REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 22-076

DATE:	September 13, 2022
Project Title:	**Drafting a Community Amenity Contribution Policy for the Regional District of Nanaimo**

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to draft a Community Amenity Contribution Policy to create a clear and consistent approach for the negotiation, valuation, and acquisition of community amenities throughout all electoral areas as part of the zoning amendment process.

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 Regional District of Nanaimo (RDN) continues to grow and develop, particularly in the residential sector. To facilitate this growth, land rezoned through the development application process can increase demands on public facilities and services, due to the addition of new residents and businesses in the area. The acquisition of community amenity contributions (CACs) through the zoning amendment process provides an opportunity for the community to benefit from development, and require appropriate infrastructure, amenities and services are in place to accommodate additional growth.

To provide direction to development applicants, staff, and the Board throughout the zoning amendment process, the RDN is seeking to create a policy on CACs to ensure the negotiation, valuation, and acquisition of community amenities is consistent, transparent and equitable across all electoral areas within the RDN. A preliminary review of scope, content and best practices has been completed and will be available to the selected service provider.

C. Contemplated Scope of Work and Timeline

The service provider is to draft a policy to assist the RDN in acquiring community amenities from applicants seeking a zoning amendment to capture some of the increase in land values resulting from changes in use or an increase in density. The service provider will:

- Review legislative authority, best practices and approaches for valuating and obtaining CACs within a regional district.
- Review existing RDN plans, policies and bylaws to understand community goals, objectives and desired amenities, including the RDN Regional Growth Strategy and all RDN electoral area Official Community Plans.
- Review the Province of British Columbia's best practices and recommended approaches for valuating and obtaining CACs.
- Review regional (neighbouring regional districts and member municipalities) and sub-regional context (RDN electoral areas) to understand existing approaches to valuating and obtaining CACs in a rural context.
- Engage with the local development and building sector to gather feedback, understand the local development context, and identify challenges, opportunities and preferred approaches to valuating and obtaining CACs.
- Provide recommendations and an outline on a proposed approach to valuate and obtain CACs showing how the elements above and any other recommendations and best practices will be included in the scope of work.
- Provide an analysis and justification of the proposed approach that it is appropriate to the unique rural context of the RDN, including how it will achieve regional, community and neighbourhood goals and objectives.
- Receive comments from the RDN on the proposed approach.
- Upon approval of the RDN, finalize the proposed approach.
- Draft the CAC Policy.
- Receive and review comments and recommendations from the RDN and update the draft CAC Policy as necessary.
- Finalize the CAC Policy and submit to the RDN.

The Work must be completed by February 17, 2023.

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 of 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, including experience in land economics and market value assessments for rural areas. 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.
- A statement of your Firm's approach to advancing equity and sustainability in corporate operations and service provision, including mention of official policies, achievements or standards met.

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 p.m. local time on the 7th day of October, 2022. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

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