

## ***REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-032***

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**DATE:** May 12, 2025

**RFSQ: 25-032**

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**Project Title:** EDUCATION FOR LOW CARBON CONSTRUCTION

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The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to help support regional building industry and owner builder capacity to build confidently and economically at higher levels of the BC Energy Step Code and Zero Carbon Code by developing and delivering relevant training opportunities and materials tailored to the RDN area. Integration of strategies for low carbon building materials and climate resilient design considerations is also desired.

This work will help the Regional District and member municipalities identify and connect local building industry members with capacity-building training opportunities in low carbon construction, focusing on Part 9 buildings. The proponent will work with local industry stakeholders and audience members to refine training content and delivery approaches to ensure barriers to attendance are understood and reduced.

While contracted through the Regional District, the City of Nanaimo is a partner on this work and the successful proponent will work with staff from both the RDN and the City of Nanaimo to delivery objectives.

Work contemplated includes:

- Identify local building industry and owner-builder training needs to improve capacity to build to higher levels of BC Energy Step Code/Zero Carbon Code, including builders who have not yet trained in these methods. Key to this is taking time to understand barriers to accessing past or existing training, via review of 2023 industry comments and appropriate engagement with regional industry (building inspection, builders, owner-builders, contractors, VIU carpentry, energy advisors etc.) via survey/interview etc.
- Develop training scope and general methods (in-person/online/live/recorded etc.) based on collected feedback
- Supporting validation of proposed training for relevant professional credits (CPD)
- Provide input to RDN and member municipalities as promotions and outreach plan are developed, support promotions

- Design and delivery of training sessions and materials
- Incorporation of low embodied carbon building concepts, and climate resilient design principles relevant to the RDN.
- Collecting feedback on training to understand effectiveness and areas for improvement
- Final report - concise report summarising rationale for approach, what was offered, feedback received, lessons learned, and advised steps for following years

The project includes the entire Regional District of Nanaimo, including the 7 electoral districts (A, B, C, E, F, G and H) and 4 member municipalities: Town of Qualicum, City of Parksville, District of Lantzville and City of Nanaimo.

#### **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**

The Regional District of Nanaimo is located on central Vancouver Island. Communities within the regional federation include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated rural Electoral Areas. Coast Salish peoples, including the Snuneymuxw First Nation, Qualicum First Nation, and Snaw-Naw-As First Nation have relationships with these lands from time immemorial. The Regional District is home to 170,367 people (2021 Census).

In 2023, in partnership with District of Lantzville, City of Nanaimo, and Town of Qualicum Beach, the Regional District of Nanaimo led regional policy analysis and industry consultations on Zero Carbon Step Code and BC Energy Step Code implementation options. During consultation, building industry members raised concerns over local capacity to build to the higher levels of the BC Energy Step Code, particularly for Part 9 buildings, and potential impacts on building costs. A

desire for more training and understanding of cost reduction approaches was clearly communicated through both industry surveys and in-person events. Builders at consultation sessions who already build to higher standards of efficiency also communicated that it was not particularly difficult, and that by investing in some training and practice, other builders should be capable of building to higher levels of Energy Step Code.

Following consultation, each participating local government pursued their own policy approach, considering the information received during consultation, consultant recommendations, and their local context. Resulting policy approaches (Table 1) largely prioritized implementation of Zero Carbon Step Code due to concerns over industry capacity to deliver on higher levels of the BC Energy Step Code, particularly in Part 9 buildings. Policy adoptions were generally made in support of community climate objectives laid out in higher level climate and city planning policy (Regional Growth Strategy, Climate Action Plans, Official Community Plans).

*Table 1. Current status of Energy Step Code and Zero Carbon Step Code adoption*

<b>Local Government</b>	<b>BC Energy Step Code</b>	<b>Zero Carbon Code</b>
District of Lantzville	Provincial Building Code Requirements only	EL-1 required as of January 1, 2025 and EL-4 required as of June 30, 2025
City of Nanaimo	Provincial Building Code requirements for Part 9  Step 3 for Part 3 by January 1, 2026	EL-4 required as of July 1, 2024 for both Part 9 and Part 3 buildings
Regional District of Nanaimo	Provincial Building Code Requirements only	EL-4 Adoption being considered in 2025. Currently - Provincial Building Code Requirements only
Town of Qualicum Beach	Energy Step Code (Step 5) to be implemented by January 1, 2027.	EL-4 - implemented as of January 1, 2025

In response to industry concerns, the City of Nanaimo [implementation approach](#) includes commitments to improving builder education and capacity for building to higher levels of Energy Step Code. The RDN’s recently adopted [Climate Action Plan](#) includes actions on new builds, following a 4-year focus on low carbon retrofits, including providing industry supports for building low carbon, climate resilient buildings. The RDN’s newly adopted [Regional Growth Strategy](#) also contains supportive policy direction for low carbon, resilient buildings. Working with partners (i.e. Regional District of Nanaimo) to provide training to building industry and building inspections staff to promote green building policy and program awareness, best building practices, and their benefits is included an ongoing action in the City of Nanaimo’s [Integrated Action Plan \(C1.1.9\)](#).

The need for more builder education was further confirmed during a meeting with local energy advisors and RDN and City of Nanaimo Staff in December 2024.

This work will help advance both City and Regional District climate commitments and ultimately lay a foundation for future adoption of higher levels of Energy Step Code within our region. In doing so it will help prepare local industry and owner builders to meet the higher steps of the BC Energy Step Code and prepare industry for local government or province-led energy efficiency requirements.

### ***Funding sources***

This work is funded through BC Hydro's Sustainable Communities and Industry Partnerships Project Implementation Funding, and the funds received from the provincial Local Government Climate Action Program (LGCAP), with in kind contributions from the RDN and City of Nanaimo.

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

The following components build upon existing work (as noted in Section B, above) undertaken by the RDN to better understand and prepare for coastal hazards and risks. The contemplated scope of work will develop an integrated Coastal Climate Resilience Strategy that enables an efficient regional approach to building coastal resilience.

<b>Stage</b>	<b>General Timing</b>	<b>Tasks</b>	<b>Deliverables/Outcomes</b>
Identification of local building industry training needs/barriers/solutions	June/July 2025	Identify and summarise local building industry training needs and barriers to accessing past/existing training, via interviews with industry stakeholders, survey and review of comments from 2023 industry consultations.	<p><b>Summary of industry stakeholder feedback:</b> compilation of responses from interviews and potential surveys with local energy advisors, CHBA-VI, the Vancouver Island University (VIU) Carpentry program, small builders, building inspectors on observed gaps and barriers to identify training content, suitable supports, and training formats</p> <p><b>Specific industry training needs and approaches</b> required to improve local capacity to build to higher steps of the BC Energy Step Code, focusing on Part 9 buildings</p> <p><b>Barriers</b> faced by industry members when contemplating training and known, and solutions to reducing those barriers identified.</p>
Training scope/content development/refinement	July - September 2025	Develop training scope, content and general methods (in-person/online/live/ recorded	<b>Training session objectives, summaries and outlines and supporting materials:</b> these may be created specifically for this project or drawn from existing vendor

Stage	General Timing	Tasks	Deliverables/Outcomes
		etc.) based on industry feedback	educational material/content if industry feedback suggests that would be best fit
Validation of proposed training for relevant professional credits	September 2025- November 2025	Support RDN and partners through process to obtain CPD approvals for course content	<b>BC Housing Professional Development Credits</b> assigned to training content/offerings.
Event Promotions	November 2025- February 2026	Contribute as-needed to outreach/promotion plan development by RDN and partners Promote event through your connections	<b>RDN and partner-created promotion plan</b> tailored to audience
Delivery of education events and materials, collection of feedback	January 2026- February 2026	Deliver mix of training sessions -hands on, in-person and virtual. Support RDN and partners in collecting participant feedback.	<p><b>Virtual and in-person training sessions:</b> mix of virtual and in-person training sessions based on input received from industry stakeholders</p> <p><b>Training videos and materials:</b> recordings of online training sessions and other builder education focused videos and materials available for RDN to post and share out to industry.</p> <p><b>Feedback collected from participants</b> in way that supports future offerings and understanding of content learned</p> <p>Regional building industry, including trades, owner-builders and other industry members who are less likely to have accessed past or other existing training, participate in high quality, focused training events that directly address existing capacity gaps, in a format that works for them.</p> <p>Local builders, designers and building trades people have a great understanding of energy efficient, sustainable and climate resilient building practices and feel that they have the expertise necessary to implement these practices in cost-effective ways</p>

**This work is subject to funder timelines and must be completed in full by March 1, 2026.**

**D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than six (6) single sided pages in length (not including cover page, cover letter and appendices – e.g. resumes, additional project materials).

**Please label your responses so they clearly align with the numbered entries below so that it is easy for us to match your response to the requested information.**

Please include the following:

**Qualifications & Project Team**

1. Tell us about your firm, how long it has been around, and what it's focus is. Tell us why every day builders in the Regional District of Nanaimo would find you credible and be interested in attending an event you're putting on.
2. Tell us about the personnel, including any subcontractors, who would be on the project team. We're looking for a team that has a combo of industry credibility (i.e. viewed as peers and trusted source of practical expertise), experience developing, organising and delivering builder education both hands on and virtual, understanding of working with owner-builders, strong connections with the building industry so that we can leverage contacts to increase builder awareness and attendance, and knowledge of how to reach audiences who may not usually participate in this type of training. For each team member provide:
  - a. Their role in this scope of work and how involved they will be in its delivery. Please clearly identify who would be the project lead.
  - b. Their relevant experience
  - c. Why this person is the right fit, given the project and its context.
3. As appendices, provide copies of CV/Resume of these team members, including sub-contractors, that clearly highlight relevant experience. Note that the team you submit is the team that is to be used for this work, with any needed changes only upon approval of the RDN.
4. Please provide abstracts for a minimum of three recent contracts that clearly outline the Project Team's experience delivering the types of activities listed in the scope of work (see section C). Examples must demonstrate success by the nominated Project Team members in the past five years. Please specify which team members were involved on the projects and what their role was. Please provide links to training recordings or examples of training materials provided. From these examples we'll be looking to understand your experience:

- Working with people to understand their barriers to training and identify what info industry and owner-builders need to be comfortable building at higher levels of energy step code/zero carbon code in Part 9 buildings, and in what format.
- Designing and delivering effective education on energy step code and/or zero carbon step code, low carbon building materials, cost management, climate resilient building approaches etc. for building industry/owner-builders
- Experience applying construction approaches and strategies in practice and clear understanding of what it is like to build to higher levels of energy step code for the first time.

#### Availability and Flexibility

5. Provide a statement of your Firm's and Project Team's ability to complete the work along the schedule outlined in Section C of this RSFQ.
6. Identify replacement or substitute Team members and/ or approach to mitigating changes in Team members should this arise during the project period.

#### Project Management and Quality Assurance

7. Tell us about your approach to project management including the consistent practices you use for client communications, project/risk tracking, and ensuring deliverables are high quality, on time and on budget.
8. Tell us about your Firm's approach to advancing social and environmental sustainability in your operations and service provisions, including any accomplishments in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned one score out of 100 based on the above evaluation criteria. Points will not be allocated to the individual 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 4th day of June 2025**. The Regional District of Nanaimo at its sole discretion, reserves the right to accept late submissions.

#### **F. Questions and Submissions**

***Questions should be directed to:***

Jessica Beaubier  
Climate Change and Resilience Coordinator  
Development and Emergency Services

Email: [jbeaubier@rdn.bc.ca](mailto:jbeaubier@rdn.bc.ca), cc: [tnielsen@rdn.bc.ca](mailto:tnielsen@rdn.bc.ca)

Phone: 250-390-6568

***Submissions should be directed to:***

Electronic submission should include “25-032 Education for Low Carbon Construction” as the subject line to: [sustainability@rdn.bc.ca](mailto:sustainability@rdn.bc.ca), with a cc to [jbeaubier@rdn.bc.ca](mailto:jbeaubier@rdn.bc.ca) and [tnielsen@rdn.bc.ca](mailto:tnielsen@rdn.bc.ca)

The RDN appreciates all proposal responses, however, only short-listed or successful Proponents will be contacted.

**G. Addenda**

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](http://www.rdn.bc.ca/current-bid-opportunities)) and BC Bid ([www.bcbid.gov.bc.ca/](http://www.bcbid.gov.bc.ca/)) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.