



TOWN OF COMOX

26.01 Request for Expressions of Interest

Commercial Spaces at the Marine Services Building Marina Park, Comox, BC

Issued: February 9, 2026

Deadline for submissions: 4:30 pm (PST), March 9, 2026



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1.0 INTRODUCTION:

The Town of Comox (the 'Town') invites interested organizations, associations, and businesses to submit an expression of interest to lease commercial retail space in the Marine Services Building (MSB) in Marina Park, Comox, BC.

There are two units available for commercial tenancy in March 2026 as generally shown on Page 7 and described as:

- Unit 101: 112 square feet
- Unit 102: 350 square feet

Additional spaces within the building include women and men's barrier free washrooms, Janitor's room, electrical room, and wharfinger's office.

Submission of an expression of interest may not result in an award of space and the award of a lease agreement with the Town. The Town intends to evaluate proposals as described in this Request for Expressions of Interest (RFEI), and will determine, through a point-based evaluation and scoring method, that the best use, value for community and fit to requirements are being achieved, as set out by funding agencies.

The deadline for the submission of a proposal for lease space is **4:30 pm March 9, 2026**. The Town expects that submissions will include potential requests for specific space needs and welcomes innovative suggestions from the tourism industry and related marine-based or tourism organizations on any additional opportunities that may support multiple businesses or non-profit organizations in the effective use of the facility and Marina Park that contributes to long-term economic recovery and revitalisation in the downtown core.

The Town will review all submissions in response to this RFEI and intends to enter into a 3 year commercial lease agreement with the potential for a 2 year extension upon mutual agreement of both parties with successful proponents using the Town's standard form lease agreement [to be provided to applicants upon request] which will include a requirement for a Town of Comox business licence and insurance requirements.

The Town expects that proposals from interested parties for commercial space within the building will support increased services to the public and visitors, support revitalization of the Town core, and provide identifiable and meaningful economic impacts within the Town for the Marine/Marine Tourism sectors.

The Town, at its sole discretion, may elect to cancel or collapse this process, negotiate with those that did not respond to this RFEI, engage in further discussions with any respondents at its own determination, or to pursue another process altogether. This is an RFEI and not a tender. No liability will accrue to the Town as a result of a proponent preparing a submission or participating in this RFEI process.

2.0 BACKGROUND & BUILDING DESCRIPTION:

The MSB is located in Marina Park at 129 Port Augusta St. Comox, BC V9M 3N3.

The MSB is a modern building with sustainable and accessibility features and has added much needed commercial retail space to the rapidly growing Comox Marina Park in the heart of the Town. The MSB is intended to enable and facilitate economic recovery and expansion of marine tourism and marine industry infrastructure and supporting amenities needed to sustain and expand local business as part of economic recovery within the Town and region and long-term economic impact.

Comox has invested \$2 million+ over the past five years to improve the Comox Marina including the addition of two rentable sail buildings, main dock and ramp access improvements and a splash park. Through these investments the Town has witnessed a vast increase in the number of visitors to the Marina from within BC, Canada, and Internationally and an increase in usage and economic impact.

The marina boasts a number of internationally promoted and recognized tour operators including sailing, fishing & yacht charters, whale & bear watching excursions, scuba diving, and Harbour Air float plane service to Vancouver.

Building Structure Description:

Gross Floor (GFA) is approximately 1938ft. The MSB includes indoor space suitable for small commercial and retail use by the marine industry and marine tourism related companies and organizations. Wharfinger office space, janitorial, electrical room and washrooms are also contained within the building.

The MSB structure is a wood frame building with concrete raft foundation:

- Slab on Grade/Raft Slab SOG: 200 thick with thickened edges (32 MPa Concrete and 100 kg/m³ Reinforcement).
- Roof Structure is pre-engineered trusses with 13mm D-Fir plywood decking.
- Sloped Roof (Mansard)
 - Galvalume standing seam roofing with all flashings & trims.
 - Prefinished 152mm metal gutters & downspouts.
- Exterior walls are 2x6 wood stud
 - Vertical & horizontal cedar ship lath exterior cladding including rainscreen & Insulation.
 - Aluminum storefront wall glazing.
- Aluminum storefront doors & frames.
- Wood stud interior walls, interior hollow metal doors.

Interior Finishes:

- Sikaflor Quartzite Flooring System to Women's, Men's, Accessible Washrooms, Janitor and Electrical rooms.
- Sealed Concrete Floors to all other areas.
- 100mm Rubber base to all sealed concrete areas.

Wall Finishes:

- GWB (Type-X Abuse Resistant) to all walls.
- Latex paint to Interior wall surfaces.
- Epoxy paint to Women's, Men's, Accessible Washrooms, Janitor and Electrical rooms.

Ceiling Finishes:

- Painted Drywall ceilings (Type-X Abuse Resistant)

New signage, low impact lighting, bike racks, change rooms and sustainable landscaping is intended to compliment, renew and revitalize the space.

3.0 MARINE SERVICES BUILDING: Property Overview and Location

3.1 Funding:

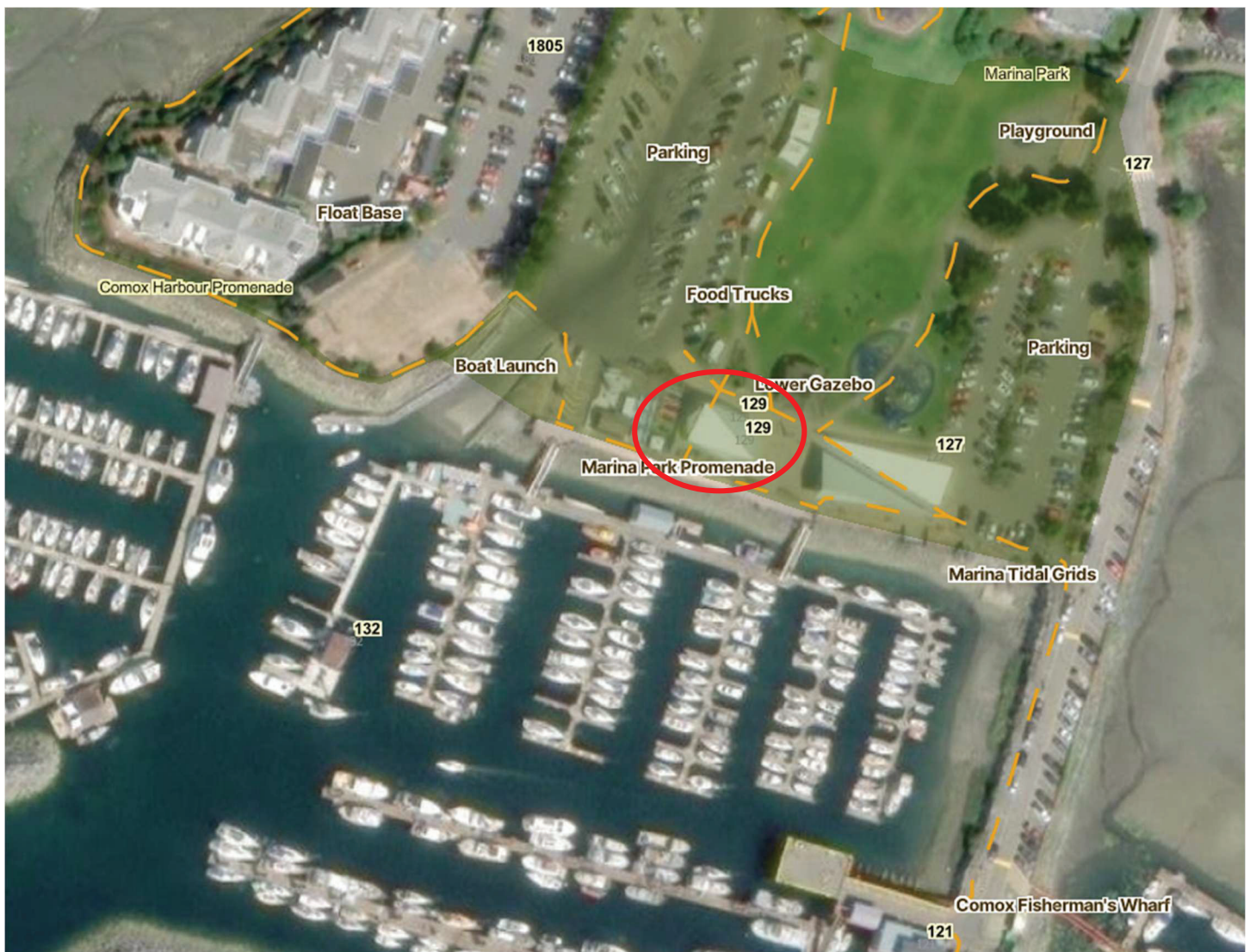
The MSB project was awarded funding in the amount of \$1,000,000 by the Province of BC through the *Community Economic Recovery Infrastructure Program* (CERIP) in the spring of 2021. The funding was targeted to support community economic resilience, tourism, and rural economic development to help communities impacted by COVID-19 and support BC's post-pandemic economic recovery.

Additionally, the Town has successfully received funding in support of the project from Pacific Can (formally Western Diversification) in the amount of \$380,000 and funding from Island Coastal Economic Development (ICET) in the amount of \$300,000. The Town is also contributing to the estimated \$2.1 million project cost and is responsible for any cost overruns, maintenance and operational costs throughout its lifecycle.

3.2 Location:

129 Port Augusta St, Comox, BC V9M 3N8

Marina Park <https://goo.gl/maps/WsaGF5capVsKXAQN8>



3.3 Overview: Marina Park

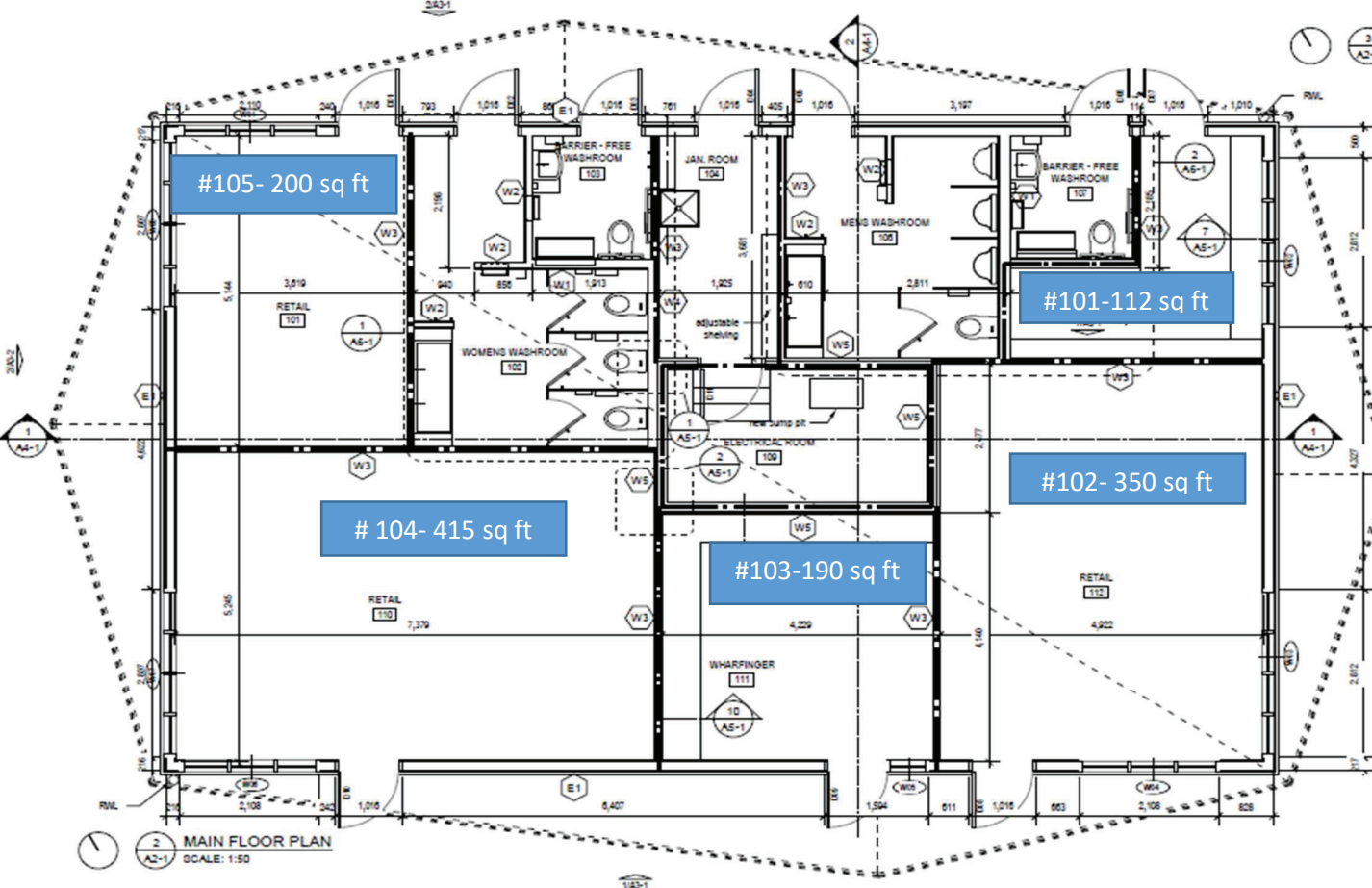
Located in the heart of Comox, this park offers a seasonal Comox Rotary Splash Park, children's playground areas, a boat launch, washroom and changeroom facilities, food trucks, busking and a covered picnic area. It is frequently used for major events such as the Snow to Surf Event, Nautical Days, weddings, sailing and canoeing events.

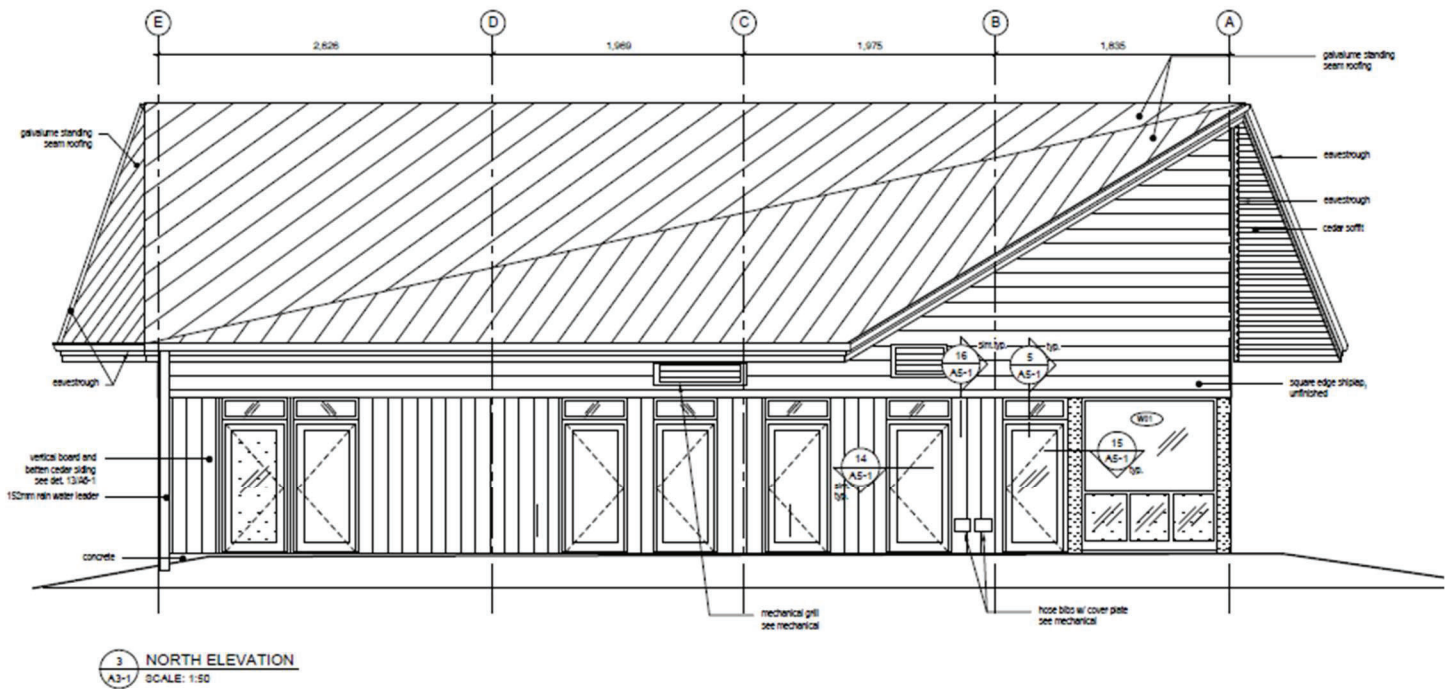
The Marina also is home to critical air and sea transportation links which include Harbour Air Seaplanes terminal with flights to Vancouver, the Comox Harbour Authority, Department of National Defence vessel access, the Town owned Comox Municipal Marina and privately owned Comox Valley Marina. Comox Search and Rescue maintains an office and storage space within the Comox Marina and there are a number of marine based business operating from the marina.

The new MSB addresses a lack of retail space at the Comox Marina and is an excellent opportunity to establish increased marine-based tourism activities within the downtown core.



3.4 Floor Plan and Elevation





4.0 PROPOSAL SUBMISSION REQUIREMENTS:

4.1 General:

There is no prescribed or specific requirement for the format of submissions in response to this RFEOI. The Town expects that submissions will clearly identify the increased economic opportunity that would occur within Comox and specifically the downtown core and Marina Park as a result occupancy and operations.

The Town intends to evaluate and consider submissions based on the best overall value to the Town in its sole discretion. Priority will be given to tourism and marine industry related proposals.

Base lease rates will align with comparable market values, at a current (2026) annualized rate of \$26.01 per sq. ft. with heat, power, and washroom servicing included in the lease price. The tenant will be expected to pay for property taxes and insurance.

4.2 Submission Requirements:

The Town is considering the highest and best use of the new MSB, specific space needs of third-party interests, key value adds that would result from the company's activities and operations within the MSB. Due to the unique operation and limited waterfront commercial space within the area, respondents must describe how operations would support immediate and long-term economic recovery and sustainability in the Town of Comox sector as a result of their use of space within the MSB.

Submissions should consider the following general long-term outcomes that the Town is expecting to achieve from the lease of space within the MSB and, any general information related to the specific needs of the respondent or resulting opportunities from their operations.

The following items are considered required and must be addressed in the proposal:

1. Alignment with Economic Development Priorities:

- a. Explain how your operations will align with local, regional, provincial and marine industry or tourism sector economic development priorities and strategies.
- b. How will access to the MSB and Marina waterfront contribute to and facilitate economic recovery and expansion of the marine industry and tourism sector.
- c. Estimated job creation (direct, indirect economic and socio-economic impacts) based on use of commercial space including potential spin offs to the downtown Comox retail, food and hospitality business, stores and services. This will be enhanced through partnerships with other businesses.
- d. Additional opportunities and activities that create incremental economic benefits for the downtown core.

2. Sustainability, Diversity, and Inclusion:

- a. Describe your company's commitment to sustainability and the marine environment and how it would benefit and contribute to Marina Park environment.
- b. What opportunities may be provided for youth, and disadvantaged individuals or groups as a result of the respondent's use of the commercial space.
- c. Partnership opportunities with indigenous communities via ocean related marine tour operators or other partnerships, projects, existing or potential benefit agreements.
- d. Partnership opportunities for non-profit user groups or youth recreational opportunities.
- e. Importance of the commercial space for the long-term viability and expansion of the respondent's business.
- f. Impact on the long-term sustainability and enhancement of Marina Park as a result of new services offered by the company such as additional event creation and or services that will extend the summer season into both spring and fall shoulder seasons and winter activities for public and visitor use.

3. Required Company Profile:

- a. Description of company, services, history, environmental plans, current # employees and forecast of potential # of employees operating out of the commercial space, operating hours.

- b. Brief financial background and evidence of capacity to pay comparable market-based rents for utilized space (including property taxes and insurance).
- c. New services that may result from use of the commercial space.
- d. Specific space requirements by Sq. Ft (i.e. indoor/outdoor/storage).
- e. Indication of willingness to utilize shared space (if applicable).
- f. Signage requirements (actual signage details will be confirmed through the lease).
- g. Importance of and need for additional amenities (short and long term) such as washrooms, laundry, showers, change rooms, storage, parking, commercial moorage, permanent visitor services, accessibility, security, environmental (waste, recycling etc.).
- h. Potential impacts (positive and negative) to surrounding businesses, residents and the public (if any).
- i. How your business would keep Marina Park free of trash and litter from your operations
- j. 3 references

4.3: Evaluation of proposals:

All proposals will be scored by an evaluation team within the Town with the following weighting given to each section:

EVALUATION CRITERIA	Weighting
Alignment with economic priorities	45%
Sustainability, Diversity, and Inclusion	20%
Required Company Profile:	20%
References and quality of submission	15%

4.4 Submission Details, Authorization and Confidentiality:

Submit to: Town of Comox

Submit via: Email

Email Subject line "26.01 Marine Services Building: Request for Expressions of Interest"

Submission addresses: srusswurm@comox.ca

Submission format: Single PDF document including all attachments

Submission Deadline: 4:30 PM (PST) March 9, 2026

Respondents must submit their proposal addressing the requirements as provided in this RFEOI on company letterhead and include the signed Authorization Form provided in section 5.0 below.

Legal Name of Respondent: _____

Contact Person and Title: _____

Business Address: _____

Phone: _____

Email: _____

For additional information or questions, please contact:

Shelly Russwurm, Director of Corporate Services
Town of Comox
1809 Beaufort Avenue
Comox, BC, V9M 1R9
Email: srusswurm@comox.ca

In the event that the Town determines that any clarification or change is required, the Town will issue a written and numbered addendum to the RFEOI document holders. Clarifications requested by proponents must be in writing and received not less than five (5) working days before the proposal deadline.

4.5 Supporting Documentation Checklist

- Completed Proposal
- Organization's latest financial statement (required only in the event of successful application)
- Organization's annual report
- Formal letter(s) of support (recommended)
- Supplementary Information

4.6 Late Submissions & Evaluation

Late submissions may not be accepted by the Town at its discretion. Submissions will not be opened publicly, and the confidential nature of submissions will be upheld. Any information obtained by the Town, whether provided by the respondent or not, may be used in the evaluation process.

The Town is not obligated to complete a detailed evaluation of all submissions, and may, at its discretion, after completing a preliminary review of all the submissions, identify and drop from the detailed evaluation any Proposal that the Town deems to not meet the intended outcomes of the project.

5.0 AUTHORIZATION FORM:

I/we certify that the information provided in this Application Form is to the best of my/our knowledge, complete, true and accurate and the proposal including any plans and budgets is fairly presented.

I/we authorize the Town of Comox to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization's field of activities, to collect and share information with them, as the Town of Comox deems necessary, in order to reach a decision on this application, to administer and execute agreements and monitor the implementation and ongoing operations and requirements of lease project as well as to evaluate results as outline in this application.

I/we agree that the information provided in this application form will be shared with the appropriate Town of Comox staff and consultants.

I understand that the information in this application may be accessible under the Freedom of Information and Protection of Privacy Act (FOIPPA).

I/we also understand that all Town of Comox correspondence, relative to our Application, must be kept confidential and that any breach whatsoever of confidentiality will immediately result in the annulment of the Application.

I/we also understand that Town of Comox will not be responsible for any costs incurred in the preparation of this application, or any subsequent application to the Town of Comox and this application is being prepared entirely at my/our own risk and cost.

I/we certify that this application has not been prepared subject to a promise of a future payment or another form of compensation to be derived directly from ICET project funds or indirectly built into project management or other project costs, should this application be approved.

Signature of Authorized Representative(s):	
Printed Name(s):	
Title(s):	
Date signed:	

The Authorization form must be submitted as part of the proposal.