

SCHEDULE B – SCOPE OF WORK

Leon Jensen, President
Vancouver Artillery Association
Bessborough Armoury
2025 West 11th Avenue
Vancouver, BC
V6J 2C78

June 28, 2017

Dear Leon,

RE: CONSERVATION & INTERPRETATION OF CULTURAL HERITAGE AT YORKE ISLAND CONSERVANCY

On behalf of the project team, I'm pleased to provide the attached summary of our proposed scope of work and associated pricing for conservation services at Yorke Island. Our team understands that the total value of this work must not exceed the total value of the available budget of \$95,238 + GST (\$100,000 all-in).

We confirm that we have the capacity to deliver the project before February 28th, 2018. The scope of services has been developed in collaboration with:

- Macdonald & Lawrence
- Vancouver Artillery Association
- Denise Cook Design
- BC Parks
- Heritage Branch
- 15 Field Artillery Regiment

Scope of Work:

Yorke Island is a significant military and cultural landscape with considerable history and sense of place. The project uses the situation and circumstances of Yorke Island as an opportunity to create a working model for the management of heritage and cultural landscapes in BC Parks. It has two parts: focused first at the Yorke Island site, and second on the creation of the BC Parks Cultural Heritage Legacy Handbook, a working model for the management of heritage assets and cultural landscapes in all BC Parks.

It is intended that the successfully-delivered Yorke Island project will become a case study for a standardized, strategic approach to managing cultural heritage resources in provincial parks throughout the province of B.C.

1. Yorke Island Conservation - Working with the Vancouver Artillery Association and local communities, the work undertaken through this project will:

- Complete the Heritage Conservation Plan (draft document 03 March 2017);
- Complete the on-site documentation and recording of the built environment;
- Develop measured drawings and spatially-correct 3D models of the buildings;
- Create a condition assessment of the buildings including structural assessment;
- Develop detailed conservation strategies for the buildings;
- Create a prioritized implementation plan for the buildings;

- Propose appropriate interpretation for the site;
- Implement repairs in a prioritized way that reflects the recommendations of the condition assessment and within the available budget;
- Implement appropriate monitoring on site.

It is intended that the successfully-delivered Yorke Island project will become a case study for a standardized, strategic approach to managing heritage resources in provincial parks throughout the province of B.C.

2. BC Parks Cultural Heritage Legacy Handbook - Building on the Yorke Island documentation, the work undertaken through this project will create a field manual of best-practice tools for the management and conservation of cultural heritage resources that can be applied by BC Parks or Heritage Branch staff and/or other partners in protected areas across the province. It will include:

- Methodologies for the inventory, documentation and condition assessment of natural and cultural heritage resources within a particular park;
- Typology of heritage resources;
- Tools for the identification and documentation of local, regional and community values;
- Heritage conservation methodologies including:
 - Framework for heritage conservation planning
 - Identification and use of best international practice
 - Balancing cultural heritage and ecological conservation
 - Criteria for determining management priorities
 - Interpretive planning
 - Park planning and design tools
 - Maintenance
 - Risk management
- Implementation tools for conservation and construction work;
- Typical technical details;
- Ongoing monitoring and management tools;
- Handbook implementation.

The model is based on the integration of cultural heritage resources within parks as cultural landscapes, and seeks to balance the ecological, historical and cultural values of those sites within the context of BC Parks and BC Heritage Branch objectives. It is intended for ease of use by park operations staff, planners and managers who may be operating within the constraints of limited resources.

It will take into account recreational features such as trails, campsites, beaches, day use areas and other park amenities and integrate interpretation and other activities with park programming. It is intended to work creatively with current parks standards for infrastructure, site furnishings, signs and other elements to emphasize how cultural historical resources contribute to the identity of a particular park.

Contemporary considerations such as health and safety, security, accessibility, sustainability, and changes in use will be addressed; identifying ways to minimize what can be a substantial impact the identified heritage value and character-defining elements

of a cultural heritage resource. The ways in which the proposed planning work and the physical construction can be implemented and phased will be identified

In every respect the work will meet or exceed the requirements of the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

It is our intention to work alongside BC Parks volunteers and VAA members during the course of some of the work on site. There are several parts of the project that are well-suited to working with a slightly larger team, and we can easily accommodate this in our implementation plan. For the purposes of this proposal, we have assumed that we may be called upon from time to time to provide expert advice and/or supervision to some elements of work that are beyond our immediate scope, and that we may also be asked to accommodate some young workers on the site. This is entirely in the spirit of the project, and something that we look forward to.

The budget for this project is fixed at \$100,000 including GST, and spending will generally be allocated in accordance with the following provisional sums (it is understood that these are provisional sums, and the actual values may need to be reallocated in consultation with the whole team including VAA, during the project :

Schedule of Values:

Ref	Item	Value
	Part 1 - Yorke Island	
1	Site Documentation	\$ 19,238
2	Condition Assessment	\$ 16,928
4	Conservation Plan	\$ 11,262
5	Implementation of Repairs & Interpretation	\$ 19,048
	Part 2 – Heritage Legacy Handbook	
6	Handbook	\$ 28,762
		Sub: \$ 95,238
		GST: \$ 4,762
		Total: \$100,000

Costs include GST

Deliverables of Project:

Ref	Deliverable	Description	Principal Author
1	Conservation Plan	<ul style="list-style-type: none"> - Expanded and final version of the existing draft document 03 March 2017; - Final design and specification of interpretation. 	Denise Cook
2	Condition Assessment	<ul style="list-style-type: none"> - 3x hard copies plus pdf; - Record drawings; - Digital images; - Prioritized recommendations for future actions/repairs; - Outline budget ('orders of magnitude'); - Sealed letter from structural engineer. 	Gord & Ben

3	Implementation Plan	<ul style="list-style-type: none"> - Relates to the scope of repairs/interpretation work covered under this project budget; - Schedule; - Develop Monitoring Plan; - Safety plan and risk assessment; - Drawings and specifications. 	Gord & Ben
4	Implementation	<ul style="list-style-type: none"> - Installation of monitoring on site, including the training of BC Parks Staff and Volunteers; - Installation of site interpretation; - Installation of repairs as necessary to ensure life-safety. 	Denise, Gord & Ben
5	Heritage Legacy Handbook	<ul style="list-style-type: none"> - 1x hard copy plus pdf. 	Denise Cook

Included:

- Field review by our consulting professional engineer;
- Portable power and fuel for all of our own work;
- Submission of condition assessment, 3x bound hard copies plus electronic files;
- Completion of expanded conservation plan, 1x bound hard copy plus electronic files;
- Design of initial interpretive/welcome element submitted electronically;
- Completion of BC Parks Cultural Heritage Legacy Handbook, 1x bound hard copy plus electronic files.

Excluded:

- Permits or fees;
- Course of Construction insurance for owner;
- Site security and/or temporary site fencing during construction;
- Unforeseen below-ground conditions;
- Site services of any kind;
- No allowance has been made for delays or costs associated with foul weather;
- Upgrades / improvements to existing infrastructure on the island including trails, latrines, etc.;
- Environmental monitoring and any associated control measures;
- Archaeological assessment and/or monitoring, and any delays associated with archaeology monitoring;

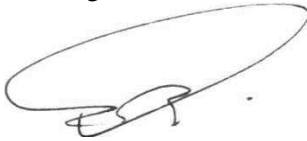
Assumptions:

- Nil penalties;
- Nil holdback or retention;
- All mobilization of equipment and materials to/from the island will be facilitated by others (BC Parks, etc) at no cost to our team. These costs are not included in this proposal;
- Payment within 14 calendar days of Invoice. Payments will be made in Canadian Dollars via wire transfer (EFT);
- Unimpeded access to the site during construction;

- BC Parks volunteers will be coordinated and managed exclusively by BC Parks (specifically to include safety planning, insurance and supervision when volunteers are on site);
- Changes will be communicated via written Change Directives;
- Our team will require payment for materials and workmanship that is held/completed off-site in preparation for the implementation phase;
- Our team does not accept liability for the installation, accuracy or performance of any work performed by BC Parks volunteers or previously performed by others.

Please don't hesitate to contact me if you have any questions whatsoever.

Best regards,

A handwritten signature in black ink, appearing to read 'Gord Macdonald', with a large, sweeping loop above the name.

Gord Macdonald