



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 19-062

DATE: September 24, 2019

Project Title: Church Road Transfer Station – Residential Transfer Building Upgrade (Engineering)

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to provide general engineering services in regards to upgrading the Church Road Transfer Station Residential Transfer Building located at 860 Church Road, Parksville, BC.

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 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.

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

Constructed in 1991 the Church Road Transfer Station underwent significant upgrades in 2010. The Residential Transfer Building is requiring upgrade and modification to meet traffic and material volumes.

C. Contemplated Scope of Work and Timeline

General Engineering Services for the renovation and upgrade of the Residential Transfer Building to have a tender ready set of drawing and written specifications with a desired date of December 10, 2019.

The General Engineering Services will include;

- a) Structural upgrades to support widening Residential Bays 1 - 4

- b) Mechanical upgrades to support; air handling system that conforms with WorkSafe BC Air Quality Guidelines, powered bay doors, etc.
- c) Electrical upgrades to support; lighting quality and the fore mentioned works

There are no Hazardous Material considerations with this project.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) pages in length (not including cover page, cover letter and appendices), and should be submitted electronically in pdf format to: broutledge@rdn.bc.ca 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.
- A statement of your firm’s ability to complete the work within the timeframe described.

Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo. Any or all SOQs will not necessarily be accepted. Evaluation criteria and relevant weightings are:

- Qualifications of Firm and Project Manager including areas of expertise;
- Experience of Firm and Project Manager in similar assignments;
- Ability to meet the Regional District of Nanaimo’s timeline.

E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on the first (1st) day of October, 2019. The RDN reserves the right to accept late submissions.

F. Inquiries and Submission Method

Submissions and queries shall be directed to:

Ben Routledge
Superintendent, Scale and Transfer Services
Regional and Community Utilities
Telephone: 250-722-2044
Email: broutledge@rdn.bc.ca