



Nanoose Fire Protection Development Cost Charges Study REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-027

DATE: April 8, 2025

Project Title: Nanoose Fire Protection Development Cost Charges Study

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to prepare a Development Cost Charge Study in the Nanoose Fire Protection Area for Fire Protection, to be completed by the end of November 2025.

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 to 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.

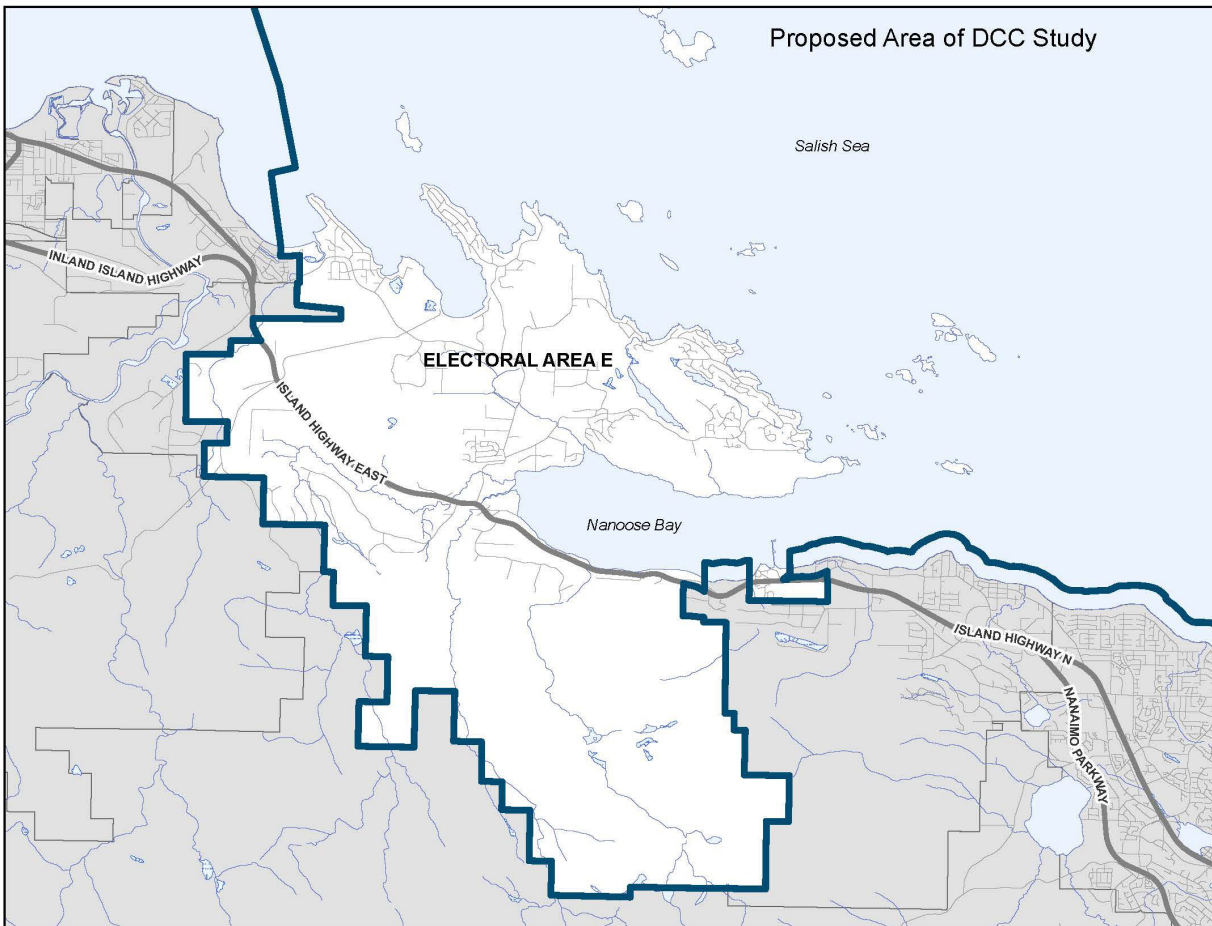
B. Background

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.

Nanoose Bay is serviced by the RDN's Nanoose Fire Department, which is a composite department with a team of approximately 30 firefighters who provide fire prevention, suppression, and rescue services to the residents of the fire protection area, which includes the majority of Nanoose Bay and surrounds. The fire department has a single hall servicing approximately 6500 residents, with on average around 300 calls for service per year. The firehall currently has the approved budget for a fulltime fire chief, deputy chief and fire rescue technician. The current firehall construction was completed in 2011 and currently has sufficient facilities for the efficient servicing of the fire protection area.

The Nanoose Fire Protection Area has a variety of different lands with numerous zoning designations. The anticipated growth for the region will need to be determined through this study and subsequent build out of the growth through the RDN's Planning and GIS departments. The RDN has received a grant for the purpose of this study, for exploring the capital needs for the preparation of a Development Cost Charge Bylaw in the Nanoose Fire Protection Area for the purpose of building or expanding fire protection facilities, which must be completed in 2025.



C. Contemplated Scope of Work and Timeline

The contemplated work includes and may not be limited to a comprehensive study and report of the following key aspects for the purpose of exploring the implementation of Development Cost Charges in the RDN's, Nanoose Fire Protection Area.

- Review and consideration of the integration into the proposed work of the RDN's Regional Growth Strategy and the Official Community Plan as related to Nanoose Fire Protection Area.
- Anticipated single-family residential, multi-family residential and non-residential growth in the next 10, 20, and 50 years.
- Respective fire protection needs to accommodate the anticipated growth.
- Identification of capital projects to accommodate the changing fire protection needs to maintain services to the community over the anticipated timelines.
- Projected budgets for eligible capital projects and infrastructure for fire protection.
- The work should align with the Province of British Columbia's, Development Cost Charges, Best Practices Guide – 2025.

- Development Cost Charge bylaw draft documentation.

The successful proponent will be expected to provide subject matter expertise and guidance to the full scoping of the project. It will be expected that the successful proponent supports the determination of a variety of complex needs to suit the strategic direction of the Regional District of Nanaimo in the study, options and potential implementation of Development Cost Charges in the Nanoose Fire Protection Area for the purpose of Fire Protection facilities.

The project must be completed no later than November 2025.

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 (which can include resumes)). 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. Describe your Firm's approach to work.
- 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.
- A statement of your firm's ability to complete the work within the timeframe described.
- Describe your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

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 **29th day of April 2025**. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions, Submissions and Amendments

Questions, Submissions and Amendments 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

Proposals may be amended in writing and sent via email to the RDN contact person identified under before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

Submissions must be delivered in a PDF format only, links to submissions or documents shall not be accepted nor considered.

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) and the BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.

All documents submitted in response to this Request shall become the property of the Regional District of Nanaimo and as such will be subject to the disclosure provisions of the British Columbia Freedom of Information and Protection of Privacy Act. The successful vendor and value of the award is routinely released.