



From the Office of the  
Secretary-Treasurer

February 18, 2021

Mr. Colin East  
Heatherbrae Builders Co. Ltd.  
#100 – 5275 Rutherford Road  
Nanaimo, BC, V9T 5N9

Dear Colin East:

**Re: Request for Proposal #2559 – Construction Management Services for Cilaire Elementary School – Seismic Upgrade**

Based on your Proposal for CM Services for Cilaire Elementary, School District #68 intends to enter into a contract with Heatherbrae Builders Co. Ltd., for the proposed amount of \$319,205 based on:

\$5,000 – Fixed Fee for Pre-Construction  
\$15,000/month – Site Superintendent  
2.25% of the total construction budget of approximately \$5,964,685, totaling \$134,205.41

Please prepare contract documents (CCDC5B) for signature and return within 10 working days after receiving.

School District 68 understands that receipt of this letter will allow Heatherbrae Builders Co. Ltd. to participate in the fixed fee preconstruction portion of the Construction management contract. Prior to commencement of work or within ten (10) working days of acceptance please provide a certificate of insurance and Labour and Materials Bonds as stipulated in the Tender documents.

Please contact Kelsey Bakewell [kelsey.bakewell@sd68.bc.ca](mailto:kelsey.bakewell@sd68.bc.ca), SD 68 Facilities Department at (250) 741-5295 to discuss any questions you may have regarding this project.

Sincerely,



Mark Walsh  
Secretary-Treasurer

Direct 250 741 5231  
[Mark.Walsh@sd68.bc.ca](mailto:Mark.Walsh@sd68.bc.ca)

cc: Pete Sabo, Executive Director of Planning and Operations  
Gabriela Cartwright, Buyer  
Kelsey Bakewell, Manager, Facilities Planning  
Brian Hackwood, Assistant Facilities Director  
Kylie Lowe, Director of Finance, Accounting and Financial Reporting