



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-021

DATE: March 23, 2026

Project Title: Environmental Inventory Atlas for East Wellington-Pleasant Valley Area

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to prepare an inventory of the natural environment of the East Wellington-Pleasant Valley area of the Regional District of Nanaimo. The inventory and recommendations will be incorporated into the planning and consultation process for a revised East Wellington-Pleasant Valley Official Community Plan.

Where mapping for the environmental features already exists or is under preparation by other sources, this project will focus on verification and interpretation of the mapping the East Wellington-Pleasant Valley (Plan Area) and additional new mapping being undertaken where needed. The successful vendor for this project will:

- Compile existing environmental mapping available within the East Wellington-Pleasant Valley area as prepared by the Province of BC, Conservation Data Centre (CDC), Coastal Douglas Fir Conservation Partnership, Wildlife Tree Stewardship Program or other reliable sources;
- Where information is not available within the Plan Area, use Provincial of BC Terrestrial Ecosystem Mapping (TEM), BC CDC classifications, and aerial photos interpretation to identify ecosystems;
- Selectively conduct field verification for this existing mapping and identified ecosystems within the Plan Area where accessible;
- Prepare comprehensive new mapping based on the above research and local knowledge of the area, and, where feasible provide recommendations for connectivity between natural features where this information does not exist;
- Interpret and describe the above mapped environmental features and importance to the natural environment;
- Consider other OCP studies underway that may identify hydrogeologically important areas for aquifer or surface water recharge and implications for vegetation or natural environment;
- Consider permitted development in the area and provide recommendations to reconcile the environmental protection objectives (including managing community objectives for FireSmart development and protection of the environment or natural areas); and,

- Recommend standards for ecosystem restoration where environmental features area removed and can be reasonably replaced.
- Provide environmental development permit area justification, criteria and guidelines for subdivisions, building permits and alteration of land as provided under the Local Government Act.

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 East Wellington-Pleasant Valley Official Community Plan Bylaw No. 1055, 1997 has directed development for 28 years and will be subject to a review through 2026 and 2027. In preparation for the public engagement commencing in 2027, background work will be undertaken to consider development, groundwater and servicing, environmental protection, and hazardous lands within the Plan Area.

The East Wellington-Pleasant Valley Plan Area is part of Electoral Area 'C' of the RDN. The Plan Area is approximately 2,388 hectares of land and has a population of 1,900 according to the 2021 census. The boundaries of the Plan Area include portions of Brannen Lake, Millstone River, Jingle Pot Road, and Mt. Benson Regional Park.

Since the adoption of the existing OCP in 1997, the population has nearly doubled. The predominant zoning allows 2.0 hectares minimum parcel size, and two dwellings on parcels greater than 2.0 hectares. This growth has increased demand on groundwater resources in an area where residents rely on private well and onsite septic disposal for servicing. This has also resulted in large amount of land use change and loss of natural landscapes. In the Plan Area vegetation removal is only restricted around watercourses subject to the Riparian Area Protection Regulations.

Reference Materials

[East Wellington-Pleasant Valley Official Community Plan Bylaw No. 1055, 1997](#)

[Map 1 – Environmentally Sensitive Areas](#)

[Map 2- Natural Hazard Areas](#)

[Map 3 – Land Use Designations](#)

[Map 4 – Network Road Plan](#)

[Map 5 – Development Permit Areas](#)

[Map 6 – Freshwater and Fish Habitat Development Permit Area](#)

RDN [Parks Biodiversity Plan](#) (2025)

Province of [BC Terrestrial Ecosystem Mapping of the Coastal Douglas-Fir Biogeoclimatic Zone](#) (2008) (portions of Plan Area may be outside of TEM)

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

The contemplated scope of work will compile an inventory of the natural environment for the East Wellington-Pleasant Valley Plan Area. The work includes verification, interpretation, and recommendation for environmental features within the inventory. The following table lists the components of the inventory.

A map of the Plan Area is attached to this RFSQ.

Task Description	Deliverable
Compile environmental features mapping for the Plan Area from reliable sources including CDC, Coastal Douglas Fir Conservation Partnership, Wildlife Tree Stewardship Program.	A reliable comprehensive map of environmental features and the corridors in the Plan Area from existing sources. Summary document of methodology in selecting, revising, and verifying environmental features mapping. A document that describes each environmental feature on the map and importance to the natural environment. This would inform and justify OCP policy and
Map ecosystems using Province of BC TEM, BC CDC and aerial photos, where data does not currently exist.	
Verify and ground truth through field review of representative environmental features within the Plan Area where features may be legally accessed.	
Complete mapping with any corrections and refinements, local knowledge, and to provide connectivity between the natural features where feasible.	
Interpret and describe the environmental features and importance to the natural environment.	

	guidelines relating to the preservation, protection, restoration, and enhancement of the natural environment, its ecosystems, and biological diversity.
Recommend standards for revegetation or restoration of ecosystems that cleared or damaged	A document that provides recommendations for implementation through OCP policy and possible development guidelines. This document will identify specific landscaping standards for restoring ecosystems that have been removed. This will also provide criteria for protecting functioning ecosystems in relation to residential development and application of Firesmart principles.
Assess the objectives to protect ecosystems with objectives to protect residential property through Firesmart principles and provide recommendations.	
Incorporate any applicable findings from other OCP studies, specifically the aquifer risk assessment or geotechnical hazard assessment into final recommendations (such as vegetative standards for recharge areas or hazardous conditions).	

Proposed Timeline

Selection of Successful Vendor	May 2026
Project Initiation	June 2026
Prepare Mapping and Risk Assessment	June to September 2026
Submit for RDN Review	October 2026
Revisions and Final Submission	December 2026

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, CV/Resume 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.
 - A statement of your firm’s ability to complete the work within the timeframe described.
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- 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 one 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 20th day of April, 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:

Stephen Boogaards, Senior Planner
Development and Emergency Services
sboogaards@rdn.bc.ca
250-713-6975

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.
