



REPORT

To: Chair and Directors

Report Number: ENV-BRD-032

From: Environmental Services

Date: November 20, 2025

Subject: PRRD Administrative Building Construction Contract Award ITT 46-2025

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board award ITT 46-2025 Peace River Regional District Administration Building Construction to Scott Builders Inc. for a total amount of \$14,185,966.00, excluding taxes, and include a 20% contingency of \$2,837,193.20 for a total contract not to exceed \$17,023,159.20; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

On August 14, 2025 the Regional Board made the following resolution in a Closed meeting, which was released to the public at the September 18, 2025 Board meeting:

MOVED, SECONDED and CARRIED,

That the Regional Board initiate the execution of Phase 4 of the PRRD Office Building project and authorize procurement of a construction firm to building a new PRRD Administrative Building located at 1001 105th Avenue Dawson Creek pending receipt of completed construction procurement documents; further, that this resolution be authorized for immediate release to the public.

Eleven (11) submissions were received in response to the Invitation to Tender for the construction of the Administrative Building, nine (9) of which successfully met the mandatory requirements. Based on the evaluation of the base bid price, Scott Builders Inc. was the lowest qualified bidder as per Table 1 below.

Table 1. Scoring Matrix for Qualified Bidders for the Administrative Building Construction.

	Atkinson Construction	Celtic Construction	Chandos Construction	Northern Legendary Construction	OML Construction	Scott Builders Inc	Synergy	WL Construction Ltd	Yellowridge Construction Ltd
Mandatory Requirements									
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bid Security	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other Mandatory Requirements	✓	✓	✓	X	✓	✓	X	X	✓
Scoring Matrix Results									
Pricing Score - 100 (Base Bid Price)	81.60	94.19	88.91	93.91	80.51	100.00	77.78	91.80	89.39
Proposal Cost (Excl Taxes & Contingency)	\$17,384,207.00	\$15,061,010.01	\$15,955,593.00	\$15,105,500.00	\$17,619,435.00	\$14,185,966.00	\$18,239,648.00	\$15,453,800.00	\$15,869,000.00

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Administrative Building Construction Project Budget Update:

Phase 1: Land Investigation – \$54,918.00

Phase 2: Land Acquisition – \$0 as per the negotiated Memorandum of Understanding with the City of Dawson Creek

Phase 3: Building Design and Construction Procurement (Engineering/Architectural) - \$1,185,312.00

Phase 4: Building Construction – Building: Class C estimate (includes 20% contingency) - \$17,023,159

Phase 4: Construction Oversight and Quality Assurance (QA/QC) and Additional Contingency – Price is often a reflection of the total cost of construction and is estimated to be approximately 10% of the construction costs. A full understanding of these costs will be presented to the December 5, 2025 Regional Board meeting. Estimated Costs are: \$1,702,316

Estimated total cost of construction: \$19,965,705. Costs do not include furnishings and/or office equipment and supplies. The contingency percentage is recommended by the Engineering firm to provide funds for unknown subsurface soil conditions and potential requirements for additional foundation design changes. Contingency is provided through a contractual contemplated change order process and recommended by the quality assurance as provided by the Engineering/Architectural firm and approved by the PRRD. Contingency is not guaranteed to be paid out through the contract term and will only be utilized as necessary.

COMMUNICATIONS CONSIDERATION(S):

If approved, the Peace River Regional District will write a letter on behalf of the Chair of the Board, letting the City of Dawson Creek’s Mayor and Council know that the project will be proceeding on the site of the old Centennial Swimming Pool.

OTHER CONSIDERATION(S):

On November 16, 2023, the Regional Board approved the following resolution in a Closed meeting, and approved it for release to the public on December 8, 2023:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize the initiation of the procurement process to hire an Architectural firm to support the phased approach of acquiring a new PRRD Dawson Creek Administrative Office through the investigation of land, the design, the construction, and the quality assurance and control of the project with contract award and funding allocation be completed through the 2024 Financial Planning process.

In April 2024, McElhanney Engineering Services was procured, through RFQ 01-2024, to provide the following deliverables upon phase acceptance of the Regional Board:

1. **Phase 1:** Suitability assessment of the land located at 1001 105th Avenue Dawson Creek for the proposed construction of a new PRRD Administrative Office Building.
2. **Phase 2:** Upon acceptance of Phase 1 data, the PRRD will enter into negotiations with the City of Dawson Creek for acquisition of the land.
3. **Phase 3:** Supplier shall proceed with the detailed design, integrating the PRRD's specifications, encompassing architectural, structural, civil, electrical, and mechanical aspects, along with the construction cost estimations. Tender documents and support during the tendering phase are integral components of this phase.
4. **Phase 4:** Supplier will provide construction oversight and quality assurance and control services.

With the construction award, this will end the Phase 3 contract with McElhanney and require a contract amendment with McElhanney to move forward with Phase 4, construction oversight and quality assurance and control services. A contract amendment report will be presented to the December 5, 2025 Regional Board meeting for a contract increase and extension considerations.