



Lantzville & Nanoose Fire Department Training Facility REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-026

DATE: March 27, 2025

Project Title: Lantzville & Nanoose Fire Department Training Facility

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to install a single standing two-story joint training structure to be installed at the Nanoose Firehall, 2471 Nanoose Rd, Nanoose Bay, BC V9P 9E6, in the Regional District of Nanaimo's Electoral Area E before the end of 2025. This is a joint project and will be a joint training facility between the Regional District of Nanaimo and the District of Lantzville.

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 and the District of Lantzville's requirements, expectations, and timeline.

The Regional District of Nanaimo and the District of Lantzville 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 and the District of Lantzville 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 and or the District of Lantzville 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. The RDN provides fire protection services to the Nanoose Bay Fire Protection Area through the RDN owned and operated Nanoose Fire Department.

Lantzville is a coastal community on the east side of Vancouver Island, British Columbia, Canada, along the western shore of the Strait of Georgia and immediately north of Nanaimo. The District of Lantzville was incorporated on June 25, 2003. It covers an area of 27.08 square kilometres and has a population of 3,807. Lantzville Fire Rescue consists of over 30 dedicated members that provide not only fire protection, but emergency assistance to the residents of our community. Lantzville Fire Rescue operates three engines, one tender, one rescue vehicle and two duty trucks in their fleet. Paid on-call firefighters serve the community in many ways including emergency response, fire prevention, and education. The Lantzville Volunteer Firefighters Association also provides community support through several community functions.

Currently neither Lantzville Fire Rescue nor the Nanoose Fire Department have a sufficient training facility “in house” to meet many of the training requirements within the BC Minimum Training Standards. Both Fire Departments must send members out of area to complete some of this required training. The purpose of this project is to construct a facility that can enhance the quality and variety of training opportunities locally in area. This facility will be a joint facility shared between Lantzville Fire Rescue and the Nanoose Fire Department. These departments currently maintain a strong working relationship, coordinating and supporting each other through comprehensive Mutual Aid and Automatic Aid Agreement. This new joint training facility will be a welcome addition to the continued partnership, which will support the enhanced local training of the region’s firefighters.

C. Contemplated Scope of Work and Timeline

The successful proponent will be expected to provide subject matter expertise and guidance to the full scoping of the project and support the project team in design characteristics and best practices for the following potential scope.

This project is anticipated to see a facility designed to facilitate training of firefighters for the purpose of meeting the BC Minimum Training Standards, both inside and out of the structure. The Facility shall not be designed or utilized for any live fire scenario or training.

The modular construction and installation of a two-story training building, preferably constructed out of shipping containers, with an approximate footprint of 16 feet by 40 feet, positioned on a concrete slab. The structure must be designed for the purpose of firefighter training and must withstand the anticipated use of firefighter training including the flowing of water in and around the structure. The structure must have a letter from a structural engineer confirming the structure is suitable for the intended use and design, which includes the installation and connection to the concrete slab.

The work will not include the concrete slab; however, a successful proponent shall provide the required specifications for the concrete slab to place the training structure on.

The work must be completed by the end of November 2025 and invoiced before December 31, 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 may 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, drawings and photos of recent similar projects 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 and the District of Lantzville 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 11th day of April 2025**. The RDN and the District of Lantzville at their sole discretion, reserves the right to accept late submissions.

E. Submission Method

Questions and submissions should be directed to:

Brayden Osborn, Fire Services Coordinator
Fire & Rescue Services
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
C: 250-390-6565 | Email: fireservices@rdn.bc.ca

F. 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 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.