



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-065

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**DATE:** September 21, 2023

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**Project Title:** Regional District of Nanaimo – Rain Garden Demonstration Site Installation

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The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications towards a landscaping project that aims to upgrade an existing swale located on RDN property so that it functions as rain garden and demonstration site of green infrastructure. The purpose of this project is to enhance rainwater management, improve water quality, and contribute to the overall environmental sustainability goals of the community, all while creating an outdoor space that promotes green infrastructure as a publicly accessible demonstration site.

### **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**

A rain garden filters rainwater run-off by capturing it, filtering it through layers of mulch, soil, and plant roots, and infiltrating it into the groundwater below. Rain gardens contribute to water stewardship and are effective green infrastructure, as the filtering action by the soil and native plants helps to clean rainwater run-off from surface pollutants. As well, the vegetation in rain gardens provides valuable habitat, particularly to important pollinators.

The office of the Regional District of Nanaimo (RDN) is located on 6300 Hammond Bay Road, Nanaimo. A largely unvegetated swale runs East/West on the South side of the property along the Administration Office building parallel to Hammond Bay Road. The swale is approximately 22 metres in length and is bordered by a gravel pathway on the North side and a concrete sidewalk and bus stop on the South side of the depression. A staff parking lot is located near the West end of the swale, separated by turf and several ornamental trees. Where the East end of the swale terminates, mature trees and naturalized vegetation runs the remainder of the property to a parking area near Calinda Street.

Please refer to **Section H. Attachments** for further information about the location and current state of the RDN rain garden.

There is opportunity to improve the efficiency and function of the existing swale at the RDN. This could include amendment of the absorption capacity of the soils through the addition of compost and mulch, enhancing the attenuation of contaminants through the addition of bioretention cells, and/or as well as increasing rainwater filtration ability and habitat values by incorporating native plants throughout.

The RDN rain garden is well situated to be a demonstration site of green infrastructure with the potential to inform the public of the function and importance of rain gardens, due to its location along a busy sidewalk and bus stop on Hammond Bay Road. The installation of an interpretive sign and gravel pathways will encourage passers-by to access, enjoy, and learn more about rain gardens.

The RDN aims to contract a qualified landscaping firm to:

- Develop a rain garden assessment and design plan, including a plant layout and landscape design specific to the site that aligns with RDN Facilities plans,
- Source soils, mulches, native plants, and other landscaping materials,
- Determine the applicability and potentially source bioretention cells or other green infrastructure components,
- Remove and safely dispose of turf and invasive plants from the site,
- Construct the rain garden by installing soil, native plants, mulch, bioretention cells, and other landscaping features as applicable to create an aesthetically pleasing and functioning rain garden,
- Develop a maintenance plan for the RDN that ensures the rain garden functions optimally over the long-term.

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

The anticipated scope of work for this rain garden installation project includes, but is not limited to, the following:

1. **Site Assessment:** Conduct a thorough assessment of the site to determine the design of the rain garden based on soil composition, drainage patterns, and existing vegetation.
2. **Design and Planning:** Develop a comprehensive rain garden design that incorporates native plants, efficient water detention and filtration, and aesthetically pleasing landscaping elements.
3. **Site Preparation and Construction:** Prepare the site by removing and disposing of invasive plant species and turf and construct the rain garden ensuring proper grading, installation of necessary drainage components, and placement of mulch.
4. **Planting:** Select, procure, and plant native vegetation suitable for the rain garden environment, promoting biodiversity and habitat creation.
5. **Maintenance Plan:** Develop and provide a maintenance plan outlining schedules for periodic weeding, watering, and plant health checks to ensure the rain garden's long-term effectiveness.

Other works that may be considered within the scope of this project include:

- Installation of drip irrigation to help establish new plantings,
- Upgrade and extension of existing gravel pathways around the site,
- Installation of interpretive signage (being developed separately and provided by RDN) at the rain garden.

#### **Project Timeline Estimate:**

The RDN anticipates that the project will be completed between Fall 2023 and Spring 2024, with the following approximate milestones:

- Site Assessment and Design: November 2023
- Construction and Planting: December 2023 – March 2024
- Project completion: April 2024

#### **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, highlighting rain garden installations or similar environmental projects. Include project value and photographs of previous related projects where possible.
- An overview of your firm's philosophy for site assessments, design, sustainability, construction, and long-term maintenance.
- A statement of your firm's ability to complete the work within the timeframe described.
- A statement of 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 100 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 16<sup>th</sup> day of October, 2023. The RDN at its sole discretion, reserves the right to accept late submissions.

**F. Questions and Submissions**

Questions and submissions should be directed to:

**Capri Brugge**

Stewardship Coordinator, Drinking Water & Watershed Protection

Email: [cbrugge@rdn.bc.ca](mailto:cbrugge@rdn.bc.ca) Phone: 250-616-8235

**G. Addendums**

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

## H. Attachments

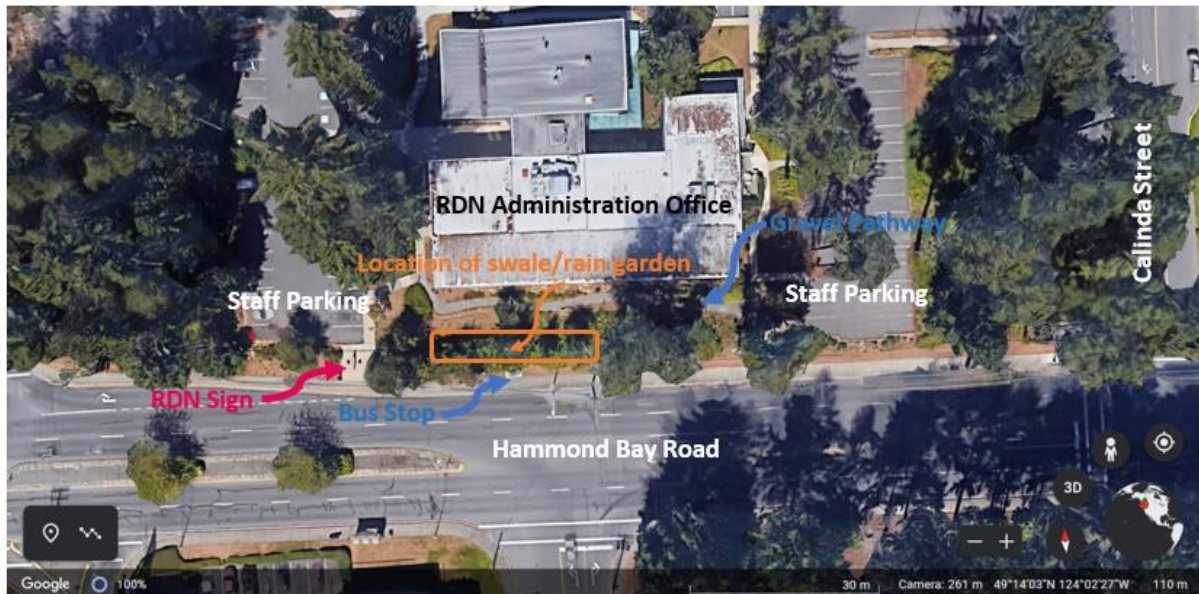


Figure 1. Overview of RDN Rain Garden Site at the RDN Admin building at 6300 Hammond Bay Road, Nanaimo

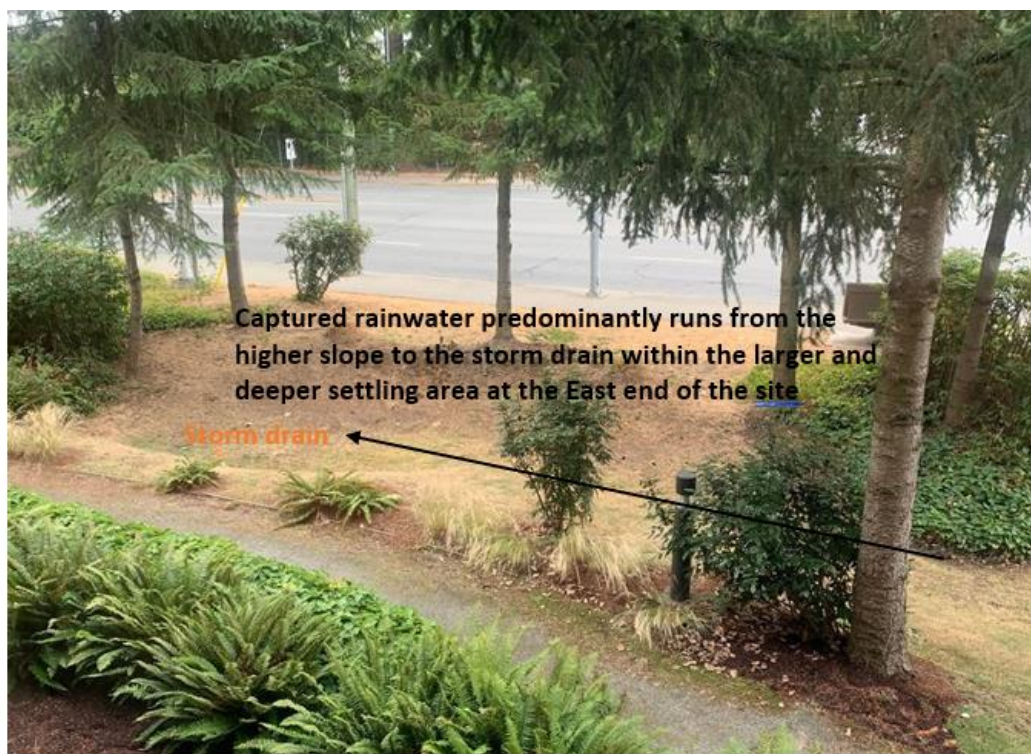


Figure 2. Scale of RDN Rain Garden





**Figure 3. RDN Rain Garden – overlooking the West side of swale from RDN Admin Building**



**Figure 4. RDN Rain Garden – Overlooking the East side of swale/rain garden from RDN Admin Building**