

## **Request for Expressions of Interest: Ladysmith Rail Station – Ladysmith Chamber of Commerce and Visitor Centre – Community Hub Project**

### **Purpose:**

The Island Corridor Foundation is seeking expressions of interest (EOI) from qualified individuals or firms for construction management services and to complete a renovation of the Ladysmith Train Station.

### **Project Overview :**

The Island Corridor Foundation (ICF) is a non-profit organization which owns the Ladysmith Train Station. Our members are the 14 First Nations and 5 Regional Districts through whose territories and jurisdiction the E&N Rail Corridor runs. ICF will be the client for this project.

The ICF received grant funding from the Regional Economic Diversification and Infrastructure Program (REDIP) to renovate the Ladysmith Station, which is currently vacant. The goal of the project is to create a community business hub in partnership with the Ladysmith Chamber of Commerce, with the Chamber and the Ladysmith Visitor's Centre as the anchor tenant.

The ICF would like to ensure that the renovation respects the historical values and character-defining elements of our one-storey building and that the Station is once again a centre of the community where people make connections. Built in 1944, the Station is municipally registered heritage building but is not covered by provincial legislation. Its Statement of Significance can be found [here](#).

This expression of interest covers Phase 1 of proposed project works, including restoring the building envelope, preserving heritage features wherever possible, exterior finishes for the building, upgrading civil works (electrical, sewer, water and stormwater) to service the building, site preparation, rough landscaping, and finishing interior renovations up to and including tenant improvements.

A future Phase 2 will include wider civil works and construction for landscaping, parking lots, EV chargers, roundabout, etc., according to the site Master Plan. These Phase 2 works are excluded from this EOI, but the ICF reserves the right to extend any construction agreement for Phase 2 to the successful proponent of this EOI.

### **Desired outcomes**

- A completed renovation that allows the Ladysmith Train Station to operate as the Ladysmith Innovation Hub, Visitors' Centre and Chamber of Commerce and to welcome the public both inside and outside the building.
- A space that can be adapted easily to potential future uses, including a train station.
- A community-based project that encourages local content and support of First Nations, specifically Stz'uminus First Nation, where feasible.

## Scope of Work:

The project in Phase 1 can generally be understood to include the following components, as needed:

- Work with the client and the client's development manager to plan the scope of work, determine deadlines, finalize the budget and provide regular project updates and financial reporting.
- Review existing engineering report, heritage conservation plan (Appendix B) and site Master Plan (Appendix C)
- Assess the building base plate and its current condition
- Reconnect building to utilities (sewer and water) and rehabilitate and/or upgrade stormwater and perimeter drainage
- Inspect the chimney and clean/repaint or rebuild
- Restore or replace exterior wood and stucco including decorative elements, and paint the exterior
- Restore or replace windows and doors
- Renovate 2 bathrooms and construct 1 additional bathroom (staff)
- Complete interior finishings in accordance with a floor plan provided and finalize with the input of the client (and an architect, if required), in a way that allows the use of the space for a Visitors' Centre and Chamber offices as well as community gathering/rental and shared workspaces.
- Clear vegetation overgrowth outside the building
- Interim vehicle circulation improvements for cars/trucks and RVs, as well as potential community gathering spaces outside, to be determined with the client.

The ICF will develop a detailed scope of work, schedule of values and agreed upon standards with the successful applicant after the project is awarded. The successful applicant must enter into a construction agreement with the ICF.

## Contract and Construction Agreement - Limitations

The ICF is not obligated to enter into the construction agreement for the full scope of work should the preliminary assessment of the building result in costs exceeding the project budget, or if the start of the project is seriously delayed or the project is cancelled for any reason, or for any other reason at the sole discretion of ICF.

ICF reserves the right terminate the agreement with 60 days notice.

## Preliminary Timeline for Phase 1

Construction Management Team Selected	16 March 2026
Detailed building investigation, Budget and Defined scope of work developed	29 May 2026
Complete – Phase 1 Turn-key interior space:	30 January 2027
Close out & Final Project completion:	31 March 2027

## Expressions of Interest and Evaluation.

Submissions to include:

	<b>Application Component</b>	<b>% of evaluation criteria</b>
1	A description of the project team – Construction Management Contractor, Site Supervisor & core team + sub-trades - professional qualifications	20
2	A proposed schedule that will meet the timeline	5
3	Project team costs and subtrade costs, with markups – complete the Schedule of Rates (Appendix A)	30
4	Description of local and Canadian content including General Contractor, sub-trades and materials	20
5	Experience working with First Nations or opportunities to include First Nations contractors and labourers in the project, including from Stz'uminus First Nation	10
6	References for previous clients and/or examples of similar projects, including heritage buildings	10
7	Statement of approach to environmental responsibility	5
8	An outline of any support envisioned from Client to complete the project	0
	<b>TOTAL</b>	<b>100</b>

Once the Expressions of Interest are evaluated the ICF reserves the right to interview a short list of applicants prior to moving forward with the highest valued Expression of Interest.

### Proposed Timeline for Request for Expression of Interest:

REI Circulation:	12 February – 06 March
Review proposals:	9-13 March 2026
REI process decision:	16 March 2026
Develop scope of work and budget:	16 March to 29 May 2026
Construction Agreement – Executed	3 April 2026

**Questions, additional information and building tours:**

Any questions can be directed to Anna Russell at [annarussell@islandrail.ca](mailto:annarussell@islandrail.ca).

Please register at this email address if you intend to submit an application and would like to receive copies of any answers provided to questions from other prospective applicants, and/or if you would like to have access to the building prior to applying (a building tour will be scheduled after February 16<sup>th</sup>).

Interested applicants can also contact Anna for copies of Appendix B (Heritage Conservation Plan) and Appendix C (Site Master Plan).

**Deadline:**

Submissions must be delivered electronically to [annarussell@islandrail.ca](mailto:annarussell@islandrail.ca).

The deadline is **midnight on Friday, March 6, 2026**.

APPENDIX A: Schedule of Service Rates to be completed

<b>Service</b>	<b>Rate and Mark up</b>	<b>Comments</b>
Construction Management Services		
Site Supervision Services		
General Labour		
Engineering & Code Consultant Services		
Electrical Trades		
Mechanical Trades		
Carpentry Trades		
Excavation & Site works		
Drywall & Finishing trades		
Materials Mark up		
Labour Mark up		
Equipment Mark up		
Other		

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_