



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-031

DATE: July 16, 2026

Project Title: RESIDENTIAL RAINWATER MANAGEMENT GUIDEBOOK

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications for the development of a public-facing Residential Rainwater Management Guidebook. The guidebook will provide RDN residents with practical, regionally specific information to support the implementation of residential rainwater management practices through an accessible, illustrated, homeowner-focused format.

The guidebook will address a range of rainwater management approaches, including but not limited to rainwater harvesting and reuse, rain gardens, bioswales, permeable surfaces, and other residential-scale green infrastructure practices.

The successful proponent will review current best practices and emerging approaches within the regional context, update and reference the existing [Rainwater Harvesting Best Practices Guidebook \(2012\)](#), integrate key themes and objectives from the [Regional Strategy for Rainwater Management \(2022\)](#), and ensure visual and content alignment with the RDN Green Building Series, particularly the [RDN Sustainable Site Planning Guide \(2020\)](#).

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

In 2012, the Regional District of Nanaimo (RDN), in partnership with local sustainability organizations, published the *Rainwater Harvesting Best Practices Guidebook* as part of the RDN Green Building Series. The guidebook was developed specifically for homeowners within the RDN and provides regionally relevant guidance on the design, installation, operation, and maintenance of residential rainwater harvesting systems for both non-potable and potable applications.

The guidebook promotes rainwater harvesting as a practical tool for water conservation and watershed stewardship while supporting community resilience in the face of changing environmental conditions.

Since its publication, significant advancements have occurred in rainwater harvesting technologies, low impact development (LID) practices, and green infrastructure approaches. At the same time, regional climate change projections have improved understanding of changing rainfall patterns, prolonged drought conditions, and increasing storm intensity, emphasizing the importance of integrated rainwater management approaches.

The ways in which residents' access and engage with technical information have also evolved. Modern audiences increasingly rely on concise, visually engaging, and digitally accessible educational resources.

To address these changes, the RDN intends to develop a second edition of the guidebook that modernizes and streamlines existing content while broadening its scope beyond rainwater storage and reuse. The updated resource will introduce additional residential rainwater management practices that support infiltration, runoff reduction, water conservation, and watershed health.

The updated guidebook will:

- Revise, condense, and modernize existing content contained within the 2012 edition
- Direct readers to the original guidebook for detailed technical information where appropriate
- Reflect current best practices, regulatory considerations, and watershed management priorities
- Incorporate recommendations and themes from the *Regional Strategy for Rainwater Management* (2022)
- Expand beyond traditional rainwater harvesting to include broader residential rainwater management strategies
- Remain practical, accessible, visually engaging, and regionally relevant

C. Contemplated Scope of Work and Timeline

The successful proponent will develop a *Residential Rainwater Management Guidebook* as an updated and conceptually expanded edition of the RDN's *Rainwater Harvesting Best Practices Guidebook*. The resulting publication will serve as an educational resource for homeowners, contractors, landscapers, and local government staff interested in residential rainwater management practices within the region.

The guidebook should provide practical information and conceptual guidance while avoiding the role of a technical design manual or engineering standard. Content should reflect current best available knowledge

and support homeowners in making informed decisions regarding rainwater management on their properties.

The successful proponent will conduct a technical review of the existing guidebook, update content to reflect current science and practice, and develop new material addressing a broader range of rainwater management approaches.

Technical Review:

The successful proponent will:

- Review and update building code and regulatory references
- Incorporate relevant public health considerations, particularly regarding potable rainwater systems
- Reference applicable bylaws, regulations, and permitting requirements where relevant
- Update information related to rainwater harvesting technologies and system design
- Revise and condense existing content to improve readability and accessibility
- Remove outdated information and update technical guidance where required
- Ensure all content reflects current best practices

Climate Resilience Considerations:

The updated guidebook should incorporate a climate adaptation and resilience lens throughout. Climate-related content should consider:

- Projected changes in regional rainfall patterns
- Increased frequency and duration of drought conditions
- Water scarcity and conservation opportunities
- More intense storm and runoff events
- Regional climate change projections and forecasts
- Altered watershed hydrology

The guidebook should position residential rainwater management as one component of a broader strategy for climate adaptation, water conservation, and watershed resilience.

Design and Visual Communication:

The guidebook should be highly visual and accessible to a general audience while maintaining technical accuracy. Design objectives include:

- Consistency with the RDN Green Building Series visual identity
- Reduced and streamlined content to reflect audience needs
- Visual continuity throughout the document
- Updated terminology and plain-language communication
- Creation of new diagrams, illustrations, and infographics that simplify technical concepts and installation guidance

The successful proponent must demonstrate the ability to both critically evaluate technical content and provide professional graphic design and publication services.

The project will be developed collaboratively with RDN Drinking Water and Watershed Protection staff, who will provide technical oversight and creative direction. Content may also be reviewed by external subject matter experts to verify technical, health, and safety information.

New Chapter Development:

- i. ***Rain Gardens and Bioswales:*** This chapter will introduce rain gardens and bioswales as complementary approaches to residential rainwater management. Content should include:
 - Overview of functions and benefits.
 - Contributions to watershed health, runoff reduction, biodiversity, and water conservation
 - Site suitability considerations, including consideration of soil conditions, slope, setbacks, etc.
 - Basic design principles, including sizing, layout, inlets, outlets, and planting considerations with guidance on plant selection
 - Maintenance planning and troubleshooting common issues such as erosion, ponding, weeds, and plant mortality
- ii. ***Other Residential Rainwater Management Practices:*** This chapter will introduce a range of residential-scale practices that can be implemented independently or in combination. Potential topics include:
 - Downspout disconnection
 - Infiltration trenches and soakaway pits
 - Rain barrels
 - Permeable paving and surfaces
 - Soil health improvements
 - Landscaping practices that enhance infiltration

For each practice, the guidebook should describe the purpose and function, appropriate applications, constraints, and maintenance considerations.

Deliverables:

The successful proponent will provide:

- An updated and thematically expanded edition of the *Rainwater Harvesting Best Practices Guidebook*
- A publication-ready digital and updatable PDF
- Updated figures, illustrations, diagrams, and tables as required
- Final editable design files and associated graphic assets

Project Timeline: Planned project kick-off in late-August 2026 with all final deliverables submitted by **December 1, 2026**.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than eight (8) single sided pages in length (not including cover page, cover letter and appendices). Please include the following for evaluation:

- 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.
- 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 31st day of July 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:

Erica Forssman, Program Coordinator, Drinking Water and Watershed Protection: eforssman@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.
