



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-002

DATE: January 15th, 2024

Project Title: **ERRINGTON FIREHALL #2 ARCHITECTURAL SERVICES**

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to participate in a multi-phase project for the replacement of the Errington Firehall #2.

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.

The Work is described as a Class D Capital Cost Estimate and Concept Design for the replacement of the Errington Firehall #2.


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 owns, while the Errington Volunteer Fire Department and respective Society operates the Errington Firehall #2, located at 1930 Errington Road in Errington, BC. The current firehall was built in 1983 and is a log cabin type design. In 2006, a three bay addition was added to the Firehall to house various equipment. It is a satellite firehall and serves the general Errington community.

The existing Firehall does not meet current operational, Building Code or Post-Disaster requirements. Due to the log cabin type design, the RDN does not believe it is feasible to upgrade or install additions.

Photographs of the existing Firehall can be seen in Appendix A.

| | | |
|---|--|---|
|  REGIONAL DISTRICT OF NANAIMO | REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) | Date: Jan 15, 2025 Ref. No: 25-002 |
|---|--|---|

C. Anticipated Project Phases

This section is provided for the Respondents information to communicate overall execution strategy and may be subject to change during the life of the project. The project is anticipated to be executed in three separate phases. Phases 2 and 3 may be awarded to the same consultant subject to satisfactory performance of previous phases, available budget, and necessary approvals.

Phase 1:

Class D Estimate and Concept Design (this RFSQ). The intent of this phase is to better understand and develop the scope of work and determine a capital cost estimate that will inform RDN's budgetary estimate.

Phase 2:

Includes completing a detailed design and tender ready construction specifications.


Phase 3:

Construction phase, including general construction support, contract administration and leading of commissioning activities.

D. Contemplated Scope of Services (Class C Capital Cost Estimate and Concept Design)

The general scope of services requested as part of this RFSQ includes:

1. Prepare/outline a Space Needs Assessment. RDN has prepared the following for the Respondent's reference, and will be provided during contract negotiations:
 - a. A preliminary layout sketch;
 - b. A scope priority list (Needs/Wants/Wishes).
2. Prepare a preliminary (30%) layout drawing including all floors of the firehall and any temporary facilities proposed;
3. Prepare a preliminary site layout drawing, which is expected to include:
 - a. Existing firehall (to be demolished);
 - b. New firehall;
 - c. Road access;
 - d. Septic field location;
 - e. Well water location;
 - f. Fire Water Tank;
 - g. Power distribution tie-in, during construction and permanent;
 - h. Temporary Facilities location during construction.
4. Coordinate a Geotechnical Assessment of the firehall and temporary facility sites to assist with the estimate. The Geotech firm will be retained by the RDN;
5. Prepare a Class D Capital Cost Estimate for all project activities, including:
 - a. Design and Construction of new Firehall

| | | |
|---|--|---|
|  REGIONAL DISTRICT OF NANAIMO | REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) | Date: Jan 15, 2025 Ref. No: 25-002 |
|---|--|---|

- b. Demolition of existing Firehall
- c. Associated project scope, including but not limited to new fire water tank, new septic field, and temporary facilities
6. Develop a concept for temporary facilities during construction;
7. Develop a preliminary project schedule.

It should be noted that throughout this project, service must be maintained for the Errington Firehall #2 with the use of temporary or other facilities. Use of temporary facilities should be represented in the project schedule and site layout drawing. **It is anticipated that both the firehall and temporary facilities will need to be post-disaster rated (BC Building Code).**

E. Contemplated Project Schedule

For the Respondent's information, this is the currently anticipated project schedule:


1. Q1, 2025 to Q2, 2025
 - Class D Estimate and Concept Design
2. Q2, 2025 to Q4, 2025
 - Budget review and approval processes
3. Q4, 2025 to Q3, 2026
 - Detailed Design
4. Q3, 2026 to Q4, 2027
 - Construction

F. Statement of Qualifications and Evaluation

Generally, the Respondent's submission should focus on demonstrating their qualifications and experience with Phase 1 of the project (Class D Capital Cost Estimate and Concept Design), but examples of future project phases may be considered in the evaluation.

Please describe the following as a Statement of Qualifications. No longer than twelve (12) single sided pages in length:

- Demonstrate your firm has the capacity and ability to complete the work within the timeframe described;
- Qualifications and area of expertise for the Firm and nominated Project Manager in related work via CV/Resume;
- Project management processes to assure quality and project control in the context of this phase of the project;
- Provide examples showcasing the Respondents ability to overcome the following project challenges:
 - Design of rural firehalls (Post-Disaster);
 - Maintaining firehall operations during construction;
 - Design of post-disaster water storage tanks;
 - Experience with Fire Departments using a roll off or Pod system;
 - Design and construction within a limited site foot print.

| | | |
|--|---|---------------------------------------|
|  REGIONAL DISTRICT OF NANAIMO | REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) | Date: Jan 15, 2025 Ref. No: 25-002 |
|--|---|---------------------------------------|

Please provide the following as an Appendix, no longer than an additional twenty (20) single sided pages in length:

- Examples of past deliverables throughout project execution:
 - List of relevant past projects, focus on firehalls and in particular satellite/small firehalls;
 - Preliminary (30% drawings) and other relevant deliverables for a Class D Estimate;
 - Class D estimate;
 - List of relevant engineering and design software.

Indicate your firm's ability to perform engineering work in the Province of British Columbia.

Statements of Qualifications (the "SOQ") will be initially evaluated by the Errington Firehall and the Regional District of Nanaimo based on the above and assigned a qualitative consensus score out of 50. Any or all SOQs will not necessarily be accepted.

G. Disclaimer

If the RDN opts not to negotiate subsequent phases directly with the successful respondent, the respondent may not have the opportunity to participate in any future procurement processes.

H. Submission Date & Time

Statements of Qualifications should be received **BY EMAIL ONLY** on or before 3:00 p.m. pacific standard time on the 11th day of February, 2025. The RDN reserves the right to accept late submissions.

I. 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 new 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.

J. Questions and Submissions

Questions and submissions should be directed to:


Ian Benoit, P.Eng, Project Engineer, Capital Project Delivery

Regional District of Nanaimo

6300 Hammond Bay Road, V9T 6N2

Phone: 250-268-3431

Email: ibenoit@rdn.bc.ca

| | | |
|--|--|---------------------------------------|
|  REGIONAL DISTRICT OF NANAIMO | REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) | Date: Jan 15, 2025 Ref. No: 25-002 |
|--|--|---------------------------------------|

Appendix A:



GEORGE KLEMM
FIRE HALL

SILVERADO

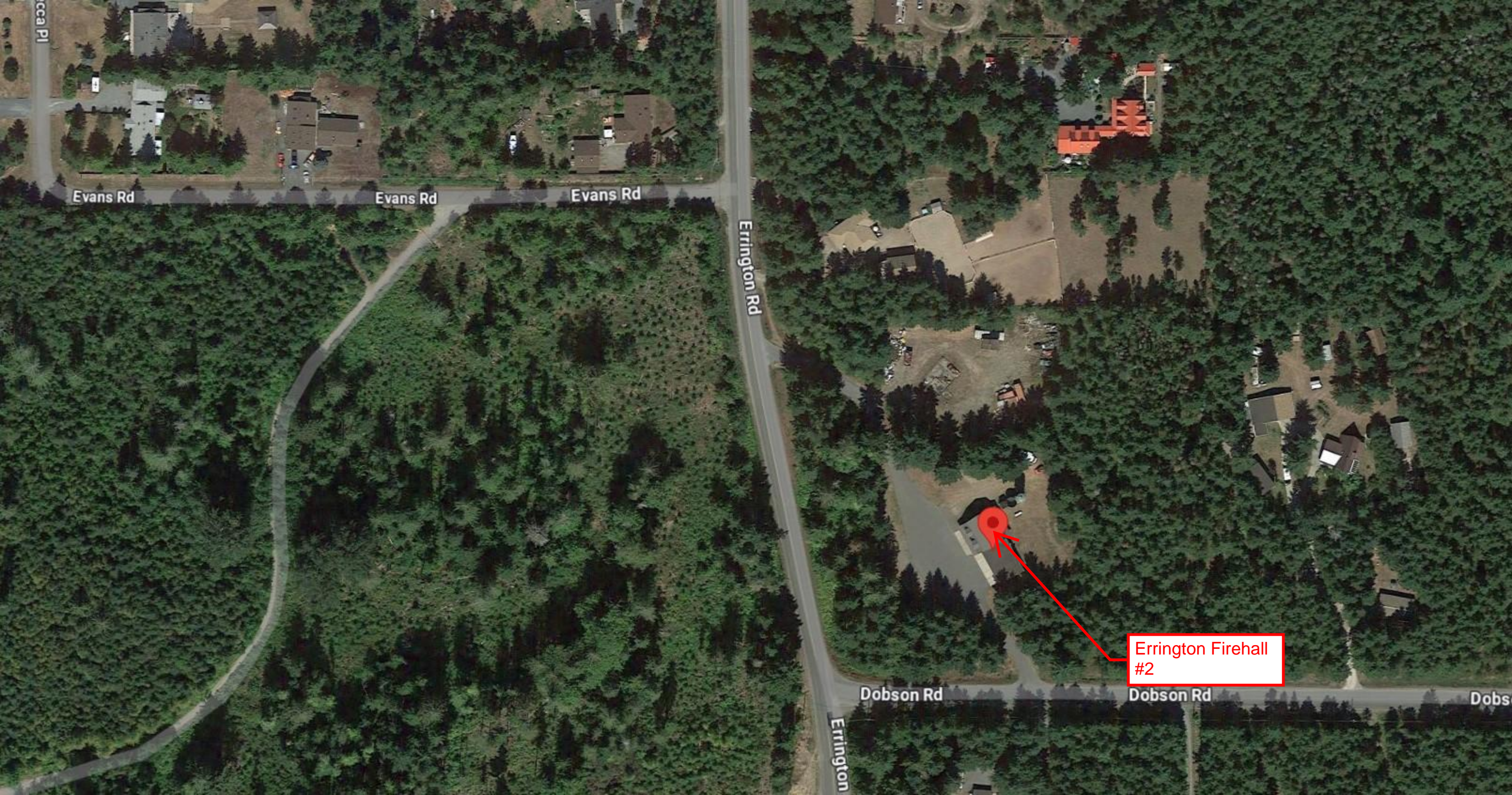
boniface - Hiers
HERRITT ISLAND, FL.

DODGE









Evans Pl

Evans Rd

Evans Rd

Evans Rd

Errington Rd

Dobson Rd

Dobson Rd

Dobs

Errington

Errington Firehall
#2