REQUEST FOR PROPOSALS No. 23-047

Errington Park Prefabricated Concession Building

ISSUED: July 25, 2023

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on August 18th, 2023

Submissions and Questions are to be directed to:

Carolyn Kennedy, Parks Planner
ckennedy@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date.

Proponent's Information Meeting:
There will be a non-mandatory site meeting on **August 1st, 2023 at 2:00 p.m. at Errington Community Park, 1550 Veterans Way, Errington, BC..**

Proposals will not be opened in public

REGIONAL DISTRICT OF NANAIMO

1. Instructions to Proponents

1.1 Closing Date/Time/Submission Method
Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on August 18th, 2023.

Submission Method:

By Email: In PDF format with "23-047 Errington Park Concession Building" as the subject line at this electronic address:

ckennedy@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Submissions received in any other manner will not be accepted.

1.2 Amendment to Proposals
Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.3 Addenda
If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and new BC Bid (www.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.4 Withdrawal of Proposals
The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.5 Unsuccessful Vendors
The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified firms to design, fabricate, deliver, and install and commission a prefabricated concession and washroom building to Errington Community Park, located at 1550 Veterans Way, Errington, BC.

The targeted project completion date (including delivery and installation) is **April 5, 2024.**

3. BACKGROUND

Errington Community Park is home to the Errington Farmer Market stalls, a community stage, playground, BBQ area, wooded trails, and a grassy open field.

The existing building contains a water filtration system, a washroom, and a kitchen. The water filtration system services the park buildings and the War Memorial Hall across the street at 1390 Errington Road. The existing building will be decommissioned and removed by others after the new building is complete. Existing site services include: a XX A 120/240 electrical service and a pumped septic system. Any disruption to the water system must be pre-arranged and coordinated with the Errington War Memorial Hall (contacts will be shared during the project with the successful proponent).

4. SCOPE OF SERVICES

The work will consist of the design, fabrication, delivery, installation and commissioning of the concession and washroom building. This will include:

- One Meeting with RDN and stakeholders to further develop project requirements.
- Develop the building design to accommodate the requirements outlined in section 5 of this document.
- Preparing all stamped civil, structural, mechanical, and electrical drawings necessary to complete permit applications and facilitate construction.
- Installation of foundation system built and installed to meet all applicable building codes and standards.
- Delivery, installation, and commissioning of service connections on site.
- All interior and exterior finishes
- Supply and install of kitchen equipment. Refer to provisional pricing section.
- Plumbing installations and required fixtures to suit design.
- Supply and install of electrical to suit design.
- Supply and install of HVAC equipment including kitchen exhaust system.
- Reinstallation of existing water treatment system from old building to new with oversight and coordination from the system operator.
- Connection to existing well and septic field with minimal disruption. Refer to existing Septic plan in Appendix 1

- Facilitate and pay for any fees for the relocation of the existing BC Hydro service to the new building.
- Any required site work, inspections, permits or approvals to complete the building installation

The RDN Project Manager will work with the contractor to obtain all necessary permits.

5. DELIVERABLES AND OUTCOMES

The following provides specific requirements for the prefabricated building:

General Information

- Building to be approximately 700 square feet in size
- Building aesthetic to duplicate existing character of park materials and roof peak
- RDN will be responsible for demolition of existing building after new building is in place.

Permitting

- An RDN building permit is required for this project. Building to be built to all applicable local building Code, Canadian Modular Building Standards and NFPA requirements current at the time of permitting.
- The RDN Project Manager will provide assistance as necessary to obtain permitting, contractor will hold all building permits.
- Building Permit drawings and schedules for the building permit and VIHA review are to be provided by the Proponent no later than **October 11, 2023**

Delivery, Installation, Utility Connections

- Contractor responsible for all structural design, & any geotechnical testing of concrete foundation required for permits
- Contractor will deliver, unload, erect, and assemble all equipment as per the certified drawings.
- Building to incorporate the following utility connections:
    - Electrical: 120/240 Volt, Single Phase, overhead electrical service sized appropriately for the appliances and fixture of the building. Special consideration for:
        - 2 x 30 A 120 V RV Load Receptacles, Lockable Lid
        - 12 x 20 A 120 V Outdoor GFCI Duplex plugs with in-use covers each on their own branch circuit, master switch on interior of building.
        - Water treatment skid (size TBD). Note that existing equipment will be relocated and must remain in operation throughout the construction of the building.
        - Re-feed of the existing electrical utilities to other park structures (stage, receptacles, and lighting)
        - Additional commercial kitchen outlets and special circuits to be determined during specification of equipment. Outlets and power are to be a part of the base bid.
    - Potable Water: Relocation of the existing equipment and water services are to be relocated to the new building, while minimizing service disruptions. The current UV system requires a heating circuit over winter, and a back washing filter.

- Successful Contractor to coordinate with RDN well operator during the project.
- Septic System: Contractor to have the existing septic system inspected by a Qualified ROWP or engineer and certified for re-use. Connect new building to the septic service. See appendix for existing septic plan.
- Consideration of alternate energy source for cooking appliance and water heating if electrical demand exceeds existing service size

Building Interior Design Requirements

Building to contain two universal accessible washrooms, one commercial kitchen, and one mechanical room (see Appendix 1 for example layout):

- **Washrooms**: Each accessible washroom to utilize auto flush toilets and touchless faucets, tempering valves for hot water supply automated nighttime door locks, changing table, and be designed to comply with BC Building code requirements for public washroom accessibility.
- Floor drains with auto-trap-seal primers

- **Kitchen:** Main area for kitchen (approx. 17' x 22') –kitchen shall meet all applicable requirements of VIHA standard A Limited Food Handling/Dispensing Only and applicable building codes (refer to Appendix X). Kitchen island layout preferred.
    - Appliances: Combined side-by-side refrigerator/freezer, range, and Class 3 NFPA96 hood fan, built-in fast cycle high temp dishwasher, commercial microwave.
    - Lockable cleaning cupboard 3'wide 8' tall w/upper shelf, cooling rack and roll near oven, food grade smooth surface sealable work surfaces to accommodate food preparation and clean-up (refer to provisional pricing section), drying rack between sinks and dishwasher, sinks per VIHA standards.
    - Floor drains with auto-trap-seal primers

- **Mechanical room-** hot water heater sized for anticipated demands and adequate recovery, space and power requirements for water filtration system, circuit breaker. Water filtration requires 7'x 9' space, exhaust fan with mechanical timer are to be placed into the mechanical. 120 volt power for filtration and 240V for Well Pump. Heating circuit or heating for mechanical room. Drain connected to Septic for backwashing filter. Main electrical panel will be in the mechanical room.
    - Floor drains with auto-trap-seal primers

- **Interior Finishes**
    - Interior walls to be sealable, primed and painted white where not otherwise mentioned
    - Flooring to be durable, low maintenance vinyl product (or approved equivalent) suitable for commercial foot traffic; RDN to approve colour and pattern selection
- Lighting to be energy efficient LED fixtures
    - Lighting in kitchen to be manually switched
    - Lighting in bathrooms to be vandal resistant and motion activated by adjustable ceiling mounted devices (5 minute)

- Building HVAC and Hot Water Supply
    - Kitchen to be serviced via a ductless heat pump, each exterior equipment to be vandal proof by fence enclosure.
    - Public washrooms to be frost proof and mechanically ventilated with vandal resistant controls.
    - Electric hot water tank with suitable capacity and recovery for kitchen and washrooms

Exterior Building Details

- Exterior Finish
    - Commercial steel security exterior doors on all rooms
    - Schlage 'A' series or equivalent locking hardware:
        - Kitchen – Lever passage function and deadbolt.
        - Mechanical – A80 function and deadbolt
        - Washrooms – Passage lever and deadbolt. Electromagnetic timed lock with interior release.
    - 2.5' overhang of roof or hard canopy desired on sides without deck. Soffit to match siding.
    - Siding of building to be durable, building detail to match with existing buildings in park
    - Building to be skirted with same material as sides/rear siding
    - Roof to be metal, peaked with drainage pipe away from building and discharged away from building to engineered rockpit or to daylight
    - Dual opening windows for concession services. Vandal-proof lockable rollup shutters or similar system to protect windows when concession closed.

- Exterior Electrical
    - Minimum 10 x 20 A GFCI 120 V duplex receptacles with in-use covers and switched
    - Minimum 2 x 30 A RV Plugs with lockable covers
    - Locations to be determined during design
- Lighting
    - Energy efficient LED vandal resistant commercial lighting fixtures
    - All exterior fixtures to be Dark Sky compliant
    - Switched external concession lighting
    - Motion detected minimum
- Building access & ramps to meet all BC Building Code requirements for Accessibility.
- 1 x keyed frost-free hose supplied from double check backflow preventer located in mechanical room
- All components to be durable and be vandal resistant

Additional Requirements

- Building must meet appropriate CSA standards for pre-engineered/prefabricated buildings.
- Final shop drawings and field review of building installation to be stamped and certified by a Professional Engineer or Architect

REGIONAL DISTRICT OF NANAIMO

6. REFERENCE/BACKGROUND INFORMATION

Please see attached for the following:

Appendix 1: Existing Septic Information
Appendix 2: Example Building Layout
Appendix 3: VIHA food service establishment brochure
Appendix 4: Example kitchen layout

7. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information for evaluation purposes:

Please include with your proposal:

A. Company Profile

- Describe your company's background and areas of expertise
- Describe two or three recent comparable projects and provide photos of the completed project, project budget, and project timeline information

B. Project Approach and Schedule

- Layout your plan to complete the project from start to finish
- Provide conceptual layout and elevation of precedent imagery of what your building will look like.
- Provide details on delivery and installation logistics
- Provide a project schedule showing key milestones, including submission of permit drawings, manufacturing timeline, and anticipated delivery date

C. Communication and Quality Control

- Describe how your firm will monitor the project progression and provide regular status reports
- Describe your quality management process and any relevant certifications

D. Sustainability and Value-Added Services

- Describe the systems, policies and/or practices you use to reduce waste associated with by-products of production and other operational activities
- Describe the systems, policies and/or practices you use to understand, manage, and reduce your energy consumption
- Identify challenges, constraints and obstacles in the project and advise on strategies to minimize
- What suggestions does your firm have to add value to the project?
- Contractor may suggest cost savings or value-added services as a separate item. This should not be reflected in the base bid price and should be identified and listed separately.

E. Fee Proposal

- Provide a comprehensive proposed fee, in Canadian Dollars
- Provide an itemized cost breakdown table showing each project component
- Provide a proposed payment schedule that aligns with the project schedule. Include payment amounts (or percentages) for design, manufacturing, delivery, and installation.

The successful contractor must provide a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Total Contract Price, including the Contractor's obligations during the Maintenance Period, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the Owner. Include any Bond costs in your fee proposal.

Provisional Items (At the sole discretion of the Regional District to accept all, some, or none)

1. Supply and install of kitchen appliances- Combined side-by-side refrigerator/freezer, range and externally vented hood fan, built-in fast cycle high temp dishwasher, commercial microwave. Power and outlets for all appliances to be a part of the base contract price.
2. Extended wood deck area at serving window- (approximately 130sf)- cost to include all associated additions and deletions
3. Provision to upgrade to a NFPA96- Class 1 cooking operation (Grease-Laden Vapour) that includes supply and install of all equipment and associated mechanical and electrical revisions required should this upgrade be desired.

All other items make up the base contract price.

Proposals will be evaluated on the following basis 60% Technical (A – D), 40% Financial (E).

The lowest price proposal will receive full marks. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e. Score = Min Cost/Cost x Fee Points.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. *PROPOSED PURCHASE CONTRACT*

The RDN's preferred form of Contract is the CCDC 14 – 2013 Design-Build Stipulated Price Contract (included by reference only) as amended by the accompanying Supplementary General Conditions (SGCs) attached herein. Proponents should carefully review this form of Contract. Should any vendors request that RDN consider revisions to the form of Contract, Proponents should include any clauses of concern in their proposal submission and suggest replacement language.

9. GENERAL CONDITIONS

9.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

9.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

(a) any other contract for works or services; or
(b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter, or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

9.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.


Veterans Road
Gate
Overhead Hydro
1
New Building Location
Scale: 1:250
Septic
Septic Field
Pole
Driveway
Stall
Stall
Septic tank
0.35 Pine
new building location
Elec Box
existing building
Deck
Ramp
well water pipe
Play pump pipe
Trail
Spike
Benches
Stall
Stage

Province of British Columbia
Ministry of Health and Ministry Responsible for Seniors

APPLICATION FOR PERMIT TO CONSTRUCT OR REPAIR A SEWAGE DISPOSAL SYSTEM

FOLIO NUMBER: 10266.100 | DATE OF APPLICATION (D/M/Y): 20/6/95

☑ New Construction ☑ Repair ☐ Alteration

OWNER INFORMATION (correspondence to be sent to owner)

NAME OF OWNER: CONTACT re DAVID LUMLEY | TELEPHONE NUMBER: 248-3465

Number and Street | City | Postal Code

MAILING ADDRESS: ERRINGTON MEMORIAL HALL | ERRINGTON | V0K-1V0

APPLICANT INFORMATION (correspondence to be sent to applicant)

NAME OF APPLICANT: DAVID EDGELEY (P.E.C) | TELEPHONE NUMBER: 248-6017

Number and Street | City | Postal Code

MAILING ADDRESS: BOX 32 | ERRINGTON | V0K-1V0

LOT INFORMATION

LEGAL DESCRIPTION OF WHERE DISPOSAL SYSTEM IS TO BE CONSTRUCTED

LOT 16, PL 1989, D.L. 139, NANOOSE DISTRICT

1340 ERRINGTON ROAD, VETERANS RD IN ERRINGTON

STREET ADDRESS / GENERAL LOCATION

PREMISE INFORMATION

SEWAGE DISPOSAL SYSTEM WILL SERVE:

☐ SINGLE FAMILY DWELLING ☐ DUPLEX

☐ OTHER (specify): Community Hall (Seasonal)

ESTIMATED DAILY SEWAGE FLOW: 150 GPD

NUMBER OF BEDROOMS:

FINISHED BASEMENT: ☐ Yes ☑ No

DO YOU INTEND TO ADD A BASEMENT SUITE OR MORE BEDROOMS IN THE FUTURE? ☐ Yes ☑ No

TOTAL LIVING AREA:

LOT SIZE: 5.5 ACRES

SYSTEM INFORMATION

TYPE OF SEWAGE DISPOSAL SYSTEM:

☐ CONVENTIONAL

☐ ALTERNATE (E.G. ☐ PRIVY ☐ LAGOON, ☑ RAISED MOUNDS, ☐ SEEPAGE BED)

☐ DEEP TRENCH ☐ OTHER (specify):

SEPTIC TANK MANUFACTURER: DAVIS

MATERIAL OF SEPTIC TANK: CONCRETE

LIQUID VOLUME OF TANK: 1) 1100 G 2) 750 G

TOTAL LENGTH OF DRAINAGE PIPE: 400'

TYPE OF DRAINAGE PIPE: ☑ PVC ☐ OTHER (specify):

INSIDE DIAMETER OF PIPE: 4"

IF PACKAGE TREATMENT PLANT IS PROPOSED GIVE: MAKE / MODEL

TREATMENT CAPACITY

SEWAGE PUMP: ☐ YES ☐ NO

FIELD DOSE VOLUME PUMPED PER CYCLE:

ALTERNATE INFORMATION

PRESSURE DISTRIBUTION PROPOSED: ☑ YES ☐ NO

LAGOON SIZE

DEPTH OF CLAY SOIL

GARBURATOR: ☐ YES ☑ NO

SITE INFORMATION

SOIL DESCRIPTION

DEPTH OF SOIL ☐ over 1.2 m (4 ft.) ☑ under 1.2 m (4 ft.) *If under 1.2m (4 ft.),* due to ☐ rock or ☑ clay at 2'6 ft. from surface.

DEPTH TO WATER TABLE: ☐ over 1.2 m (4 ft.) ☑ under 1.2 m (4 ft.) *If under 1.2m (4 ft.)* the depth is 2'

PERC TESTS

SLOWEST RATE FROM test hole #1 9.00 min./2.5 cm (1 inch) test hole #2 9.00 min./ 2.5 cm (1 inch)

AVERAGE OF SLOWEST RATE FROM EACH TEST HOLE 9.00 min./ 2.5 cm (1inch)

WATER INFORMATION

SOURCES OF DOMESTIC WATER: DRILLED WELL

DISTANCES OF PROPOSED DISPOSAL FIELD FROM: 130' source of domestic water; N/A breakout point; 130' own well; 100+ N/A neighbouring wells; N/A stream or lake; 30' water lines

RESTRICTIVE COVENANTS

ARE THERE ANY RESTRICTIVE COVENANTS WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWAGE DISPOSAL SYSTEM? ☐ Yes ☑ No

If Yes, explain

APPLICANT SIGNATURE

The information on this application is accurate and true to the best of myknowledge:

☐ Owner or ☑ Agent

Signature: [signature] Date: 20 June/95

OFFICE USE ONLY

PAID: $250.00 936287

DATE: Apr 6/95

PERMIT TO CONSTRUCT, INSTALL, ALTER OR REPAIR 6-95 c 78

application and the Sewage Disposal Regulations, permission is hereby granted to construct, install, alter,or repair the sewage em on this property. *This permit may be cancelled if variations are made to these plans and specifications.*

ons of Permit: Place the required 24" of 10 mm/6 pea mix fill over 100' +44' after initial soil scarification of native material in dry weather only. ption should be 5 x 80' trenches @ 10 cm/s of fill, leaving as many trees as possible. Use 2 pea and 2 observation holes for inspection prior to system installation. The build system to Health Act Regulations, CSA-HLL ... and plan below ... as built will be needed.

PERMIT VALID	SIGNATURE OF PUBLIC HEALTH INSPECTOR / EHO
April 13/95	245-3044 [signature] (PHF(C))

PUBLIC HEALTH INSPECTOR / EHO USE ONLY

EVALUATION
- file check
- application complete and consistent
- soil requirements met
- setback distances

SITE INFORMATION
- ☐ soil type
- ☐ soil depth
- ☐ water table
- ☐ slope

COMMENTS

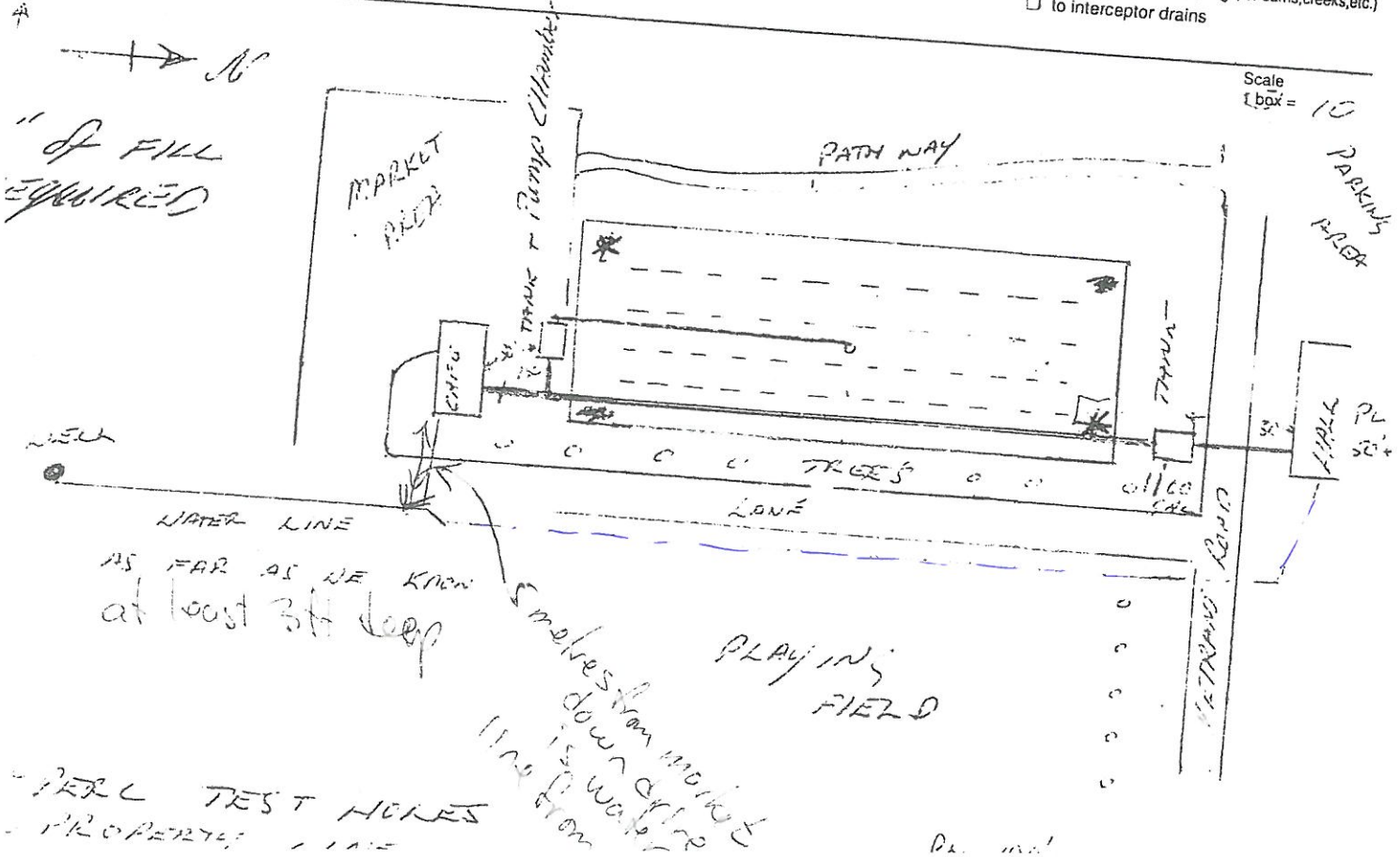
PLOT PLAN DRAWN TO SCALE (to be completed by the Applicant/Contractor)

PLAN CHECKLIST *The following items should appear on the plot plan of the proposed system. Indicate which items have been included by checking the appropriate box.*

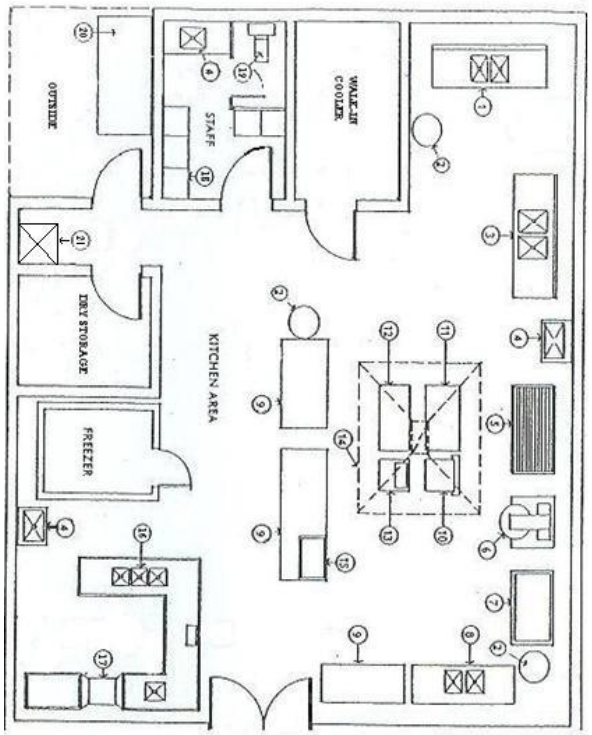
- ☐ use(or house site)
- ☐ ier buildings
- ☐ otic tank
- ☐ . treatment plant
- ☐ osal field
- ☐ king water sources
- ☐ ours ☐ adjacent ☐ neighbours
- ☐ water lines
- ☑ percolation test holes (2)
- ☐ observation test holes (2)
- ☐ surface water (creeks, streams, lakes)
- ☐ retaining wall
- ☐ "North" arrow
- ☑ direction of and percentage of ground slope
- ☐ roadways
- ☐ patio / deck
- ☐ paved areas
- ☑ parking areas
- ☐ dimensions of lot
- ☐ property lines
- ☐ swimming pool

Distance from septic tank:
- ☐ to house
- ☐ to domestic water source
- ☐ to domestic water pipeline
- ☐ to perimeter of lot

Distance from disposal field (or lagoon/mound)
- ☐ to house
- ☐ to perimeter of lot
- ☐ to own well
- ☐ to neighbouring wells
- ☐ to surface water (springs, streams,creeks,etc.)
- ☐ to interceptor drains



Example of how plans should be presented to the EHO (Exact layout and equipment list dependent on operational needs)



1. Prep Sink	**8. Prep Sink**	**15. Microwave**
2. Garbage	**9. Table**	**16. 3 Comp Sink**
3. Pot Sink	**10. Steamer**	**17. Dishwasher**
4. Hand Sink	**11. Oven**	**18. Lockers**
5. Freezer	**12. Range**	**19. Toilet**
6. Mixer	**13. Fryer**	**20. Garbage Bin**
7. Fridge	**14. Exhaust**	**21. Mop Sink**

Annual Permit Fee

Month	Food Service Establishment ≤ 50 Seats	Food Service Establishment > 50 seats	Mobile Food Service Unit
Full Year	$150.00 ($12.50 per month)	$250.00 ($20.83 per month)	$75.00
April	150.00	250.00	
May	137.50	229.17	
June	125.00	208.33	
July	112.50	187.50	
August	100.00	166.67	
September	87.50	145.83	
October	75.00	125.00	
November	62.50	104.17	
December	50.00	83.33	
January	37.50	62.50	
February	25.00	41.67	
March	12.50	20.83	

For seasonal establishments, the fee is based on number of months (partial or full) that the operation is open for business. For example, a seasonal concession that opens on May 15th and closes on September 8th is charged for 5 months. If premise is closed, a refund may be available for any full months the premises is not operating that year.



Please call an Environmental Health Officer if you have any questions.

island health

Opening a Food Service Establishment



A Guide to the Application Process

Environmental Public Health
May 2023



The purpose of this booklet is to assist applicants with the process for obtaining an operating permit. Please consult your local Environmental Health Officer (EHO) if you have any questions.

Island Health Offices

Victoria	250.519.3401
Duncan	250.737.2010
Nanaimo	250.755.6215
Parksville	250.947.8222
Port Alberni	250.731.1315
Courtenay	250.331.8518
Campbell River	250.850.2110
Port Hardy	250.902.6071

LEGISLATION:
Food premises are legislated under the ***BC Public Health Act*** and the ***Food Premises Regulation***. Please read the *Food Premises Regulation* before applying. The regulations are available at:
(https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety)

OTHER AGENCIES:
There may be other agencies you need to contact in conjunction with operating a food premises. They may include but are not limited to:

1.Local municipal or regional districts for zoning, building permits, business license, commercial food waste programs, plumbing codes (grease traps) or fire suppression equipment.

2.Ministry of Public Safety and Solicitor General for liquor license.

3.Canadian Food Inspection Agency for labeling and nutritional information on processed foods.

4.WORKSAFEBC for employee accident prevention
(www.worksafebc.com)

REQUIRED DOCUMENTATION TO BE SUBMITTED PRIOR TO OPERATION:

1. Application for Food Facility **(https://www.islandhealth.ca/learn-about-health/food-safety/food-safety)**

2. Operator FOODSAFE Certificate **(www.foodsafety.ca)**

3. Plans and specifications for the construction or alteration of the premises. *Note: plans must be approved prior to construction*

4. Written Food Safety Plan and Sanitation Plan **(www. bccdc.ca/foodhealth/foodguidelines/default.htm)**

5. Permit fees can be paid in person or via telephone. VISA, MASTERCARD or cheques accepted (payable to ISLAND HEALTH). *Note: **Permits are non-transferable.** New business operators must submit a new application form and pay applicable fees. Invoices for permit renewal will be issued every April for existing businesses.*

GENERAL REQUIREMENTS:

The following are general requirements **ONLY.** Please refer to the Food Premises Regulation and consult with your local EHO for detailed structural, operational and equipment requirements.

- Design the kitchen in a manner to prevent conditions which may result in the contamination of food. Consider the "flow process" from receiving, storage, food preparation, dish washing and service. Preparation area has to be suitable to accommodate the type and volume of food served.
- Floors, walls, ceilings including all equipment, utensils and surfaces must be smooth, non-absorbent, easily cleaned and free from any noxious substances. Walls should be light-coloured. Wall and floor junctures should be tightly sealed or coved. Wooden surfaces are not recommended unless covered with a non-toxic durable surface.
- Equipment must be suitable for their intended purpose and installed to allow for easy cleaning, sanitizing and maintenance.
- Lighting must be sufficient to allow for proper cleaning and accident prevention. Light fixtures must be protected to prevent breakage.
- Ventilation equipment must be adequate to prevent the accumulation of smoke, grease, condensation and odours. Consult with the local fire department regarding fire suppression equipment.
- Washrooms for patrons are based on seating capacity. Refer to your local building bylaws or the Building Code Regulation. Staff washrooms or dressing rooms should be provided with lockers or other suitable facilities for the storage of personal items.
- Dishwashing requirements may consist of a three compartment sink or a commercial dishwasher. The three compartment sink must be of adequate size to submerge the largest cooking utensil and include a draining board for air-drying. Commercial dishwashers must sanitize by chemical or hot water methods.
- Handwashing stations with liquid soap and paper towel dispensers must be conveniently located in food preparation areas and used **exclusively** for handwashing.
- Food preparation sinks are recommended, and may be required, along with utility sinks for janitorial purposes. Utility sinks, mops and cleaning chemicals must be located separate from food and food equipment.
- It is required that every operator of a Food Service Establishment hold a FOODSAFE certificate (or equivalent) and that at least one employee present, in the absence of the operator, holds a FOODSAFE certificate (or equivalent).

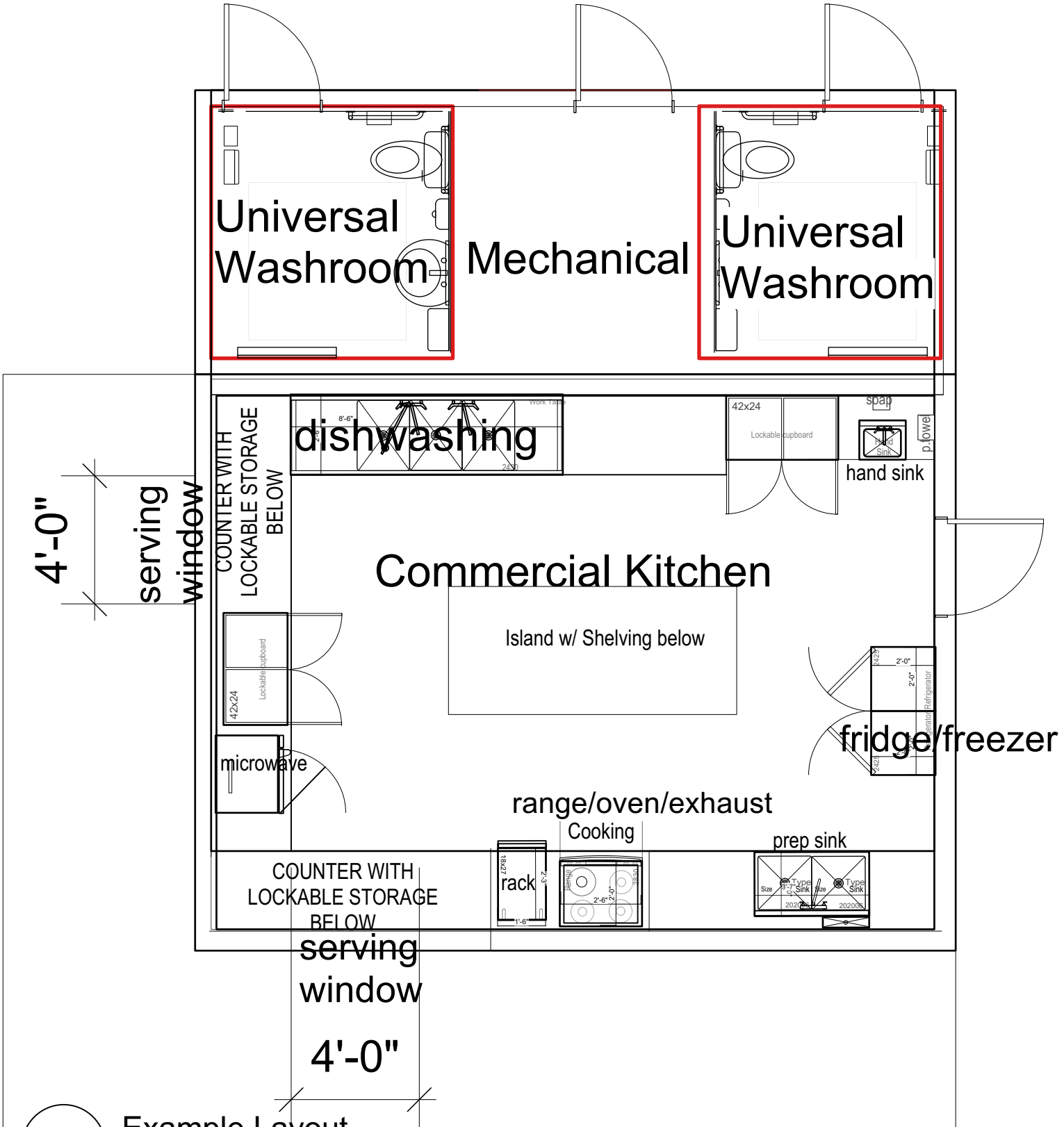
Note: If your facility is not connected to an approved water system, your water source will need to be approved and a permit to operate a Water Supply System will need to be issued by Island Health, prior to opening. If your facility is not connected to a community sewer system, you may be required to provide documentation that the existing sewerage system is adequate for your intended purposes. Please consult with the Environmental Health Officer to ensure the applicable permits and approvals are obtained.

SITE INSPECTIONS

Once plans have been approved, it is recommended that you check in with the EHO during the construction phase of the food premises.

Prior to opening, the EHO will conduct an "initial" inspection to test equipment and to verify the premises is completed in accordance with the plans and specifications you submitted. The EHO may also review documentation such as your food safety and sanitation plans. If you meet the requirements of the *Food Premises Regulation*, the EHO will grant you approval and issue the premises with an operating permit.

A "routine" inspection will be conducted by the EHO usually within forty-five (45) days of operating. This inspection and all subsequent inspections determine your hazard rating and the frequency of inspections. Inspection results are posted on the Vancouver Island Health Authority web page at:
https://www.islandhealth.ca/learn-about-health/food-safety/food-safety



1 Example Layout
Scale: 1:50

dimensions are nominal
contractor to ensure all Island Health rquiements are met

REGIONAL DISTRICT OF NANAIMO

CCDC 14 – 2013 Design-Build Stipulated Price Contract

Supplementary General Conditions

GC 3.4 OTHER CONSULTANT, SUBCONTRACTORS, AND SUPPLIERS

3.4.1 – Add:

".5 maintain good order and discipline among the Subcontractor's employees engaged on the Work and shall ensure that the Subcontractor shall not employ on the Work anyone not skilled, experienced, capable, and qualified to perform the Work."

GC 3.11 NON-CONFORMING DESIGN AND DEFECTIVE WORK

3.11.2 – Delete item in its entirety and replace with the following:

"If for any reason, including poor workmanship, defective Products or materials, and damage to completed Work, the Owner's Advisor rejects Work because it fails to conform to the Contract Documents, then the Design-Builder shall at the Design- Builder's expense promptly remove such Work from the Place of the Work and replace it in accordance with the requirements of the Contract Documents. Such remedial Work shall include any re-testing reasonably required to establish that the completed Work complies with the Contract Documents. This provision applies to all materials, Products, and portions of the Work whether or not incorporated into the Work as a whole."

New GC 3.11.5 - Add:

"The Design-Builder shall complete the deficient and incomplete Work speedily and at the discretion and convenience of the Owner. Acceptance of the Work or occupancy of the Project, or any portion thereof, by the Owner or the Consultant, shall not relieve the Design-Builder from the obligation of correcting deficiencies which are missed at the time of drawing up the list of deficient and incomplete items."

NEW GC 3.12 CLEAN-UP

New GC 3.12.1 – Add:

"The Design-Builder shall ensure the worksite remains free of all rubbish, waste, debris and waste products at the end of each business day"

New GC 3.12.2 – Add:

"The Design-Builder shall remove all equipment, barricades, hoarding, temporary bracing, walkways, temporary services, and surplus materials, and leave the worksite in a condition satisfactory to the Owner."

New GC 3.12.3 – Add:

"The Owner shall have the right to back charge cleaning to the Design-Builder if not done by the Design-Builder within 24 hours of written notice to clean."

New GC 3.12.4 – Add:

"The Owner shall have the right to back charge the Design-Builder for cost of damage to the site in relation to transportation in and out of the site caused by the Design-Builder or any Contractor, agent, employee or licensee of the Design-Builder, or by any other person or company authorized by the Design-Builder to be on the site, in the event such damage is not repaired by the Design-Builder before final payment."

GC 5.7 FINAL PAYMENT

5.7.4 – Revise "5 calendar days" to "30 calendar days"

GC 9.1 PROTECTION OF WORK AND PROPERTY

9.1.1 – Delete item in its entirety and replace with the following:

"The Design-Builder shall protect the Work and the Owner's property and property adjacent to the Place of the Work from damage which may arise as a result of the Design-Builder's operations under the Contract, and the Design-Builder shall be responsible for such damage as provided for in the Contract."

NEW GC 9.1.5 – Add:

"Security at the Place of the Work during non-working hours will be solely the responsibility of the Design-Builder. The Owner will not be liable for any loss or damage of any kind except as provided for in GC. 11.1 INSURANCE."

GC 10.1 TAXES AND DUTIES

10.1.2 – At the end of the paragraph, add:

"The Design-Builder shall not be entitled to overhead and profit mark-up due to any such increase. The Design-Builder must provide a detailed breakdown of additional taxes if requested by the Owner, in a

form satisfactory to the Owner. Profit and overhead shall not be included in the increase or decrease of costs incurred by the Design-Builder due to changes in the aforementioned taxes and duties."

GC 12.5 WARRANTY

New GC 12.5.9 – Add:

"Any Product, material or equipment requiring excessive servicing during the warranty period (or free maintenance period if applicable) shall be considered defective and the warranty (or free maintenance period) shall be deemed to take effect from the time the excessive servicing defect has been corrected."

New GC 12.5.10 – Add:

"The Design-Builder shall, upon correction of any defects which it is obligated to correct, extend its warranty for the Work which has been corrected, and for any related Work which the corrections have affected, for a period of six months from the time of delivery of a certificate of acceptance by the Owner of the corrected Work, or until the end of the original Contract warranty period, whichever is longer."