REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS No. 26-049

French Creek Estuary Nature Preserve Nature-Based Shoreline Enhancement Feasibility Study

ISSUED: November 27, 2026

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on December 23, 2026

Submissions and Questions are to be directed to:
Elaine McCulloch, Senior Parks Planner, 250-248-4744, emcculloch@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date.

Proponent's Information Meeting:
No Proponent's meeting will be held

Proposals will not be opened in public

1. INSTRUCTION TO PROPONENTS

1.1 Closing Date/Time/Submission Method

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on December 23, 2026.

Submission Method:

By Email: In PDF format with "26-049 French Creek Estuary Nature Preserve Nature-Based Shoreline Enhancement Feasibility Study" as the subject line at this electronic address:

emcculloch@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Submissions received in any other manner will not be accepted.

1.2 Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.3 Addenda and Questions & Answers

If the RDN determines that an amendment or questions & answers are required for this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca/) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.4 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.5 Unsuccessful Vendors

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The Regional District of Nanaimo (RDN) is seeking proposals from qualified, multidisciplinary consulting firms to undertake a **Nature-Based Shoreline Enhancement Feasibility Study** for the **French Creek Estuary Nature Preserve (FCENP)**.

The RDN requires a consultant team with specialized expertise in **coastal engineering, climate adaptation, shoreline processes, environmental assessment, aquatic ecology, flood risk assessment, geotechnical engineering and surveying/geomatics.** The selected Consultant will assess the feasibility of nature-based shoreline enhancement opportunities within the FCENP study area (Attachment A), building upon preliminary desktop assessments previously completed for the site.

The successful proponent will lead technical site investigations and flood risk assessments, develop concept-level nature-based shoreline enhancement options, prepare order-of-magnitude capital construction and long-term maintenance cost estimates, provide high-quality technical graphics and presentation materials for community engagement, and compile a comprehensive Final Feasibility Study and Implementation Roadmap.

The assignment is anticipated to commence in **2027**. Proponents must demonstrate how all project deliverables will be successfully completed well in advance of the **Federation of Canadian Municipalities, Local Leadership for Climate Adaptation Program reporting deadline of January 30, 2028**, allowing adequate time for RDN staff review, partner feedback, community engagement, and project close-out.

3. BACKGROUND AND ENGAGEMENT FRAMEWORK

3.1 Project Background and Grant Funding Context

The RDN has secured grant funding through the **Federation of Canadian Municipalities (FCM) Local Leadership for Climate Adaptation (LLCA) Program** to complete a Nature-Based Shoreline Enhancement Feasibility Study within the French Creek Estuary Nature Preserve.

This initiative builds upon previous planning and technical studies, specifically the *French Creek Estuary Habitat Enhancement Report* (Attachment C) and the *French Creek Estuary Nature Preserve Management Plan* (Attachment D). These foundational documents identified opportunities to restore habitat function and strengthen shoreline resilience against coastal erosion and sea-level rise associated with the existing orphan dike and surrounding intertidal areas.

The initial *French Creek Estuary Habitat Enhancement Report* (2024) study (Attachment C) led by Northwest Hydraulic Consultants (NHC), provided a screening-level assessment based on desktop data. It explicitly highlighted the need for detailed technical field investigations, topographic surveys, feasibility modelling, concept refinement, cost estimating, regulatory review, and public/First Nations engagement to support future capital decision-making.

3.2 Public, Interested Parties, and First Nations Engagement Framework

Community, interested parties, and Indigenous engagement is a fundamental requirement of the FCM LLCA funding program. Overall engagement governance and communications will be led by the RDN, while workshop facilitation, First Nations meeting support, and Green Shores technical advisory will be led by the Stewardship Centre for British Columbia (SCBC) under a separate agreement.

The project engagement plan is built around five (5) key objectives:

1. **Input Collection***:* Gather community, landowner, and Indigenous perspectives on shoreline enhancement opportunities and climate adaptation priorities within the estuary
2. **Feasibility Refinement***:* Incorporate local coastal observations and interested parties feedback to refine option evaluations, constructability considerations, and implementation trade-offs
3. **Inclusive and Equitable Outreach***:* Engage adjacent residential landowners, stewardship groups, First Nations, and equity-deserving community members (supported by local service organization outreach)
4. **Awareness and Education***:* Build public understanding of nature-based shoreline solutions (e.g., Green Shores principles) versus traditional hard armouring approaches
5. **Transparent Communication***:* Present technical findings, flood risk modeling, and concept options clearly to foster informed community discussion

Planned engagement activities include one (1) RDN/SCBC-hosted workshop (targeting adjacent landowners, stewardship groups, and the general public), targeted First Nations briefing meetings, and updates to the RDN digital project page. The contracted Consultant will support these activities by providing plain-language technical figures, spatial maps, display board graphics and presentation slides, and participating in one (1) workshop session for technical Q&A.

4. SCOPE OF SERVICES

The Consultant shall provide all professional services, technical labour, equipment, materials, subconsultants, and travel necessary to complete the Scope of Services outlined below.

4.1 Project Governance and Coordination Framework

The project operates under a clear division of responsibilities to ensure administrative clarity and technical rigor (Attachment B – Roles and Responsibilities Matrix):

- **Regional District of Nanaimo (RDN):** Retains overall project management authority, manages FCM grant compliance, leads legal dike ownership and land title reviews, and directs public and First Nations engagement strategy
- **Stewardship Centre for British Columbia (SCBC):** Retained under a separate agreement to provide Green Shores technical review, facilitate engagement workshops, and support First Nations meetings

- **Consultant (Prime Technical Lead):** Retained by the RDN to lead all technical field investigations, coastal flood exposure modelling, geotechnical and habitat assessments, options shortlisting, concept design, costing, and technical engagement graphics/presentation support, and preparation of the Draft and Final Feasibility Report

4.2 Detailed Tasks

Task 1 – Project Initiation and Technical Work Plan

The Consultant shall manage its internal project team, subconsultants, quality assurance, schedule and technical deliverables. Key activities include:

- **Kickoff Meeting:** Attend a virtual kickoff meeting with the RDN Staff and SCBC technical leads to review project objectives, data handoff, communication protocols, and review schedules
- **Background Data Review:** Synthesize existing site documentation, including the NHC (2024) Habitat Enhancement Report (Attachment C), FCENP Management Plan (Attachment D), and available GIS/flood mapping
- **Work Plan and Schedule:** Prepare a detailed technical Work Plan and project schedule establishing critical path milestones aligned with the January 30, 2028, FCM completion deadline

Task 2 – Existing Conditions Assessment and Technical Investigations

The Consultant shall conduct site investigations to establish a baseline for feasibility modeling:

- **Topographic and Boundary Survey**: Conduct field surveying to establish baseline site contours, confirm shoreline profile elevations, verify orphan dike crest heights, and produce spatial base mapping within the study area shown in Attachment A
- **Coastal Flood Exposure and Climate Risk:** Evaluate hydrologic, hydraulic, and wave exposure risks affecting the estuary shoreline, incorporating regional 100-year flood levels, wave action, storm surge, and provincial sea-level rise allowance projections
- **Ecological and Habitat Assessment:** Review ecological data, complete field verification, and identify habitat opportunities and constraints for native coastal vegetation, intertidal zones, and salmonid rearing habitat
- **Geotechnical and Shoreline Stability Review:** Evaluate existing bank stability, orphan dike riprap condition, soil/sediment characteristics, and constructability risks to inform potential nature-based interventions
- **Constraints Integration:** Identify physical, environmental, site access, and physical infrastructure constraints
    - Jurisdictional Boundary Clarification: The RDN is separately conducting all legal dike ownership, tenure, registration status, and jurisdictional reviews. The Consultant is not required to perform legal land searches, but shall incorporate RDN's jurisdictional findings into the constraints analysis

Task 3 – Nature-Based Shoreline Enhancement and Options Shortlisting

Building upon previous conceptual recommendations from the NHC (2024) study, the Consultant shall:

- Identify a range of feasible nature-based shoreline enhancement techniques (e.g., Green Shores design principles, beach nourishment/re-grading, log crib structures, tidal marsh restoration, and dike setback/re-shaping)
- Collaborate with the RDN and SCBC project team during a screening review to shortlist up to three (3) distinct concept options for detailed feasibility evaluation

Task 4 – Detailed Feasibility Assessment, Preferred Concept and Costing

The Consultant shall complete a detailed feasibility evaluation of the three (3) shortlisted options:

- **Technical Evaluation:** Compare options across technical criteria including coastal erosion protection, flood resilience, ecological benefit, Green Shores alignment, constructability, and regulatory approval complexity
- **Concept Plans**: Develop concept-level plan views, cross-sections, and spatial drawings for the shortlisted options suitable for feasibility analysis and public display
- **Implementation and Lifecycle Costing**: Prepare order-of-magnitude capital construction cost estimates and long-term operations and maintenance cost projections for each option
- **Implementation Roadmap**: Outline recommended project phasing, required secondary technical studies (e.g., detailed hydraulic modelling, sediment sampling), and provincial/federal regulatory permitting pathways

Task 5 – Engagement Technical Support

The Consultant shall provide targeted technical content and visual graphic support to communicate engineering and ecological concepts clearly to the public:

- **Graphics and Mapping Package**: Produce high-resolution, plain-language maps, cross-sections, and renderings of the three (3) shortlisted nature-based options (adapted from Task 3 and Task 4 drawings) suitable for public workshop boards and digital project page
- **Presentation Materials**: Prepare a polished slide presentation (PowerPoint) summarizing existing conditions, flood risks, and feasibility findings
- **Workshop Participation (1 session)**: Attend and participate in one (1) RDN/SCBC-hosted engagement workshop to deliver the technical presentation and answer technical Q&A from participants

  Explicit Scope Exclusions: The Consultant is not responsible for the following administrative, engagement and facilitation activities:

  - Event logistics, facility rentals, audio/visual equipment, or catering
  - Public notifications, social media advertising, or participant recruitment
  - Workshop session facilitation or First Nations protocol management
  - Compiling or writing the final public engagement summary report

Task 6 – Draft and Final Feasibility Study Report

- **Draft Feasibility Study**: Compile a comprehensive Draft Feasibility Study Report integrating site assessments, flood risk analysis, concept options, evaluation matrix, cost estimates, and implementation roadmap
- **Feedback Integration**: Incorporate feedback from RDN staff, SCBC advisors, public engagement, and First Nations reviews into the final report package
- **Mandatory Funding Disclaimer & Branding:** Include official FCM Green Municipal Fund and Government of Canada funding acknowledgments and logos on the final report title page and display graphics
- **Digital Accessibility and Format:** Deliver the report as a searchable PDF conforming to FCM's Accessibility Guidelines
- **Public and Confidential Versions:** Provide an abridged public version if confidential or proprietary data is included
- **Digital Work Products:** Supply all underlying raw CAD/GIS spatial files, maps, and technical graphics with the final report package

5. DELIVERABLES AND PROJECT MILESTONE FRAMEWORK

The Consultant shall deliver the following deliverables outlined in the milestone schedule below.

5.1 Project Milestone Summary

All draft technical concepts under Tasks 2 through 4 must be accepted by the RDN prior to finalizing engagement materials.

Milestone	Key Consultant Deliverables	Target Completion Window
Milestone 1 – Project Initiation	Technical Work Plan, Project Schedule, Kickoff meeting summary notes	Q1 2027
Milestone 2: Site Assessment	Topographic Survey and Base Mapping, Existing Conditions and Constraints Memo	Q2 2027
Milestone 3: Options Shortlist	Enhancement Opportunities Memo, Evaluation Matrix, 3 Shortlisted Options	Q2/Q3 2027
Milestone 4: Detailed Feasibility	Preferred Concept Plans, Feasibility Assessment, Capital and Maintenance Cost Estimates	Q3 2027
Milestone 5: Engagement Support	Technical Graphics/Mapping Package, Presentation Deck, Workshop Attendance (1)	Q4 2027
Milestone 6: Final Report	Final Feasibility Study Report, Executive Summary, GIS/Spatial Digital Files	Prior to Jan 30, 2028

Proponents shall provide a detailed project schedule demonstrating how the proposed work will be completed within the project timeline and funding program requirements.

5.2 Schedule and Sequence Constraints

- The project is funded through the Federation of Canadian Municipalities (FCM) Local Leadership for Climate Adaptation (LLCA) Program and is subject to funding program deadlines
- The proposed schedule shall demonstrate completion of all consultant deliverables in sufficient time to support Regional District review, SCBC review, revisions, project close-out activities, and final funding program reporting requirements
- The Existing Conditions Assessment, Nature-Based Shoreline Enhancement Assessment, Preferred Concept Development, and associated engagement materials shall be completed and accepted by the RDN prior to commencement of engagement activities
- The Consultant shall identify interim deliverables and review periods necessary to support public, stakeholder, and First Nations engagement activities
- The Final Feasibility Study must be completed in sufficient time to support project close-out and final reporting requirements under the LLCA Program. The final funding program reporting deadline is January 30, 2028
- Proponents may propose refinements to task sequencing and scheduling provided the milestone sequence, engagement dependencies, and overall project completion requirements are maintained

6. REFERENCE/BACKGROUND INFORMATION

6.1 Available Background Documentation

The following documents and data will be made available to the successful Consultant:

- Attachment B: Roles and Responsibilities Matrix
- Attachment C: *French Creek Estuary Habitat Enhancement Report* (Northwest Hydraulic Consultants, 2024)
- Attachment D: French Creek Estuary Nature Preserve Management Plan
- Attachment E: FCM Grant Information
- RDN GIS spatial mapping, contour data, and existing aerial photography
- Regional flood hazard mapping and sea-level rise information
- Relevant historical site documentation

6.2 Site Familiarization

The French Creek Estuary Nature Preserve is publicly accessible. Proponents are responsible for conducting any site visits necessary to familiarize themselves with local terrain, tidal exposure, and access conditions prior to submitting a proposal.

7. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information for evaluation:

7.1 Proposal Submission Requirements

a) Cover Letter

- Signed by an authorized signatory of the Proponent
- Identify the designated Project Manager and primary contact details;
- Confirm commitment to complete all deliverables well in advance of the January 30, 2028, FCM reporting deadline

b) Understanding of the Project

- Demonstrate clear understanding of project objectives, site context, nature-based shoreline climate adaptation principles; and previous desktop work in the NHC (2024) report
- Confirm understanding of project coordination roles between the RDN, (project lead and engagement), SCBC (Green Shores advisor and workshop lead), and Consultant (technical lead)

c) Methodology and Work Plan

- Detailed technical methodology for Tasks 1 through 6
- Approach to developing plain-language engagement graphics, display figures, and presentation slides
- Quality Assurance / Quality Control (QA/QC) plan, risk management strategies and project assumptions

d) Project Schedule

- Gantt chart identifying task milestones, review periods, and critical path dependencies
- Demonstration that technical site assessments and concept options will be completed prior to community engagement launch

e) Project Team and Key Personnel

- Identify the Project Manager and key specialists in Coastal Engineering, Environmental/ Aquatic Ecology, Geotechnical Engineering, and Surveying / Geomatics
- Provide concise résumés for key team members (maximum 2 pages per person) detailing qualifications, project roles, and allocated level of involvement/availability throughout the assignment

f) Relevant Project Experience

- Descriptions of up to five (5) similar projects completed within the past five years focusing on nature-based shorelines, coastal engineering, flood risk modelling, or municipal adaptation feasibility

g) References

- **Minimum** of **three (3) client references** for relevant projects, including contact name, title, organization, email, phone number, and a brief project description

h) Value-Added Opportunities

- Brief description of any technical innovation or efficiencies that enhance project outcomes within the established schedule and budget

i) Financial Proposal

- Comprehensive fixed fee proposal in Canadian dollars, excluding GST
- Itemized cost table detailing total fee by task milestone, hourly billing rates by team member, estimated hours per task, subconsultant fees, and disbursements
- Proponents shall explicitly note that their fee proposal fits within the available consultant budget of **~$65,000 (excluding GST)** and confirm all scope exclusions

7.2 Proposal Page Limit

Excluding the Cover Letter, team resumes, detailed schedule chart, Financial Proposal, and reference list, submission text should not exceed fifteen (15) pages, single sided, minimum 10-point font.

7.3 Mandatory Requirements

Proposals must be received on or before the closing date and time; proposals that do not meet this requirement may be disqualified without further evaluation.

7.4 Evaluation Criteria and Weightings

Proposals will be evaluated based on an 80% Technical / 20% Financial evaluation structure:

Evaluation Criterion	Weight	Evaluation Considerations
Understanding of the Project	15%	Clarity regarding project goals, site context, nature-based shoreline enhancement principles, previous NHC (2024) work, and project coordination requirements
Methodology and Work Plan	35%	Technical rigor of coastal flood exposure assessment, geotechnical review, options shortlisting methodology, QA/QC plan, schedule feasibility, and engagement technical support
Team Qualifications and Experience	25%	Qualifications and experience of the Project Manager and required key personnel (coastal, habitat, geotechnical, and survey), level of effort, and availability
Relevant Project Experience	5%	Demonstrated experience on comparable nature-based shoreline, coastal adaptation, and local government projects, supported by strong client references
Financial Proposal and Overall Value	20%	Transparency and alignment of fee proposal relative to the ~$65,000 & GST) budget cap, task hour distribution, clarity of scope assumptions/exclusions, and overall project value
TOTAL	**100%**	

The Financial Proposal will be evaluated by consensus based on the criteria identified above and the overall value provided relative to the proposed scope of work, level of effort, project objectives, and deliverables.

7.5 Evaluation Process

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete, irregular, or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. *PROPOSED PURCHASE CONTRACT*

The RDN's preferred form of Contract is attached herein (Attachment F). Proponents should carefully review this form of Contract. Should any vendors request that RDN consider revisions to the form of Contract, Proponents should include any clauses of concern in their proposal submission and suggest replacement language.

The successful Consultant will be required to execute a consulting services contract that assigns full ownership of all project deliverables, data, and final reports to the Regional District of Nanaimo, includes a waiver of moral rights, and allows the RDN to grant a non-exclusive license to the Federation of Canadian Municipalities for public knowledge-sharing purposes.

9. GENERAL CONDITIONS

9.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind, including any "Contract A" obligations, is formed until a fully executed contract is in place.

9.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion to cancel this RFP, up until award, for any reason whatsoever

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

(a) any other contract for works or services; or
(b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7 *Exclusion of Liability*

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

9.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

10. LIST OF ATTACHMENTS

- Attachment A: Study Area Map
- Attachment B: Roles and Responsibilities Matrix (RDN, SCBC, Consultant)
- Attachment C: French Creek Estuary Habitat Enhancement Report (Northwest Hydraulic Consultants, 2024)
- Attachment D: French Creek Estuary Nature Preserve Management Plan (2024)
- Attachment E: FCM Grant Information
- Attachment F: Sample Consultant Services Agreement