REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 22-021

DATE:	February 16, 2022
Project Title:	**Concept Design Work and Project Planning for conversion of 'Pond' space to dry floor at Oceanside Place**

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to provide concept design work and project management planning to convert a 4,000 sq. foot indoor leisure ice surface into a dry floor space suitable for recreation programs and rental by the public. The intent is to negotiate future phases of the work with the successful consultant subject to successful performance as well as future budget and project approvals.

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 space is located on the ground floor of the facility. It is accessible from the lobby and adjacent to an NHL sized ice rink. The large rink and the pond space share an interior overhead door.
- The space is circular in shape and includes a ledge/step around the perimeter except for the door openings.
- The Pond is 74ft in diameter
- There is a concession situated adjacent to the space in the lobby
- There is a natural gas fireplace on the wall to the left of the entrance from the lobby. The fireplace faces into both the space and the lobby.
- Large windows allow for sight lines into the lobby space and to the exterior of the building facing south

- The ceiling height 20 ft.

The converted space will be used daily for activity-based programming such as yoga, fitness, children's activities, and more sedentary gatherings such as community meetings. The space will be universally accessible and adaptable for varied potential uses such as Quilt Shows, overflow event space for large events held on the larger dry floor i.e., a tournament staging area.

Current challenges with the space include:

- Heating- there is no electric heat just one natural gas fired radiant heater in the rafters. The size of the space and proximity to the larger ice surface make the space challenging to heat adequately.
- Windows- for both privacy and space functionality i.e., risk of damage
- Acoustics- the height of the ceiling, the expanse of windows, and the concrete flooring are challenging
- Storage- lack of for program supplies and equipment

C. Contemplated Scope of Work and Timeline

The report will provide both analysis and recommendations within the following areas:

SCOPE OF WORK:

- An assessment of the space to identify potential use in terms of recreation and community events.
- Concept design development
- Project management plan

TIMELINE: Work completed by Friday June 3rd, 2022

BUDGET: for the assessment, design and planning the RDN recreation department has allocated $12,000.

DELIVERABLES

- A minimum of 2 design concepts
- A project management plan including timelines and Class 'C' cost estimate

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.
- A statement of your firm's ability to complete the work within the timeframe described.

Statements of Qualifications (the "SOQ") will be evaluated based on the above 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 **9h day of March 2022.** The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Hannah King
Superintendent, Recreation Program Services
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250 248 3252