



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-030

DATE: April 24, 2025

Project Title: Cedar Village Active Transportation Network Plan

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to develop an Active Transportation Network Plan for the Cedar Village Area in Electoral Area A.

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

Community Overview

Electoral Area A, located south of Nanaimo, is an unincorporated area that incorporates the communities of Cedar, South Wellington, and Cassidy. Snuneymuxw First Nation Reserve is also located within the region and have recently received grant funding to complete an Active Transportation Network Plan. The Cedar Village Area is designated within the Growth Containment Boundary, as outlined in the Official Community Plan (OCP) and Regional Growth Strategy (RGS) as shown in Figure 1.

In the 2021 census, Electoral Area A had a population of 7,481 and a population density of 124.3 people per square kilometre, which is relatively high for an electoral area. The median

age in Area A is 51.2 years, compared to the RDN's median of 53 years and the provincial average of 42.8 years.

Cedar Village is one of the few Rural Village Centres in the RDN with community water, sewer, and transit services. Despite these urban-oriented amenities, its road infrastructure was built to a rural standard, lacking sidewalks and wide shoulders for pedestrians. As the RDN does not own or manage roads, the Ministry of Transportation and Transit is responsible for implementing or approving active transportation infrastructure within the road right-of-way.

Cedar is served by the Number 8 transit route, which connects the community to major destinations in Nanaimo, including Vancouver Island University, downtown Nanaimo, the Nanaimo Airport, and the Duke Point Ferry Terminal. The eastern section of the Morden Colliery Regional Trail also passes through Cedar, providing access to Hemer Provincial Park. Future plans for the trail may include a bridge over the Nanaimo River, creating a direct link between Cedar, Morden Colliery Historic Provincial Park, and the community of South Wellington.

Cedar has three schools—Cedar Secondary, Cedar Elementary, and the Snuneymuxw Learning Academy—and two community centres: the Cedar Heritage Centre and the nearby South Wellington Community Centre. Cedar Community Park, which currently features a skate park, is slated for upgrades that will add pickleball courts, a playground, and a bike pump track.

The 2009 Active Transportation Plan provides broad recommendations for improving walking, cycling, and transit access across all of Electoral Area A. Building on this foundation, the Cedar Main Street Village Plan focuses specifically on Cedar Village, aiming to create a walkable, connected, and safe village core through improved pedestrian and cycling infrastructure, multi-use pathways, and stronger links to schools, parks, commercial areas, and the regional trail network. The upcoming Cedar Village Active Transportation Network Plan will further build on these plans, translating their vision into actionable, implementable strategies to achieve the goals outlined in both the 2009 plan and the Cedar Main Street Village Plan.

Project Objective

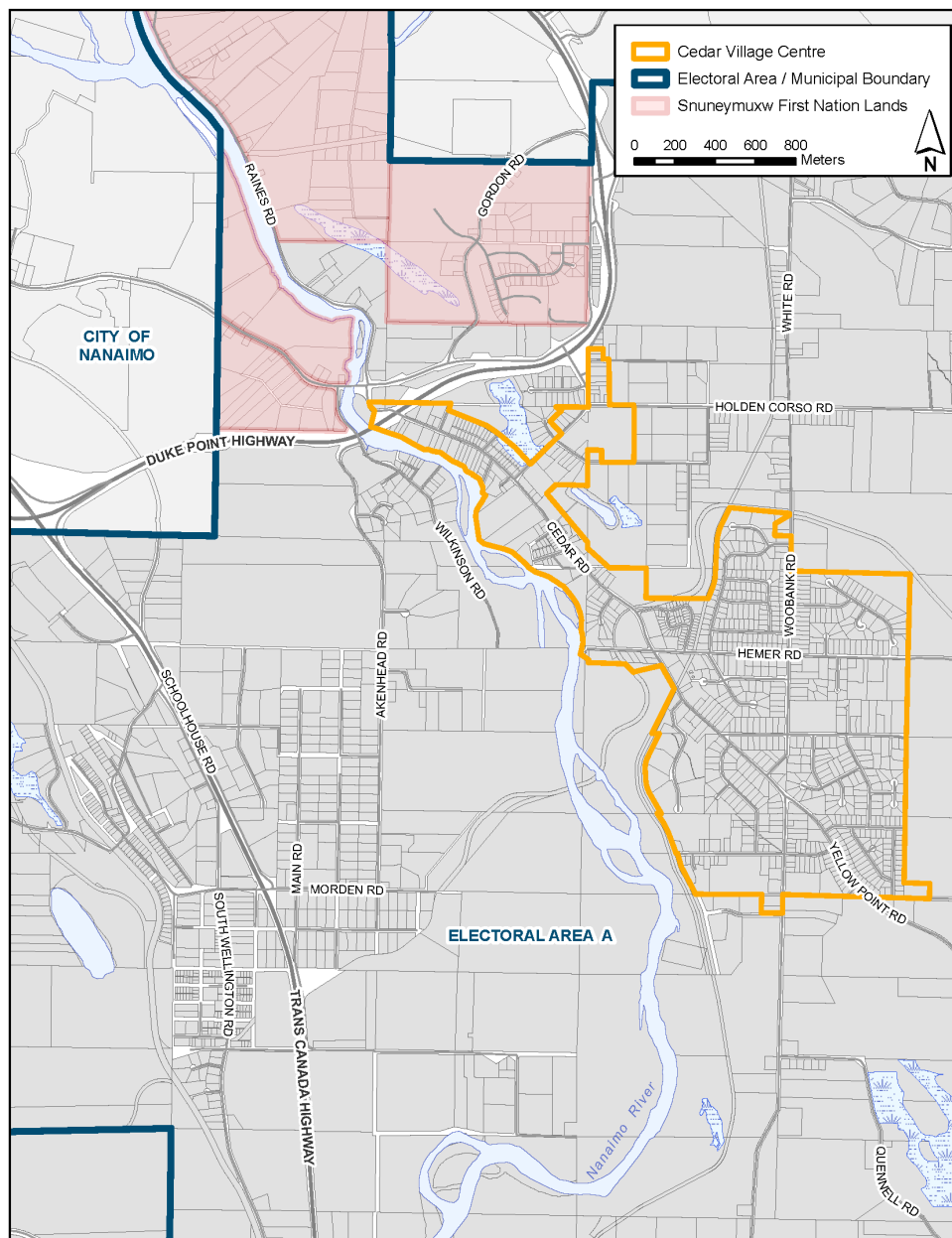
Funded by the BC Active Transportation Network Planning Grants Program, this project aligns with the CleanBC Strategy to promote safe, accessible, and convenient active transportation for all ages and abilities. While focusing on infrastructure for walking, cycling, and mobility devices, it will also consider other human-powered travel modes. The plan will:

- Enhance safety and accessibility by addressing conflicts between active transportation users and motorists, improving infrastructure for walking, cycling, and mobility devices, and recommending roadside upgrades such as wider shoulders, safer crossings, and improved signage.
 - Improve connectivity by linking key destinations, including schools, transit hubs, community centers, parks, and trails.
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- Promote active and sustainable transportation by ensuring safe, convenient, and inclusive travel options for all ages and abilities.
- Support future funding applications by developing detailed design drawings and cost estimates for high-priority projects.

By promoting active transportation as a viable alternative to driving, the plan will enhance mobility options, improve safety, and strengthen connections between key destinations.

Figure 1: Cedar Village Area within the Growth Containment Boundary



C. Contemplated Scope of Work, Deliverables and Timeline

Contemplated Scope of Work:

The Active Transportation Network Plan must align with the BC Active Transportation Network Planning Grant requirements, positioning the RDN for future funding opportunities. The plan should integrate best practices from the BC Active Transportation Design Guide and align with the broader goals of the CleanBC Strategy.

Key tasks include:

1. Data Collection and Analysis

- Assess current conditions of active transportation infrastructure (walking, cycling, etc.).
- Identify barriers to and opportunities for mode shift, including an analysis of potential GHG emissions reductions.
- Conduct a safety and crash analysis using relevant data (e.g., police reports, ICBC).
- Perform a gap analysis of existing infrastructure

2. Active Transportation Network Plan Development

- Conduct community consultation to assess needs and develop solutions, ensuring inclusive participation.
- Consult with RDN Interdepartmental staff and external agencies to ensure the Plan is consistent with operational needs, technical standards (such as the BC Active Transportation Design Guide and accessibility requirements), and maintenance considerations.
- Align the plan with community goals (e.g., OCP) and the CleanBC Strategy.
- Provide maps showing current infrastructure, proposed improvements, and areas of high activity.

3. Implementation Plan Development

- Prioritize infrastructure investments and phases.
- Provide a maintenance and performance monitoring plan for long-term success.

4. Detailed design and Preparation for Infrastructure Grant Application

- Develop at least one priority project to a 'shovel-ready' state - including required engineering, site assessments, and Class B cost estimates – to support an application to the BC Active Transportation Infrastructure Grant Program.
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Public Engagement Requirements:

Engagement efforts should reflect the diverse range of interests in the community, including the North Cedar Improvement District, School District 68 (including Cedar Secondary and Cedar Elementary school administration and parent advisory groups), local active transportation users, advocacy groups, independent businesses along Cedar Road, and private landowners. Snuneymuxw First Nation should be included where their capacity allows and, at minimum, be kept informed of the process.

To achieve this, the consultant will be expected to implement a variety of engagement methods that promote broad and inclusive community participation, with specific efforts to address barriers for equity-deserving groups, including youth, seniors, and residents with mobility challenges. These methods may include:

- Two Community Open Houses or alternative consultation events to engage the public in-person and gather feedback on the proposed Active Transportation Network Plan.
- Online Surveys or Feedback Forms to gather input from a wider audience, including those unable to attend in-person events.
- Localized Consultations with specific groups and (e.g., schools, business owners, Improvement District, etc.) to ensure all key interests are represented.
- Focus Groups or Workshops with key groups such as local advocacy groups and transportation experts, to provide more in-depth insights into the planning process.

Deliverables:

The selected consultant will be expected to provide the following deliverables upon completion of the project. These deliverables should be aligned with BC Active Transportation Network Planning Grant requirements, ensuring that recommendations and project priorities position the RDN for future funding opportunities. The consultant will work closely with RDN staff throughout the process to ensure that all requirements are met and that the final deliverables support the success of the project.

The successful consultant will be expected to deliver:

- An Active Transportation Network Plan for the Cedar Village Area, including analysis of current conditions, gap identification, and alignment with local and provincial planning objectives.
 - A community and stakeholder engagement process, including a summary of feedback and how it shaped the final Plan.
 - An Implementation Plan that prioritizes infrastructure, outlines funding strategies, provides cost estimates, and recommends performance monitoring indicators.
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- A minimum of one shovel-ready priority project design package, suitable for submission to grant programs such as the BC Active Transportation Infrastructure Grant Program.
- Participation in project meetings, presentations to the RDN Board, and provision of all supporting data and mapping files, including GIS datasets.

Proposed Timeline:

Project Initiation	June 2025
First Community Consultation Event	October 2025
Draft Network Plan and Preliminary Design Drawings for Priority Project	January 2026
Second Community Consultation Event	February 2026
Update Plan and Design Drawings (based on public input)	
Submit final Draft Plan and Design Drawings for Priority Project	April 2026
Presentation to RDN Electoral Area Services Committee	May 2026
Plan to Board for endorsement	June / July 2026

Budget Available: \$90,000 plus GST

Reference Information (not an exhaustive list):

- [Community profile – EA A](#)
- [Community Energy and Emissions Plan \(2013\)](#)
- [Corporate carbon Neutral 2032 Plan \(2021\)](#)
- [Community Emissions Inventory Report \(2021\)](#)
- [Parks and Trails Strategy \(2022\)](#)
- [Regional Growth Strategy \(2024\)](#)
- [Electoral Area 'A' Official Community Plan \(2011\)](#)
- [Cedar Main Street Village Plan \(2011\)](#)
- [Community Active Transportation Plan, Electoral Area A \(2009\)](#)
- [BC Active Transportation Grant Program – Active Transportation Network Plan Guidelines](#)
- [BC Active Transportation Grant Program –Infrastructure Grant Guidelines](#)
- [British Columbia Active Transportation Design Guide \(2024\)](#)
- [Pedestrian Crossing Control Manual for British Columbia \(2025\)](#)
- [RDN Public Engagement Policy A1.23](#)
- RDN Public Engagement Strategy & Toolkit (will be provided to successful consultant)

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than **ten (10) single sided pages** (not including cover page, cover letter and appendices). Submissions must clearly address the following items:

- An explanation of your understanding of the project, including its goals, scope, and anticipated challenges. Describe your firm's approach to delivering this work, including methodology, stakeholder engagement, and strategies for successful implementation.
- The qualifications, ability, and experience of your firm in delivering similar projects. Include 3 (three) references from the past 5 (five) years for Active Transportation Network Plan projects your firm has completed, preferably in a Regional District setting.
- The relevant experience and qualifications of your proposed Project Manager and core project team. Provide short descriptions of relevant projects where they held leadership or key roles. Include a clear outline of the Project Manager's leadership experience and describe how their involvement will add value to the RDN. Please include the CVs/Resumes of the Project Manager and core team members.
- A list of any additional key personnel assigned to this project, outlining their roles and relevant experience.
- A list of key sub-consultants (if applicable), including their company and staff experience specifically related to their role.
- 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 13th day of May 2025. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Elaine McCulloch, Senior Parks Planner
emcculloch@rdn.bc.ca
250-248-4744

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 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.