



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-022

DATE: March 23, 2026

Project Title: Steep Slope and Flooding Risk Assessment and Mapping for the East Wellington-Pleasant Valley Area

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to prepare a risk assessment and mapping of steep slopes and floodplains within the East Wellington-Pleasant Valley area of the Regional District of Nanaimo. The risk assessment and mapping will be incorporated into the planning and consultation process for a revised East Wellington-Pleasant Valley Official Community Plan (OCP).

Geohazard risk prioritization steep slope mapping was recently prepared for the RDN electoral areas. The OCP contains older mapping for flood hazards within the Plan Area from unknown source for the Millstone River floodplain. This project will expand on the previous work completed. While the primary objective will be to complete mapping of hazards within the area to guide development and identify requirements for the development approval process, a risk assessment will also be an objective to understand the vulnerability of people, development and infrastructure. The successful vendor for this project will:

- Compile and review the previously completed steep slope hazard assessment mapping and identify any further geotechnical hazards they may exist, combine into updated mapping.
- Complete risk assessment for steep slope mapping and coal workings within the Plan Area previously prepared through geohazard risk prioritization project;
- Prepare mapping of riverine floodplain within the Plan Area, including for Millstone River, Brannen Lake, and other watercourses that may present risk to property (i.e. Benson Creek, McGarrigle Creek);
- Complete risk assessment for riverine flood risk for Millstone River and other watercourses that may pose risk to property, consistent with the Emergency and Disaster Management Act (EDMA).
- Provide recommendations for the development approval process, including a natural hazards 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. The existing OCP contain mapping for a natural hazard area around Brannen Lake and the Millstone River, including land use policies and a designated Development Permit Area (DPA).

Since the adoption of the existing OCP, 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. Portions of undeveloped land within the Plan Area is affected by steep slope and flood risks.

EDMA was adopted by the Province of BC in 2023 to modernize emergency management legislation. Section 51 outlines conditions for risk assessments to be completed by local governments, with further regulations being introduced in the spring of 2026. While this project is focussed on the Plan Area and future development, any risk assessment component will need to comply with any applicable provincial requirements.

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](#)

[Emergency and Disaster Management Act](#)

Province of BC [Flood Hazard Management Guidelines](#)

[EGBC Flood Hazard Mapping in BC](#) Professional Practice Guidelines

RDN and Qualicum Beach [Flood Risk Assessment Report](#) (2019)

WSP [Geohazard Risk Prioritization](#) (steep slope) (2025) (report available upon request)

Pacific Spatial Systems Ltd. Coal Mine Underground Workings Atlas (2004) (report available on request)

C. Contemplated Scope of Work and Timeline

The contemplated scope of work will be to prepare flood hazard mapping for the Plan Area covering the Millstone and other potential watercourse that may pose risk to property. Risk assessment would be completed based on this flood mapping and existing geohazard steep slope mapping considering both consequence and likelihood.

Task Description	Deliverable
Comprehensively Map and classify all steep slope hazards and coal workings that have been previously mapped, any newly identified steep slope hazards and flood hazards, inundation and risk areas for the Millstone River, Benson Creek, McGarrigle Creek or other watercourse subject to flooding. Flood mapping to comply with EGBC Flood Hazard Mapping in BC professional practice guidelines, and include forecasted design flood extents, hazards, risk, setbacks to hazards, and flood construction levels	<ul style="list-style-type: none">• Final flood risk and slope hazard map for Millstone and other watercourses and recommended buffers in a format compatible with RDN's digital map layer.• Technical memo for assumptions, limitations, uses of mapping for planning and building permit purposes.• Overview report for the public to summarize study, approach and key

<p>Identification of all relevant information, influence of climate change, flood history, information gaps and recommendations for further study.</p>	<p>findings.</p> <ul style="list-style-type: none"> • Technical brief for risk assessment framework, mapping, findings, and recommendations. • A document that provides recommendations for implementation through OCP policy and development guidelines
<p>Prepare risk assessment for steep slope geohazards and coal workings areas previously mapped and classified Risk assessment to comply with EDMA criteria to assess extent that each hazard presents including the (i) likelihood of occurrence and potential scale and (ii) consequences for people, property and infrastructure.</p>	<ul style="list-style-type: none"> • Risk assessment that outlines the (i) likelihood of occurrence of an emergency and (ii) consequences of an emergency related to steep slope hazard. The risk assessment will include consequences for people, property and infrastructure. • Technical brief as identified above.
<p>Prepare high level risk assessment for river and lake flooding hazards mapped through the project to understand how flooding may impact the community and natural areas. Risk assessment to comply with RDN and Qualicum Beach Flood Risk Assessment Report (2019).</p>	<ul style="list-style-type: none"> • Risk assessment that outlines the (i) likelihood of occurrence of an emergency and (ii) consequences of an emergency related to steep slope hazard. The risk assessment will include consequences for people, property and infrastructure. • Technical design brief as identified above.

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

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.
- 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.

