delivered Submission:</b> Hand delivered submissions must be delivered to the District office between the hours of 8:30am and 4:00pm Monday to Friday before the date and time specified above. Include the Request for Quotation # on the outside of the submission.</p> <p style="text-align: center;">District of Clearwater<br/>209 Dutch Lake Road<br/>Clearwater, BC</p> |                         |
| <b>Owner &amp; Work site Address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| <b>District of Clearwater</b><br><b>209 Dutch Lake Road Clearwater BC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |
| <b>Official Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |
| <b>Roger Mayer – Manager of Facilities and Parks</b><br><a href="mailto:Rmayer@docbc.ca">Rmayer@docbc.ca</a><br><b>250-674-8712</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
| <p>Enquiries related to this Request for Quote may only be directed in writing to the individual named above (“<b>Official Contact</b>”) at the email above. Information obtained from any other source is not official and should not be relied upon.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |
| <b>Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
| <p>The District of Clearwater moved their Municipal offices into this refurbished school originally built in 1960. The building received ongoing renovations into the mid 1970's. In 2014 it was renovated and the District moved into the building. It is a single-story building being used for staff offices, council chambers, Municipal Business, ICBC and motor vehicle services. It is a very busy building with limited control and security. The existing design does not meet the current and future needs of staff and community. The District needs to renovate and is seeking a firm to redesign this space within the existing footprint.</p>                                                                                                                                                                                                                                             |                         |

### Services Required

The District requires an architectural firm to provide conceptual design drawings that will:

- provide better separation between staff and public
- Greater security for staff
- Make better use of existing waste space
- Create more offices and better flow for the public, staff and elected officials

The District has already retained Mechanical and Electrical Contractors to assist with the conceptual design. The District will undertake a Hazardous Materials Assessment of the facility.

### Scope of Work

Working with District staff and an existing preliminary design the successful proponent will provide a preliminary conceptual design report including:

- Architectural drawings for demolition
- Architectural drawings for renovation
- preliminary Layout rendering
- Conceptual Design Report
- Class D cost estimate

This quotation should include one site visit.

Please provide a list of additional hourly charge rates.

### Evaluation Criteria

Quotes will be evaluated solely on price.

### Sundry

- The successful proponent will be required to hold a Business license with the District of Clearwater.
- The successful proponent will be required to provide proof of General Liability Insurance of Five Million Dollars (\$5,000,000).
- Invoices to be submitted at the conclusion of the project.
- payments to be made within 30 days.

**The undersigned quote is in response to the Conditions noted above,  
Addendums (if applicable) have been reviewed.**

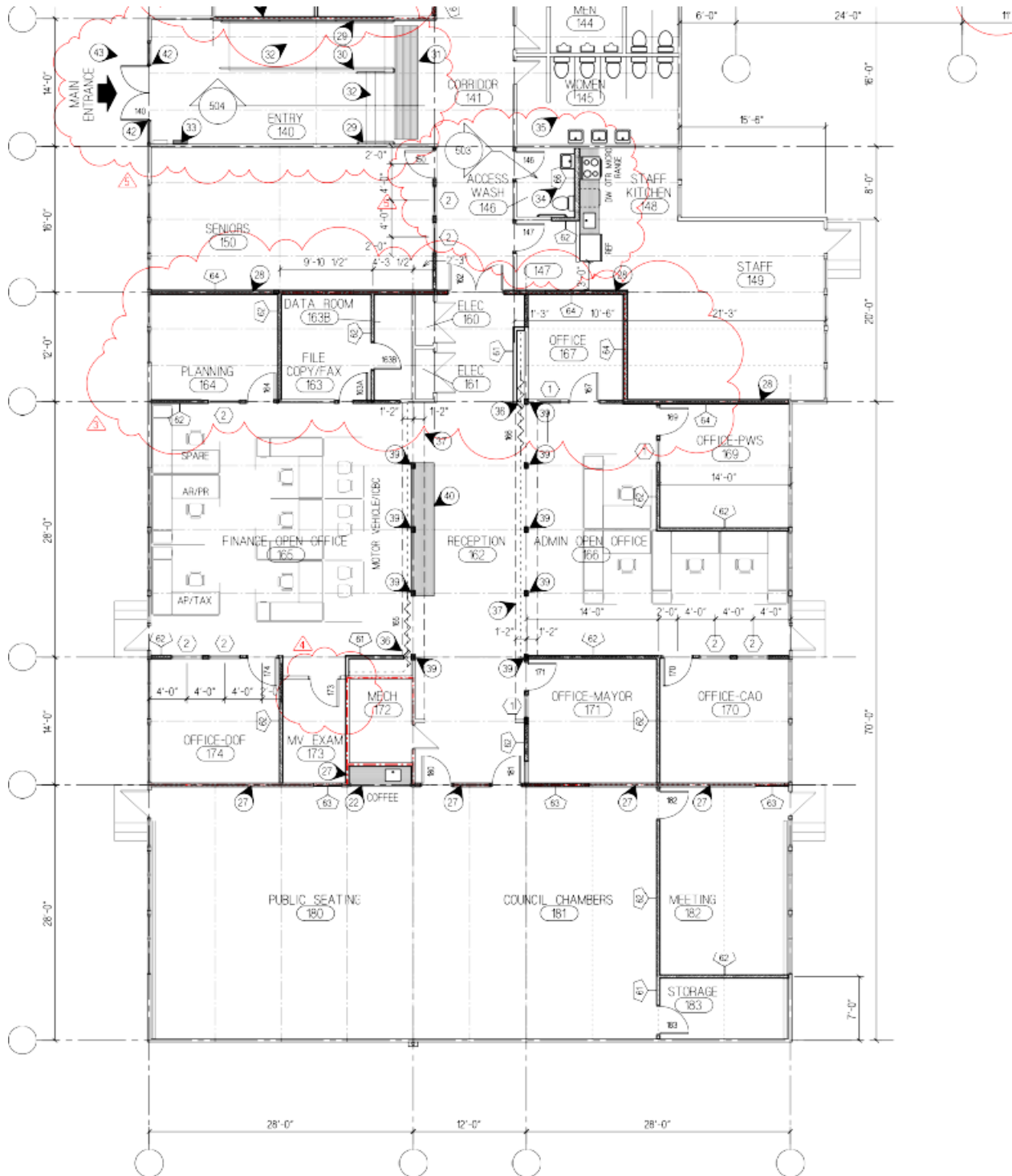
**The Owner has the right, in its sole discretion, not to award a Contract and  
has the right to reject any or all quotes (including the lowest quote) without  
giving any reason for doing so.**

|                        |
|------------------------|
| <b>Company Name</b>    |
|                        |
| <b>Mailing Address</b> |
|                        |
| <b>Email address</b>   |
|                        |
| <b>Phone number</b>    |
|                        |
| <b>Contact name</b>    |
|                        |
| <b>Title</b>           |
|                        |
| <b>Cell number</b>     |
|                        |
| <b>Signature</b>       |
|                        |
| <b>Date</b>            |
|                        |

|                    |  |
|--------------------|--|
| <b>Total Fee</b>   |  |
| <b>GST @ 5%</b>    |  |
| <b>PST @ 7%</b>    |  |
| <b>Total price</b> |  |

|                                                |
|------------------------------------------------|
| <b>This quotation is valid for: _____ days</b> |
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## Appendix A – Existing Floor Plan



## Appendix B – Proposed New Design

