

REQUEST FOR PROPOSAL

RFP NO. SI 26-01

PROJECT MANAGEMENT SERVICES FOR MUNICIPAL FACILITIES OPTIONS ANALYSIS

DATE OF ISSUE: July 16, 2026

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1. INTRODUCTION

The Township of Esquimalt (the “Township”) invites Proposals from qualified and experienced Project Management firms to submit a proposal to provide professional project management services to support a facilities options analysis for the Temporary Fire Hall and the Victoria Police Department (VicPD) – Esquimalt Division space within Municipal Hall.

The Township intends to retain a Project Manager (PM) to lead and coordinate a facilities-focused options analysis, culminating in a Council report recommending a preferred option for preliminary project approval. Subject to Council approval, the successful PM is expected to continue into subsequent design development, tender-ready documentation, and construction-phase project management. The PM will lead the procurement of any additional services needed to complete this work, including architectural services.

The successful bidder (Consultant) will then enter into the Professional Services Agreement (see Appendix A) with the Township.

2. BACKGROUND

The Township’s new Public Safety Building (PSB) is opening in late 2026. The new facility will accommodate the Esquimalt Fire Department who are currently located in a Temporary Fire Hall in the parking lot of the Archie Browning Sports Centre. With the Esquimalt Fire Department vacating the Temporary Fire Hall in January 2027, the Township is seeking Project Management services to lead the exploration of the future use of the temporary facility which is estimated to have a remaining life of 15 years.

When the Public Safety Building was originally envisioned, it included dedicated space for the Victoria Police Department Esquimalt Division (VicPD). Due to significant cost escalation, the project was rescoped in 2023 and the VicPD component was removed. VicPD currently occupies space on the first floor of Municipal Hall. The space is large enough to accommodate VicPD but the space is currently not being utilized to its full potential. Further, the rest of Municipal Hall that is used for office space is at capacity. Staff expect additional office space for Municipal Hall staff to be needed in the near future. The PM will lead a review of the Temporary Fire Hall and VicPD space to determine if a relocation of VicPD to the Temporary Fire Hall or renovations of the existing space are best to alleviate office space pressures at the Municipal Hall. Other options for using the Temporary Fire Hall should be explored, including a final recommendation, in case VicPD are recommended to remain in Municipal Hall.

The review of the Temporary Fire Hall and existing VicPD space in Municipal Hall each requires further assessment of operational needs, physical security requirements, accessibility upgrades, renovation scope, project risks, timelines, and capital costs based on industry best practices.

The results of this analysis will inform:

- Council decision-making in early 2027 on future use of Temporary Fire Hall;
- Additional office space for Municipal Hall;
- Optimized space for VicPD Esquimalt Division; and
- Preliminary project approval including conceptual designs and budgets for required renovations of preferred options.

3. SCOPE OF WORK & PROJECT DELIVERABLES

The scope of work is divided into three sequential phases. The Township intends to award Phase 1 initially, with Phases 2 and 3 progressing subject to Council direction, funding approval, and consultant performance.

Phase 1 – Options Analysis and Preliminary Project Approval Support

The Project Manager will:

- Lead a structured options analysis of the following scenarios:
 - o Retrofit and conversion of the Temporary Fire Hall to a dedicated VicPD Esquimalt Division facility and corresponding renovation of Municipal Hall VicPD space to create more office space;
 - o Alternative uses for Temporary Fire Hall including accommodating other municipal functions beyond police or divesting facility; and
 - o Right-sizing and renovation of space within VicPD space to add office space for rest of Municipal Hall's use.
- Coordinate closely with Township staff, VicPD representatives, and external advisors.
- Engage with staff to determine operational requirements, functional space needs, security standards, and future growth considerations.
- Identify high-level building and site requirements, including:
 - o Security and controlled access;
 - o Accessibility and code compliance;
 - o Building systems and structural considerations;
 - o VicPD-specific operational requirements (evidence handling, secure parking, detention, etc.).
- Retain and coordinate architectural and specialist consultants as required (e.g., architectural, security, cost estimating) and in alignment with the Township's Purchasing and Disposal Bylaw.
- Prepare comparative budgetary / Class D -level cost estimates for each option.
- Develop high-level project schedules and delivery strategies for each option.
- Identify project risks, constraints, and sensitivities for each option.
- Support preparation of a Council report and presentation materials recommending a preferred option.

Key Phase 1 Deliverables:

- Options analysis report suitable for Council consideration;
- Comparative cost, schedule, and risk summary;
- Recommended option with rationale;
- Council presentation and support at council meeting.

Phase 2 – Design Development and Tender-Ready Documentation (Conditional)

Subject to Council approval of a preferred option, the Project Manager will:

- Manage the consultant team through schematic design, detailed design, and preparation of Issued-for-Tender (IFT) drawings and specifications;
- Determine appropriate construction contract including CCDC 2 – Stipulated Price Contract, CCDC 5A/B or other;
- Lead design coordination, scope control, cost control, and schedule management;
- Support permitting, approvals, and stakeholder coordination;
- Manage cost estimates up to Class A accuracy;
- Prepare the project for competitive tendering.

Key Phase 2 Deliverables:

- Tender documents;
- Updated Class A cost estimate;
- Finalized project schedule and procurement plan.

Phase 3 – Construction Phase Project Management (Conditional)

Following tender award, the Project Manager will:

- Act as the Township's representative during construction;
- Coordinate the design team and contractor activities;
- Monitor budget, schedule, scope, and quality;
- Lead change management, reporting, and risk mitigation;
- Support substantial completion, deficiencies, and close-out.

4. PROJECT SCHEDULE

- Phase 1 – Options Analysis: Fall 2026/Winter 2027
- Council consideration and decision: Winter 2027
- Phase 2 – Design Development (if approved): Winter/Spring 2027
- Phase 3 – Construction (if approved): TBD

Proponents are to propose detailed schedules as part of their submission.

At this time, the Township will be proceeding with **Phase 1** only. It is the Township's intention to continue Phase 2 and 3 with the Consultant chosen from this RFP, subject to future Council direction, project authorization, pricing and priorities.

The Township requests each proponent include all Phases in their proposal for each project so the Township can obtain comparative experience and costs for each Stage. Revisions to the scope of work for Phases 2 and 3 work may be requested from the Consultant after the successful completion of Phase 1.

The Township reserves the right, at its sole discretion, to negotiate the continuation of services for Phases 2 and 3 with the successful Proponent, subject to satisfactory performance, Council approval, funding availability, and mutual agreement on scope, schedule, and fees.

5. RFP SCHEDULE

The RFP schedule for this Work is as follows:

- RFP issued on July 16, 2026
- RFP closes on August 10, 2026 at 2:00pm local time
- Professional Services Contract awarded anticipated on or before **August 28, 2026**
- It is the Township's expectation that work will progress in an organized and timely manner.

6. PROPOSAL ENQUIRIES

All enquiries should be written and directed to:

Judy Kitts, Director of Strategic Initiatives

Email: engineering@esquimalt.ca

Enquiries can be made up to 4:00 p.m. local time on July 30, 2026

7. PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 - Understanding, Methodology and Work Plan:**
 - The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
 - Clear understanding of the objectives and expected deliverables
 - Proposed approach for each Phase of the deliverables
 - Demonstrated understanding of the assignment, risks, and objectives, including approach to options analysis and Council-facing deliverables
 - Innovation and value-added services will be considered an asset
 - A detailed methodology for Phase 1, and high-level approach to Phases 2 and 3
- **Section 2 – Schedule**
 - Provide a schedule that shows completion of the work based on the work plan and methodology provided for Phase 1.
 - Include relevant milestones including project phases in the schedule.
 - Preference will be given to Proponents with a shorter duration schedule, only if they can demonstrate the capacity and methodology to achieve these results.
- **Section 3 – Key Staff Qualifications and Roles:**
 - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience.
 - Preference will be given for individuals with municipal facilities, police or justice facilities, and renovation projects.
 - Preference will be given for local and relevant experience.
 - Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
 - If a sub-consultant/contract is to be utilized, this information should also be supplied.
 - The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s), the corporate operating philosophy, etc.

▪ **Section 4 - References:**

- Provide a minimum of 3 relevant projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent's suitability.
- Each reference shall contain the following:
 - Name of the contact person
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name, description, and project value
 - Name and role of relevant key staff listed in Section 3

▪ **Section 5 – Fee Proposal:**

- Provide a fee proposal for the required scope of work to complete the deliverables, including hourly rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).
- The fee proposal should be split by phase.

▪ **Section 6 – Insurance:**

- Provide information demonstrating the Proponent's ability to secure insurance that meets the requirements of this Request for Proposal.

8. EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Understanding, Methodology and Work Plan	25%
Schedule	5%
Key Staff Qualifications and Roles	30%
References	10%
Fee Proposal	30%

The Township may invite one or more Proponents to participate in an interview as part of the evaluation process. Interview results may be considered in the final scoring and selection of the successful Proponent.

9. AVAILABLE INFORMATION

The following information is available to proponents upon request:

- Architectural and Mechanical drawings for Municipal Hall and the Temporary Fall Hall
- Previous schematics of proposed floor plan for municipal offices within the VicPD space at Municipal Hall

10. GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

10.1 THE CORPORATION OF THE TOWNSHIP EXPRESSLY RESERVES RIGHTS TO THE FOLLOWING:

- 10.1.1 To accept any Proposal;
- 10.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 10.1.3 To reject any and/or all Proposals;
- 10.1.4 To accept a Proposal that is not the lowest cost;
- 10.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
- 10.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
- 10.1.7 To cancel or re-issue the RFP.

10.2 ALL PROPOSALS MUST BE SUBMITTED TO THE ENGINEERING DEPARTMENT, BY EMAIL TO THE FOLLOWING:

Judy Kitts, Director of Strategic Initiatives
Email: engineering@esquimalt.ca

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until the Proposal closing time:

August 10, 2026 2:00 P.M. local time

- 10.3** Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.
- 10.4** A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 10.5** Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 10.6** Telephoned or faxed Proposals will not be accepted.
- 10.7** Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 10.8** Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 10.9** It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 10.10** While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).

- 10.11** Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 10.12** All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 10.13** Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 10.14** The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 10.15** If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
- 10.16** In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 10.17** If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 10.18** The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 10.19** Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 10.20** Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.

- 10.21** The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.
- 10.22** The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.
- 10.23** The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 10.24** The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 10.25** The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

10.26 INSURANCE

- 10.26.1.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:
- 10.26.1.2 Comprehensive General Liability Insurance \$2,000,000.00
- 10.26.1.3 Professional Liability \$1,000,000.00
- 10.26.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:
- 10.26.2.1 The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured.
- 10.26.2.2 Cross liability and a waiver of subrogation or recourse against The Township Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.
- 10.26.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- 10.26.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
- 10.26.5 The Township shall be under no obligation to verify that the coverage outlined in Clause 10.26.2 is adequate for the needs of the Proponent.

- 10.27** The successful Proponent will enter into a contract in the format as in the attached in Appendix A, including all conditions included in the RFP.

10.28 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

10.29 BEST OFFER

10.29.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

10.29.2 A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

PROFESSIONAL SERVICES AGREEMENT

Dated this [Click here to enter date.](#)th day of [Click here to enter month.](#), [Click here to enter year.](#)

BETWEEN:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

1229 Esquimalt Road
Esquimalt, BC V9A 3P1

("The Township")

OF THE FIRST PART

AND:

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

("Consultant")

OF THE SECOND PART

- A. The Township wishes to retain services of the Consultant, for the [Click here to enter text.](#) as specified in the attached Schedule "A".
- B. The Consultant, in order to perform the services as described in the attached Schedule "A", has the skill, training, and technical knowledge expected of a properly qualified and experienced person in a work environment.
- C. The Consultant is willing to provide the services as described in Schedule "A" for the fees as outlined in Schedule "B".

The Parties agree as follows:

1.0 **AGREEMENT**

1.1 Attached hereto and forming part of this Agreement are:

- 1. Schedule A – Services
- 2. Schedule B – Terms of Payment
- 3. Schedule C – Certificates of Insurance

2.0 **DEFINITIONS**

In this Agreement:

- 2.1 "**Fees**" means the fees to be paid by The Township to the Consultant as set in the Terms of Payment, Schedule "B".

- 2.2 “**Services**” means those services to be provided by the Consultant in accordance with Schedule “A”.
- 2.3 “**PSAB**” means Public Sector Accounting Board.

3.0 **TERM**

- 3.1 This Agreement commences on [Click here to enter text.](#) and ends upon completion of the Services to the full satisfaction of The Township, which completion shall not be later than [Click here to enter text.](#).

4.0 **SERVICES**

- 4.1 The Consultant shall provide the Services described in the attached Schedule “A” entitled [Click here to insert name of project.](#) (the “**Project**”).
- 4.2 The Consultant shall comply with all reasonable requirements established by The Township for the performance of the Services, including but not limited to value, security, safety, emergency procedures, and access.
- 4.3 The Consultant shall exercise the degree of care, skill, and diligence normally provided by professional consultants in the performance of services in respect of projects of a similar nature to those services required under this Agreement.
- 4.4 The Township and the Consultant, by agreement in writing, may from time to time, make changes to the Services by altering, adding to, or deducting from the scope of the Services. The time for completion of the Services shall be adjusted accordingly. All Services shall be executed under the conditions of this Agreement.

5.0 **INVOICING**

- 5.1 Invoices are to be addressed to the Financial Services Department, The Township of Esquimalt, 1229 Esquimalt Road Esquimalt B.C., V9A 3P1.
- 5.2 The purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists and correspondence.
- 5.3 **Taxes must be shown separately** on the invoice.
- 5.4 The invoices must conform to The Township’s *PSAB* requirements.

6.0 **PAYMENT**

- 6.1 The Township agrees to pay the Consultant in accordance with the provisions of Schedule “B”.
- 6.2 The Township shall not pay any amount exceeding [Click here to enter text.](#) (excluding applicable taxes) in Canadian funds, unless prior written authorization has been obtained by the Consultant from The Township.
- 6.3 Where changes have been made to the Services in accordance with Clause 4.4, The Township and the Consultant may adjust the payment schedules accordingly.

7.0 CONSULTANT

- 7.1 The Parties acknowledge that the Consultant is an independent contractor and is not the agent, servant, or employee of The Township. The Consultant shall pay for any required Workers' Compensation coverage for any employee employed by it in the performance of Services under this Agreement and shall be solely responsible to remit any amounts that may be owing to the Government of Canada for GST, Income Taxes, Employment Insurance and Canada Pension Plan contributions.

8.0 SUB-CONSULTANTS

- 8.1 The Consultant may not hire any Sub-consultant without the prior approval of The Township. The Township shall be entitled to inquire as to the credentials and qualifications of the Sub-consultant and satisfy itself that the Sub-consultant is a suitable party to provide services in connection with this Agreement.
- 8.2 The Consultant shall be responsible for all services under this Agreement even if the Sub-consultants are approved by The Township.
- 8.3 For Sub-consultants retained by the Consultant and approved by The Township, the Consultant shall bind the Sub-consultant to the terms of this Agreement.

9.0 INFORMATION AND PROPRIETARY RIGHTS

- 9.1 The Township agrees to provide the Consultant with such information as may be reasonably required by the Consultant in the performance of the Services.
- 9.2 Any information collected or generated by the Consultant in the course of the performance of the Agreement is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), as well as all other regulation requirements governing the management of personal information.
- 9.3 The Consultant agrees that all data, information, and material provided to the Consultant by The Township are and shall be confidential, both during and after the term of this Agreement. The Consultant acknowledges that this is a fundamental term of this Agreement and the Consultant and its officers, directors, and employees will not directly or indirectly disclose or use at any time any confidential information acquired in the course of performing this Agreement. All provided data, reports, and material shall be returned to The Township upon termination of the Agreement.
- 9.4 All material prepared or assembled by the Consultant in connection with this Agreement and the Services shall be the property of The Township. This includes all reports, drawings, sketches, designs, plans, specifications, media copy, logos, questionnaires, tapes, computer applications, photographs, and other materials of any type whatsoever. Proprietary software supplied by the Consultant is excluded.
- 9.5 Copyright and all such material shall belong exclusively to The Township and, whenever requested by The Township, the Consultant shall execute any and all applications, assignments, and other instruments which The Township deems necessary in order to apply for and obtain the copyright to any part of the work produced by the Consultant and in order to assign to The Township the sole and exclusive copyright in such work.

10.0 LEGAL REQUIREMENTS

- 10.1 The Consultant shall ensure that the Services comply with all relevant legislation, including codes, bylaws, and regulations, as well as The Township's policies and procedures. Where there are two or more laws, bylaws, ordinances, rules, regulations or codes applicable to the services, the more restrictive shall apply.

11.0 INDEMNITY AND INSURANCE

- 11.1 The Consultant shall indemnify and save harmless The Township, its officers, agents, and employees against all third party claims, demands, actions, losses, expenses, costs or damages of every nature and kind whatsoever which they may incur or suffer as a result of the negligence of the Consultant or its officers, agents, or employees in the performance of this Agreement.
- 11.2 The Consultant shall maintain, in full force and effect with insurers licensed in the Province of British Columbia the following insurance:
1. Comprehensive General Liability Insurance in respect to the services and operations of the Consultant for bodily injury and/or property damage with policy limits of not less than \$2,000,000 per occurrence. The Township shall be added as an additional insured.
 2. Professional Liability Insurance in respect to the services provided by the Consultant with policy limits of not less than \$1,000,000 per claim.
 3. Certificates evidencing the existence of the policies shall be provided to The Township by the Consultant upon request and evidence of renewal shall be provided to The Township not less than thirty (30) days prior to the expiry dates of the policies.
 4. The Consultant shall be responsible for the payment of all premium and deductible amounts relating to the said insurance policies and the Consultant shall maintain the required insurance during the term of this Agreement.
 5. If The Township wishes, because of its particular circumstances, or otherwise to increase the amount of coverage of the aforementioned insurance policy, or to obtain other special insurance coverage, then the Consultant will cooperate with The Township to obtain increased or special coverage at The Township's expense.

12.0 BREACH OF CONTRACT

- 12.1 Where The Township determines that the performance by the Consultant of the obligations in this Agreement is not in accordance with this Agreement, The Township may require the Consultant by written notice to remedy such deficiency at the Consultant's sole expense and within seven (7) days of the giving of notice.
- 12.2 If such deficiency is not remedied to the satisfaction of The Township, The Township shall have the right, but shall be under no obligation, to remedy the deficiency to its satisfaction at the sole expense of the Consultant.
- 12.3 The Consultant shall be liable for all costs incurred by The Township to remedy such deficiency including, but not be limited to, all legal fees and disbursements on a solicitor and own client (full indemnity) basis.

13.0 SUSPENSION OF AGREEMENT

- 13.1 The Township may suspend the Consultant's services at any time upon seven (7) days written notice.
- 13.2 The Township shall pay all Fees due to the Consultant accrued to the time of suspension, but payment of all other Fees may at The Township's sole discretion be suspended.
- 13.3 The Township shall not be responsible to pay any fees incurred by the Consultant during the period of any suspension unless the Consultant satisfies The Township, before incurring any such fees, of the necessity for the same and provides The Township with such documentation as may be required by The Township in support of the claim for fees.

14.0 TERMINATION OF AGREEMENT

- 14.1 The Township may terminate this Agreement by giving seven (7) days notice in writing, if the Consultant
 - 1. fails to fully complete the Services within the time limited by the Agreement, or
 - 2. fails to complete the Services to the satisfaction of The Township, or
 - 3. becomes insolvent, or
 - 4. commits an act of bankruptcy, or
 - 5. abandons the Project, or
 - 6. assigns the Agreement without the required written consent, or
 - 7. has any conflict of interest that may, in the opinion of The Township, have an adverse effect on the Project.
- 14.2 The Township may terminate this Agreement upon seven (7) days written notice to the Consultant if funds are not available for completion of the Services or if The Township abandons the Project.
- 14.3 The Township shall, in the event of termination of this Agreement, pay to the Consultant all amounts for completed work due to the Consultant in accordance with this Agreement, as well as all reasonable fees incurred up to the date of termination. The Township shall have no further liability of any nature whatsoever to the Consultant for any loss of profit or any other losses suffered, either directly or indirectly, by the Consultant as a result of the termination of this Agreement.
- 14.4 The Consultant may terminate this Agreement upon seven (7) days written notice to The Township if any invoice payable by The Township to the Consultant for services in accordance with the terms of this Agreement remains unpaid for a period in excess of sixty (60) days upon receipt.
- 14.5 The Consultant agrees that termination or suspension of this Agreement or a change to the Services to be provided under this Agreement in accordance with clause 4.4 does not relieve or discharge the Consultant from any obligation under the Agreement or imposed upon it by law with respect to the Services or any portion of Services that it has completed.

15.0 **TERMINATION FOR CONVENIENCE**

- 15.1 The Township may terminate this Agreement at any time upon thirty (30) days written notice to the Consultant, whereupon The Township shall be liable for any Consultant's fees and expenses for satisfactorily completed work up to the date of termination and not thereafter.

16.0 **DISPUTE RESOLUTION**

- 16.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach may, upon the agreement of both parties, be referred to either:
1. Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties;

or
 2. Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the *Commercial Arbitration Act*, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the choice shall be referred to the British Columbia Supreme Court for decision. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the *Commercial Arbitration Act* of British Columbia.

17.0 **FORCE MAJEURE**

- 17.1 Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, governmental actions, act of public authority, Act of God, or to any other cause beyond its control except labour disruptions.
- 17.2 In the event force majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.
- 17.3 Should force majeure event last longer than thirty (30) days either party may terminate this Agreement by notice in writing without further liability, expense or cost of any kind.

18.0 **NOTICES**

- 18.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if sent by mail, fax or email, addressed as follows:

The Corporation of the Township of Esquimalt
Attention: [Click here to enter name.](#)
1229 Esquimalt Road
Esquimalt BC V9A 3P1
Phone: (250) [Click here to enter phone number.](#) Fax: (250) [Click here to enter fax number.](#)
Email: [Click here to enter email address.](#)@esquimalt.ca

To the Consultant at:

Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

18.2 Such notice shall conclusively be deemed to have been given on the fifth business day following the date on which such notice is mailed, or the day following the day the notice is sent by fax or email.

18.3 Either party may, at any time, give notice in writing to the other of any change of address or other contact information.

GENERAL

19.0 ASSIGNMENT

19.1 The Consultant shall not, without the prior written consent of The Township, which consent may be withheld at the discretion of the Township, assign the benefit or in any way transfer the obligations of this Agreement.

20.0 TIME OF ESSENCE

20.1 The Services must be provided within the time limits as herein specified.

21.0 GOVERNING LAW

21.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of British Columbia. The Courts of British Columbia shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

22.0 PURCHASE ORDER

22.1 Purchase Order does not supersede and take precedence over the terms and conditions in this Agreement.

23.0 SEVERABILITY

23.1 Should any term or portion of this Agreement be found to be invalid or unenforceable the remainder shall continue to be valid and enforceable.

24.0 WAIVER

24.1 The Township may at any time insist upon strict compliance with this Agreement regardless of past conduct or practice with this or any other consultant.

25.0 **EXECUTION**

25.1 No work shall be performed by the Consultant until the Agreement has been executed by both parties hereto.

26.0 **ENTIRE AGREEMENT**

26.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

The parties hereto have executed this Agreement as of the day, month and year first above written.

[Click here to enter consultant name.](#)

Corporation of the Township of Esquimalt

Per: _____

Per: _____

[Click here to enter name.](#)

[Click here to enter name.](#)

[Click here to enter title.](#)

[Click here to enter title & name of department.](#)

Per: _____

Corporate Officer

Schedule "A"

Services

Schedule "B"

Terms of Payment

Schedule "C"

Certificate of Insurance