REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 22-042

DATE:	March 31, 2022
Project Title:	**Drafting Development Permit Areas for Electoral Area F**

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to draft development permit areas for the protection of hazard lands, trees, aquifers, and other environmentally sensitive lands.

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 Official Community Plan (OCP) for Electoral Area F is under review in the Regional District of Nanaimo. The first and second rounds of engagement have noted a need for protection of trees, aquifers, hazard lands and other environmentally sensitive lands. The only development permit area (DPA) currently in the OCP is for riparian area protection, as mandated by legislation. A preliminary review of scope, content and best practices has been completed and will be available to the selected consultant.

C. Contemplated Scope of Work and Timeline

The consultant is to draft DPAs to protect aquifers, trees, hazard lands and other environmentally sensitive lands under the DPA authority granted to regional districts. This may result in 2-4 DPAs being prepared depending upon approach. The consultant will:

- Review work done to date on legislative authority, scope and best practices.
- Review regional (RDN) and sub-regional (Electoral Area F) context to understand community goals and objectives for implementing DPAs.
- Review regional (RDN) and sub-regional (Electoral Area F) geography and present an understanding of relevant ecosystem complexity in the interest of protecting aquifers, trees, and hazard lands.
- Provide the RDN with an outline of proposed approach showing how the elements above and any other recommendations and best practices will be included in the scope of work.
- Ensure the proposed approach will be carried out in accordance with geographically significant sustainability considerations, including but not limited to ecosystem and biological diversity protection, groundwater, or floodplain pollution and/or contamination prevention, reduced freshwater use, old growth forest protection, public forest land conservation, etc.
- Receive comments from the RDN on the proposed approach.
- Upon approval of the RDN, finalize the proposed approach.
- Draft the DPAs.
- Receive review comments and recommendations from the RDN and update the DPAs.
- Finalize the DPAs and submit to the RDN.

The project must be completed by June 15, 2022.

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 best 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. Include previous or related experience in addressing the key sustainability considerations detailed above for these types of DPAs.
- 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 your corporate operations and service provision, including mention of official policies, achievements or standards met.

Evaluation of your firm's policies, achievements, and standards will be conducted with reference to broader existing RDN priorities, including but not limited to climate action, biodiversity protection, carbon neutrality, responsible solid waste management, etc. Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo based on the above. 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 19th day of April 2022. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Kim Fowler
Manager of Long Range Planning, Energy & Sustainability
Regional District of Nanaimo
250-714-6719