REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-037

DATE:	May 16, 2023
Title:	**Project/Construction Manager**

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications for Project/Construction Management support for Capital Projects within the Regional District of Nanaimo.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced proponent to 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 into 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 is cancelled. Based on the skills and experience of respondents, the RDN may enter into a contract with more than one respondent to fulfill the RDN's project requirements.

In any event, the Regional District of Nanaimo shall not be bound to enter into 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 owns and operates four Wastewater Treatment Plants, several Pumps Stations, and a wastewater collection system of interceptor and forcemain pipelines. Although this position could be assigned to projects outside the Wastewater Department, most of the projects will be related to renewal, upgrade, or expansion of the Wastewater System.

REGIONAL DISTRICT OF NANAIMO

C. Contemplated Scope of Services

The general scope of services requested as part of this RFSQ is to act as an extension to the RDN Capital Projects Delivery Team as an Owners Representative facilitating and coordinating the development of capital projects from concept through design, construction, commissioning and turn-over.

The RDN is seeking a consultant who:

- Can provide part-time, as-and-when requested project/construction management support for the operations maintenance and upgrade projects in an operating process plant environment or greenfield site, including:
    - Liaising between RDN staff, crews, engineering consultants and contractors.
    - Promote Workplace Safety.
    - Project Scope Development.
    - Review on behalf of the RDN, submittals by engineering consultants and contractors.
    - Perform field reviews to monitor progress and ensure adherence to the project contract requirements.
    - Recordkeeping, including photographs and documentation.
    - Progress monitoring and periodic reporting.
    - Travel to the associated job site(s) within the RDN.
    - Review contractor work processes and procedures.
    - Provide support to the RDN for regulatory code compliance.
    - Support the RDN Management of Change Process.
    - Provide Owner's Representative support to the RDN in review of upgrade project design and construction.
- Has experience supporting multi-discipline brownfield projects in an operating process plant environment.
- Has experience with process piping and machinery installation projects.
- Has experience in Electrical Instrumentation and Control projects including MCC and Control system replacements.
- Has an exemplary safety record of setting up projects with manageable risk.
- Demonstrated progressive experience related to the outlined scope of work.
- Post-Secondary education in Engineering, Technology or Building Sciences.
- Professional Engineer registered in the Province of British Columbia is considered to be advantageous but not compulsory for this position.
- Can demonstrate brownfield project experience relating to process plant system.

- Can demonstrate experience in planning of project installation with respect to "shut down" and "on the run" work.
- Can demonstrate experience in linear infrastructure projects.
- Can demonstrate experience in facility, commercial or institutional building projects.
- Can demonstrate experience and knowledge relating to project permitting.
- Is available at short notice to visit the facilities to meet with operators and support with the identification of solutions.
- Be located in or within reasonable distance to the RDN to enable effective and efficient field inspection.
- Be part of the team with a professional approach to providing advice and direction while keeping safety and the RDN's interests as top priorities.
- Be self-supporting with respect to office space, computer equipment, mobile device, and typical software to facilitate the work, and have reliable transportation.

D. Not included in the scope of services

The following tasks are not included in the scope of services:

- Engineering design services.
- Direct supervision of RDN crews.
- Direct supervision of engineering consultants.
- Direct supervision of contractors.
- Quality control testing.

Projects will be assigned based on demand, and there are no minimum hours or guarantee that work will be assigned to the successful proponent.

E. Contemplated Contract

The RDN intends to enter into a professional services contract with the highest ranked proponent(s) for a three-year term. Purchase orders will be provided for services per project to a maximum of $250,000 & GST over the term of the contract.

F. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than twelve (12) single-sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas of expertise. Please include CV/Resume.
- Experience as it relates to the contemplated scope items listed in Section C
- A description of your firm's project management processes to assure quality and project control.
- Statement of working knowledge and experience in Lean Construction and Lean Design Processes.
- Statement of working knowledge and experience in Sustainable Procurement Practices.
- A list of available software that will be used to perform the services requested.

Statements of Qualifications (the "SOQ") will be initially evaluated by the Regional District of Nanaimo based on the above and assigned a qualitative score. Any or all SOQs will not necessarily be accepted.

G. Submission Date & Time

Statements of Qualifications should be received **BY EMAIL ONLY** on or before 3:00:00 p.m. local time on the 1 of June, 2023. The RDN reserves the right to accept late submissions.

H. Questions and Submissions

Questions are requested five (5) calendar days before the closing date.

Questions and submissions should be directed to:

Duncan Taylor
Manager, Capital Project Delivery
Regional District of Nanaimo
6300 Hammond Bay Road, V9T 6N2
Phone: 250-390-6380
Email: dtaylor@rdn.bc.ca

I. Addendums

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN (https://www.rdn.bc.ca/current-bid-opportunities) and the new BC Bid (https://new.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.