



## **Firehall Facility Condition Assessments REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-024**

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**DATE:** March 12, 2025

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**Project Title:** Firehall Facility Condition Assessments

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The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to participate in more than one Firehall Facility Condition Assessments over the course of 2025 and potentially 2026.

### **A. Intent**

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

### **B. Background**

The Regional District of Nanaimo (RDN) provides regional governance and services throughout Vancouver Island's beautiful central east coast. Communities within the regional district includes the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth-most populous Regional District of the 27 throughout the province, and home to 170,367 people according to the 2021 Census. The RDN is governed by a 19-member Regional Board, comprised of twelve directors from locally elected municipal councils, and seven directors elected by Electoral Area residents. Board members also sit on a variety of regional select and standing committees for key services, as well as the RDN Committee of the Whole.



Sixteen fire departments operate 24 fire halls throughout the RDN, providing fire protection for all four municipalities and most unincorporated areas. Nine of these fire departments are administered and financed by municipalities and improvement districts and operate independently of the RDN. Two fire departments are administered by the RDN, and four fire departments are volunteer fire department societies with one federal fire department. The four societies provide fire protection and emergency response services in portions of Electoral Areas C, F, G and H. The RDN collects property taxes for these fire departments and provides financing for their operations and capital expenses. The volunteer fire department societies are responsible for the day-to-day management and operation of their fire departments and operational guidance to their members.

Of the firehalls in the region to which the RDN own, many of these facilities are nearing or at the end of life. Currently The Dashwood Volunteer Fire Department firehall is under construction and the process has begun for the planned construction of the Errington Volunteer Fire Department #2 satellite firehall.

In 2009 a Seismic Study was completed of the RDN owned firehalls and in 2016 a hazardous materials survey was completed of the RDN owned firehalls. These reports can be made available to the successful proponent

### **C. Contemplated Scope of Work and Timeline**

The scope of the work may include the condition assessments of up to seven firehalls

- Coombs Hilliers Firehall #2
  - 3241 Alberni Hwy, Qualicum Beach, BC V9K 1Y6
- Extension Firehall
  - 2201 Bramley Rd, Nanaimo, BC V9X 1G1
- Bow Horn Bay Firehall
  - 220 Lions Way, Qualicum Beach, BC V9K 2E2
- Hallberg Road Firehall
  - 3500 Hallberg Rd, Ladysmith, BC V9G 1K1
- Errington Firehall #1
  - 960 Errington Rd, Parksville, BC V0R 1V0
- Nanoose Firehall
  - 2471 Nanoose Rd, Nanoose Bay, BC V9P 9E6
- Meadowood Firehall
  - 1800 Galvin Pl, Qualicum Beach, BC V9K 2V3

These assessments of the facilities should include, at minimum, the following:

- Building and Fire code deficiencies



- Anticipated repairs or maintenance including costs and timelines
- Areas of concern regarding key building components including facility enclosure, structure, drainage and design
- Areas of WorkSafeBC legislative requirement deficiencies
- Recommended remaining effective lifespan of the facility
- Recommended 10–20-year capital budget planning for the ongoing and required maintenance and replacement of facilities

The successful proponent will be expected to provide subject matter expertise and guidance to the full scoping of the project and determine the varying needs of assessment that may occur at the different sites. For example, the assessments are expected to vary based on each facility.

**D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than five (5) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas expertise of the Firm and nominated Project Manager. Please include CV/Resume of the Project Manager and explain how this individual will provide value for the RDN.
- Experience of Firm and nominated Project Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.

Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned a score out of 50 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

**E. Submission Date & Time**

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the **28th day of March 2025**. The RDN at its sole discretion, reserves the right to accept late submissions.



**F. Questions and Submissions**

Questions and submissions should be directed to:

**Steve Windsor, Manager of Fire Services.**

Fire & Rescue Services

Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

C: 250-390-6535 | Email: fireservices@rdn.bc.ca

**G. Additional Information**

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN ([www.rdn.bc.ca/current-bid-opportunities](http://www.rdn.bc.ca/current-bid-opportunities)) and the new BC Bid ([www.bcbid.gov.bc.ca/](http://www.bcbid.gov.bc.ca/)) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.