



REQUEST FOR STATEMENTS OF QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICE (RFSQ) No. 23-023

DATE: March 16, 2023

Project REMEDIATION AND CONVERSION OF ELEMENTARY SCHOOL SPACE TO COMMUNITY

Title: RECREATION SPACE, STAGE 1- MINIMUM UPGRADES FOR OCCUPANCY
PHASE I - DESIGN AND PLANNING PHASE

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications for Construction Management (CM) Services to join a project team in guiding the remediation and conversion of elementary school space to community recreation space. The repurposing of the South Wellington Elementary School, which has recently been leased to the Regional District of Nanaimo for twenty-five (25) years from Nanaimo Ladysmith Public Schools, will create much needed community recreation space in Electoral Area A of the RDN.

Iredale Architecture has been engaged by the RDN as its Prime Consultant.

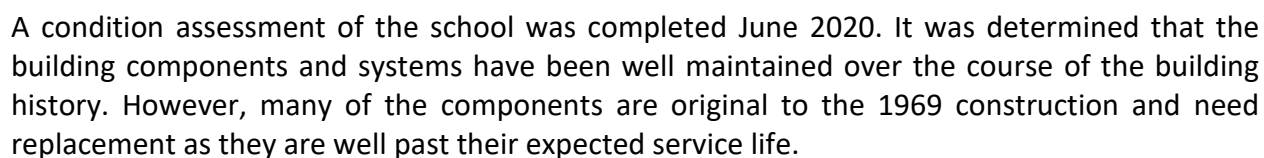
A. Intent

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.

South Wellington School was constructed in 1969 and sits on approximately 3-acres immediately west of the Trans-Canada Highway in Electoral Area A. The building was last used as an elementary school in 2013 and offers 9,108 sq. ft. of functional, indoor space with an additional 5,932 sq. ft. lower - level storage area and 2,207 sq. ft. of covered, outdoor space.



While the school and site do have some challenges, it is viable that with improvements ranging from \$1.05 million to \$3.17 million the school could be remediated and used as a community centre. These challenges include, limited onsite parking, no accessibility for persons with disabilities and repairs and improvements required for: building envelope, main mechanical systems, building safety and hazardous material abatement.

C. Contemplated Scope of Work and Timeline

The RDN Board has approved the project to be completed over a series of stages. Stage 1 – Minimum Upgrades for Occupancy is anticipated to include:

- Structural Retrofit: Seismic retrofits in accordance with Ministry of Education seismic retrofit guidelines in place at the time of the design or performance of the work;
- Renewal of Life-Expired Building Enclosure Components: replacement of roof system, windows, exterior doors, exterior painting and improve insulation R Values;
- Hazardous Materials Abatement;
- Site Parking and Access Improvements (including Fire Access Route Upgrades);
- Other Related Upgrades that would improve the Permitted Uses and comply with the current BC Building Code Assembly Group A Division 2.

This project; **Stage 1 - Minimum Upgrades for Occupancy - Phase I** is anticipated to start as soon as a formal agreement is in place with implementation of Phase I, Stage I anticipated to be completed by December 31, 2023, with the following anticipated scope:

Phase I

Design and Planning Phase:

- Concept and Schematic design within existing school site
- Develop designs and drawings, specifications, and plans (including Class B cost estimates and timelines) consistent with applicable Federal/Provincial/Local code requirements, and RDN's needs and strategic priorities.

FURTHER ADVANCEMENT OF THE PROJECT PAST PHASE I IS ANTICIPATED AND WOULD INCLUDE:

Phase II

Preconstruction and Tender Phase:

- Develop drawings, plans, and specifications necessary for construction
- Assist RDN in developing bidding documents for construction or other needs as determined and responding to potential tender questions, incorporating necessary criteria to address requirements such as environmental and social sustainability.

Phase III

Construction Phase:

- Oversee all construction
- Establish project schedules to minimize downtime, and construction delays
- Ensure construction is in-line with approved architectural design

- Ensure construction is being carried out in accordance with contractual sustainability commitments, e.g., mitigating GHG emissions, advancing on zero waste priorities, etc.
- Ensure the necessary approvals and permits for design and construction are obtained when applicable.

IT IS THE INTENTION OF THE RDN TO RETAIN THE SERVICES OF THE SUCCESSFUL CM PROPONENT FOR PHASES II AND III SUBJECT TO SATISFACTORY PERFORMANCE, AVAILABLE BUDGET AND REGIONAL DISTRICT OF NANAIMO BOARD APPROVAL.

D. Deliverables & Outcomes

The successful proponent will provide the following deliverables and outcomes to the RDN:

- Attend regular Project meetings with the Owner and Consultant
- Provide advice to the Owner and Consultant with respect to construction and market conditions
- Provide recommendations for utilization and re-purposing school space to community recreation space
- Provide input and advice on cost estimates and establishing project schedules
- Provide input and advice on drawings, plans, and specifications necessary for tender and construction
- Assist RDN in developing bidding documents for construction or other needs
- Assist in the alignment with relevant RDN strategic policies, such as RDN's Wood First Policy and the RDN Purchasing Policy.
- Assist in maximizing building performance, optimizing energy efficiency, minimizing construction waste and GHG emissions, and maximizing positive social and community benefits, e.g., providing employment opportunities for individuals facing barriers, subcontracting to social enterprises or Indigenous or small businesses.

E. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than twenty (20) single sided pages in length including cover page, cover letter and appendices excluding a completed CCDC 11-2019 document. Please include the following:

- A completed CCDC 11- 2019 document
- Corporate background, history, and areas of expertise.
- Provide an organizational chart that identifies the proposed CM Team, CM Manager and any key subconsultants that clearly outlines their roles and responsibilities.

- Experience of Firm and nominated CM Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated CM Manager.
- Please include CV/Resume of the CM Manager and explain why they were selected for this project and how this individual will provide value for the RDN.
- RDN is committed to championing sustainable procurement, in an effort to address environmental sustainability, and to derive social and community benefit from large infrastructure and construction projects: Please describe your proposed approach to maximize the above opportunities throughout the three phases of the project.
- Briefly describe your Firm's approach or experience in addressing the environmental and/or social outcomes detailed above for this type of project.
- Briefly describe your Firm's approach to projects of this type. Identify potential challenges, constraints, and obstacles your firm has experienced with similar projects and strategies you have utilized to minimize.
- Include a statement committing your firm to complete the work within the timeframe described.
- The RDN intends to utilize a CCDC5A + 17 form of contract, as amended by any supplementary conditions.

Statements of Qualifications (the "SOQ") will be evaluated by above criteria and the information provided in the completed CCDC 11- 2019. Any or all SOQs will not necessarily be accepted.

E. Submission Method, Date & Time

Submissions should be completed electronically and submitted via email to the undersigned and should be received on or before 3:00:00 p.m. local time on Friday, April 7, 2023. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions should be received by Friday March 31, 2023 3:00:00 p.m. local time.

Questions and submissions should be directed to:

Dean Banman, MBA
 Manager, Recreation Services, Recreation and Parks
 Regional District of Nanaimo
 Email: dbanman@rdn.bc.ca

G. Addendums

If the RDN determines that an amendment is required, the RDN will post the Addendum on the RDN (<https://www.rdn.bc.ca/current-bid-opportunities>) and the new BC Bid (<https://new.bcbid.gov.bc.ca/>) websites.

Additional Information :

Get Involved RDN – Project Page

<https://www.getinvolved.rdn.ca/south-wellington-community-centre>