



ISLAND CORRIDOR FOUNDATION

Box 375 Stn A Nanaimo, BC V9R 5L3
office 250 754 7254
islandrail.ca

Request for Proposals: Heritage Conservation Plan, Ladysmith Train Station

Purpose: The Island Corridor Foundation is seeking proposals from qualified individuals or firms to produce a simple Heritage Conservation Plan for the Ladysmith Train Station.

Background: The island Corridor Foundation (ICF) owns the Ladysmith Station and recently received grant funding from the Regional Economic Diversification and Infrastructure Program to renovate the station. The goal is to create a community hub with the Ladysmith Chamber of Commerce and Visitor's Centre as anchor tenant.

The ICF would like to ensure that the renovation respects the historical values and character defining elements of the modest one-storey building. The Station is municipally registered and was built in 1944. Its Statement of Significance can be found [here](#).

Scope of Work:

- Assess the current condition of the building from a heritage perspective and make heritage conservation recommendations, in order of priority. Recommendations should focus on the building exterior, but the consultant may also consider interior heritage characteristics.
- Indicate where and how to use the different requirements of preservation, restoration and rehabilitation, if applicable.
- Identify how national conservation standards should be addressed, where applicable.
- Recommend the appropriate colour scheme for the exterior of the building.
- In all recommendations, provide a level of detail on recommended conservation work that would allow ICF to receive quotes from trades people to complete the work.

Project timeline: To meet an upcoming grant deadline, key 2025 dates are as follows

RFP Circulation:	July 4 to July 12
Review and award:	July 12 to July 19
Work completed:	July 22-August 6 COB

ICF serves the communities of Vancouver Island and gratefully acknowledges that we work on the traditional and unceded territories of many diverse First Nations, including the Kosapsum, Songhees, Malahat, Cowichan Tribes, Ts'uubaa-asatx, Halalt, Stz'uminus, Penelakut Tribe, Snuneymuxw, Snaw-Naw-As, Qualicum, K'ómoks, Hupacasath, and Tseshaht. We acknowledge that Indigenous peoples have stewarded these lands since time immemorial and are committed to strong Indigenous partnerships and relationships based on principles of Reconciliation



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Submissions: Brief proposals are encouraged but should include the following:

- A description of the tasks to be undertaken and the methodologies to be used.
- A proposed schedule that will meet the timeline above
- Information about the team lead and team members' professional qualifications
- Project costing
- An outline of any support envisioned from ICF to complete the project.
- A list of references from previous clients and/or examples of similar projects

Closing date: 4:30 pm July 12, 2025

Enquiries: Anna Russell, Strategic Director, Island Corridor Foundation

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