



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-004

DATE: December 17, 2025

Project Title: Asset Appraisal Services

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to provide asset appraisal services for physical assets valued at an anticipated replacement cost exceeding Five Hundred Million Dollars (\$500,000,000), the results of which will be incorporated into the RDN's annual property insurance renewal. The term of the service will be for five years, with a comprehensive appraisal in Year 1 and updates in Years 2 through 5.

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 provides regional governance and services throughout Vancouver Island's beautiful central east coast. Communities within the regional federation include 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 28 throughout the province, and home to more than 170,000 people. [About the RDN | RDN](#)

C. Contemplated Scope of Work and Timeline

The Regional District requires an appraisal of certain buildings, structures and their related contents for the placement of replacement cost insurance and other management purposes. Regional District of Nanaimo facilities are in a geographic area located roughly between Cedar, B.C (south) to Deep Bay, north of the Town of Qualicum Beach and west along Highway #4 to Coombs-Hilliers and Errington, B.C.

Typical asset types include, but are not limited to:

- General Administration – office building
- Transit Operations – offices and vehicle shop building
- Fire Departments – 10 buildings of varying sizes and water tanks
- Wastewater Treatment Plants:
 - Nanaimo – serves 105,000 people (secondary treatment, 3 pump stations)
 - Duke Point – serves < 100 people (secondary treatment with UV disinfection, 3 pump stations)
 - French Creek – serves 29,000 people (secondary treatment, 7 pump stations) – main pollution control centre currently undergoing expansion
 - Nanoose (Fairwinds) – serves 1,400 people (primary treatment, 10 pump stations)
- Solid Waste Disposal Facilities:
 - Regional landfill with several portable and/or pre-fabricated buildings for equipment storage and offices, and associated heavy equipment
 - Church Road Transfer Station – pre-fabricated buildings for drop off of commercial waste plus offices, and associated heavy equipment
- Water Systems
 - Numerous pumpstations
 - 12 reservoirs
- Multiplex Arena and Offices
- Swimming Pool
- Recreation Centres
- Wharves
- Community and Regional Park improvements, including playgrounds, trails and bridges

Minimum requirements for information per location:

- Valuation details providing the RDN with useful details for property replacement, insurance and future asset management purposes.
 - Complete location address
 - Type of occupancy
 - Construction types, details and value of building structure
 - Description and value of foundation, HVAC system and fire protection systems
 - Year built of locations
 - Square footage of structure
 - Number of stories
 - Mechanical equipment summarized by location where equipment costs are estimated at less than \$50,000, and listed separately when replacement cost is more than \$50,000
 - Furniture and fixtures summarized by location. Detailed inventory is not required.
 - Photographs and other visual understanding of each location
 - Commentary on current asset condition
 - Replacement values, including building codes, applicable bylaws and demolition and debris removal costs.
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- Replacement values provided for each asset should include the following:
 - Cost of reproduction new – defined as the monetary amount required to reproduce property of like kind and quality at one time in accordance with current market prices for materials, labour, manufactured equipment, contractor’s overhead, profit and fees, but without provisions for overtime, bonuses for labour, or premiums for material. Building components for constructed assets, such as foundations, building structure, roof, HVAC and building services, should be broken out.
 - Cost of reproduction new, less depreciation – based on the Cost of Reproduction New, as defined above, less an allowance for accrued depreciation as evidenced by observed conditions in comparison with new property of like kind, with consideration for physical deterioration and functional and economic factors deemed relevant for insurance placement. CRNLD is required for Buildings and Structures only. CRNLD is not required for Contents.
- Appraisal schedules must break out at minimum the following four categories:
 - Building construction and services – below grade assets
 - Building construction and services – above grade assets
 - Building codes and bylaws including a minimum of subcategories for
 - Parking spaces
 - Special needs access
 - Fire protection
 - Demolition and debris removal costs

Other requirements:

- Proponents must submit the final report in a searchable .pdf file format as well as submitting an Excel spreadsheet listing the assets and values by location
- The RDN’s property insurance renewal is June 30th of each year. To facilitate a timely renewal process, the finalized appraisal report and associated schedules must be received no later than the first week of May each year.

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. Describe your Firm’s approach to work.
 - 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.
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- A statement of your firm's ability to complete the work within the timeframe described, including relevant timelines and key milestones.
- A statement of your firm's ability to provision future summary reports for cost purposes outside of the agreed upon full reports.
- A statement of your firm's approach to incorporating current market escalation into the calculation of replacement values.
- A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.
- A statement of other benefits (for example, pricing discounts) and/or additional value your firm can provide to the RDN.

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 16th day of January, 2026. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Jane Lumb, Manager, Accounting Services
jlumb@rdn.bc.ca

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.