



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-037

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**DATE:** 26 August 2026

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**Project Title:** CASSIDY-WATERLOO FIREHALL SERVICE DELIVERY AND FACILITY OPTIONS REVIEW

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The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications for a service delivery and facility options review for the Cassidy-Waterloo Fire Protection Service Area. The assignment will evaluate future service delivery requirements and firehall facility options, including build, no-build, relocation, consolidation and other feasible alternatives to support future Board decision-making.

### **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 Cassidy-Waterloo Firehall replacement was previously included within the RDN's long range capital planning program. Recent Fire Services discussions identified the preference to confirm whether the existing satellite firehall remains operationally required before proceeding with replacement planning. RDN Fire Services subsequently revised planning assumptions to allow for completion of a service delivery and facility review prior to potential future project scoping and capital planning decisions.

The existing facility is located at 3500 Hallberg Road and is currently known as Cassidy-Waterloo (Cranberry VFD Station No. 2). The facility consists of an approximately 56-year-old firehall, a newer fabric storage structure, apparatus bays and supporting operational space.

A 2026 Facility Condition Assessment (FCA) concluded that the facility is in reasonable overall condition, identified no immediate replacement requirement, but recommended several future reviews, upgrades and renewal projects. The FCA also noted that it is not a service level review and does not determine whether the facility remains operationally necessary.

The RDN is therefore seeking a qualified consultant team to provide an independent, decision-neutral assessment of future service delivery and facility options. The successful consultant shall not assume replacement is the preferred outcome and must evaluate build, no-build and other feasible alternatives using a transparent evaluation framework.

Approximate consulting budget not to exceed \$15,000 ex tax.

Subject to successful performance, future work may be awarded based on additional requirements, available budget and Board approval.

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

The successful Respondent will be expected to demonstrate qualifications and experience relevant to the following anticipated scope.

At a minimum, the successful consultant will be expected to evaluate:

#### **Service Need**

- Current operational role of the facility
- Ongoing need for Station No. 2
- Risks associated with a no-build or alternative service delivery scenario including
  - Possible changes to community sentiment and
  - Possible risks re. change in service model delivery

#### **Response Coverage**

- Existing response areas
- Travel times
- Service coverage
- Future growth considerations
- Potential service gaps

#### **Alternative Service Delivery Models**

- Retention of the existing hall
  - Replacement on the existing site
  - Relocation to an alternate site
  - Consolidation with another service delivery model
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- No-build alternatives and associated implications for apparatus, service continuity and operational delivery

#### **Insurance Considerations including**

- Fire Underwriters Survey impact(s)
- Superior Tanker Shuttle Service impact(s)

#### **Financial Analysis**

- General cost implications

#### **Financial Sustainability and Affordability**

- Tax base and assessed value considerations
- Potential grant funding opportunities
- Financial risks and sensitivities

#### **RDN Asset Implications**

- Existing hall
- Land
- Apparatus and equipment
- Supporting facilities and infrastructure
- Future asset requirements

#### **Deliverables**

The eventual assignment is anticipated to include:

- Service area and response coverage analysis
- Options analysis
- Evaluation framework and matrix
- Risk assessment associated with a no-build or alternative service delivery scenario
- Recommendations
- Management and Board briefing materials (may be required)
- Assumptions and data gap summary

The RDN currently anticipates commencing and completing the review in 2026, with findings intended to inform future capital planning decisions in 2027.

### **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:

#### **1. Firm Qualifications and Expertise**

Describe:

- Firm qualifications
  - Relevant technical disciplines available within the team
  - Experience with fire service planning
  - Experience with firehall facility needs analysis
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- Experience with service delivery reviews

## **2. Project Manager Qualifications**

Provide:

- Resume/CV
- Relevant project experience
- Role proposed for this assignment
- Specific expertise relevant to fire service facility and service delivery reviews

## **3. Relevant Project Experience**

Provide concise descriptions of comparable assignments, including:

- Firehall feasibility studies
- Fire service reviews
- Build/no-build assessments
- Service level reviews
- Firehall facility replacement studies
- Fire protection service area evaluations
- Municipal/Regional District affordability and funding analyses

## **4. Project Approach**

Describe your firm's general approach to project delivery.

## **5. Capacity and Availability**

Provide a statement confirming the firm's ability to undertake and complete the work within the anticipated timeline.

## **6. Equity and Sustainability**

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 **15th day of September, 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:

Linda Ryan,  
Fire Services Coordinator  
[FireServices@RDN.BC.ca](mailto:FireServices@RDN.BC.ca)

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**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](http://www.rdn.bc.ca/current-bid-opportunities)) and the new 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.

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