REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 22-062

DATE:	June 15, 2022
Project Title:	**Electric Charging Stations design and costing for Administration Building**

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications regarding their ability to complete a RFP or tender ready design, including cost analysis and assessment, for installation of Electric Vehicle (EV) charging stations at the Administration Building of the Regional District of Nanaimo located at 6300 Hammond Bay Road, Nanaimo, B.C. V9T 6N2.

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 RDN 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 Regional District of a Nanaimo is rapidly growing regional district located on Vancouver Island. To accelerate alignment with Provincial, Federal, and RDN policies and plans the RDN is looking to install up to 4 new level 2 charging stations for fleet vehicles and up to 4 new charging stations for public and staff use.

C. Deliverables & Outcomes

The successful proponent will provide the following deliverables and outcomes to the RDN:

- A completed assessment for the install of four level 2 charging stations for RDN fleet vehicles, and four level 2 charging stations for public and staff use that aligns with the BC Low Carbon Fuel Standard.
- Provide recommendations for best solutions to track use, electricity costs, cost allocations, while providing access to public and staff to use the chargers with non RDN owned fleet.
- Cost analysis for budget purposes
- Completed design and drawings for RFP or tender

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. Clearly state how the projects are relevant.
- Statement of the Firm's approach to sustainable and equitable business practice.

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 June 29, 2022. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Sheldon Racz

Manager, Facilities and Fleet Services, Regional and Community Utilities

Email: sracz@rdn.bc.ca