



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-032

DATE: March 30, 2021

Project Title: Regional Rainwater Management Strategy

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to lead the development of a regional strategy for rainwater management in collaboration with member municipalities and the Ministry of Transportation and Infrastructure.

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

The [RDN's Liquid Waste Management Plan](#) (LWMP) commits to developing a Regional Strategy for Rainwater Management (the Strategy), in collaboration with the municipalities and Ministry of Transportation and Infrastructure (MOTI). In developing the Strategy, the RDN will consider subdivision development standards (i.e. low impact development principles, green infrastructure policies, erosion and sediment control standards, onsite rainwater management, watercourse protection and wetland protection) and non-point source control (i.e. runoff pollution).

The RDN Drinking Water and Watershed Protection (DWWP) function is the lead in coordinating this Strategy development, with support from the RDN Wastewater Services department. DWWP has the mandate to facilitate and support regional initiatives that protect,

manage, and restore ecosystems and the overall health and functioning of our watersheds and aquifers. This is linked to the desire to better prepare for and mitigate climate change impacts on the region’s water resources. The [RDN DWWP 10-Year Action Plan for 2020-2030](#) includes reference to the Regional Rainwater Management Strategy, reciprocating the mention within the RDN LWMP and committing DWWP as the lead.

Another related project – both in the LWMP and DWWP Action Plan – has recently gotten underway: Watershed Performance Targets for Rainwater Management in French Creek Water Region. This area-specific project is an example of an initiative that serves as the technical basis for some strategic tools for rainwater management that may be contemplated in the Regional Strategy development and implementation.

An interdepartmental / interagency working group has been struck to help steer collaborative projects related to rainwater in the region. This Rainwater Working Group (RWG) includes staff from member municipalities, MOTI, Mosaic Forest Management, as well as other relevant RDN departments, such as Parks, Planning and Emergency Services, and will serve a key role in developing the Strategy. See *Figure 1* below, which summarizes the RWG’s perspective on the value of a regional rainwater management strategy, going into the project.

Project Objectives:

To outline a strategy for collaborative rainwater management in the region, at the watershed scale, for the protection of private property and the environment.

To coordinate actions across jurisdictions to maintain healthy watersheds in the context of climate change, land use pressures and evolving best practices for rainwater management.

To provide a basis to update policies, standards, and bylaws, inform education and outreach, and support grant funding applications for infrastructure upgrades.

Figure 1: Zoom Poll of Rainwater Working Group Members - Nov. 17, 2020

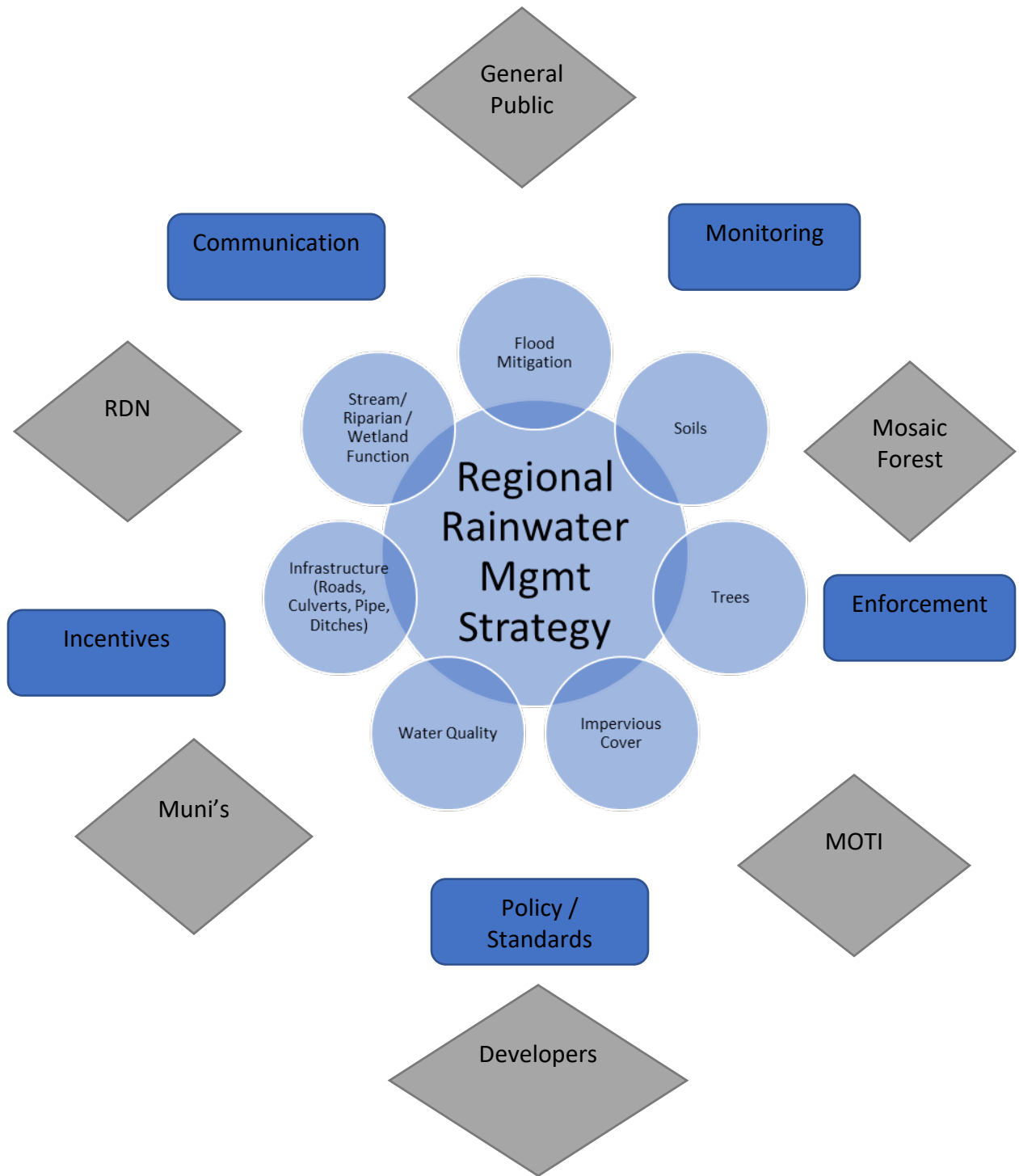
QUESTION: How might a regional rainwater management strategy provide value to you (your department, organization)? Check all that apply, from your perspective.	
Answer	Results
Provide basis / rationale to update policies, standards, bylaws	10 / 11 members; 91%
Provide a framework for collaboration & communication across agencies	6 / 11 members; 55%
Help us learn from what others are doing	6 / 11 members; 55%
Streamlined criteria that makes it easier to evaluate designs	4 / 11 members; 36%
Help mitigate upstream impacts to our downstream community	3 / 11 members; 27%
Increase efficiency of implementation of education / community engagement	2 / 11 members; 18%
Help with grant funding applications	2 / 11 members; 18%
Other value not stated above (describe verbally)	0 / 11 members; 0%
It does not add any value	0 / 11 members; 0%
It does not help us but helps others	0 / 11 members; 0%

C. Contemplated Scope of Work

We are seeking a qualified consulting firm to support this project in the following ways:

- Design and facilitate a collaborative process for Strategy development with key stakeholders, including a separate public engagement component.
 - Key stakeholders and target audience will be identified collaboratively with RDN staff, RWG and the consultant.
 - The Strategy development process should include issue identification, idea generation, option analysis, structured decision making.
 - Perform a comprehensive document review of local government, provincial agency (MOTI, Ministry of Agriculture) and private landowner (Mosaic Forest Management) current standards and policy statements with respect to drainage, stormwater and rainwater management. Plus, a review of relevant examples from elsewhere.
 - Summarize for ease of reference.
 - Use the above to identify a set of base stormwater and rainwater management standards for the region and propose strategic rainwater management actions across jurisdictions, for example, but not limited to:
 - Watercourse setback requirements and riparian areas restoration / protection requirements through Zoning / DPA / Subdivision.
 - Tree retention requirements
 - Soil retention / enhancement requirements
 - Impervious cover limits
 - Erosion and sediment control standards
 - Green infrastructure engineering standards
 - Education programs / incentives
 - Monitoring and enforcement measures for each standard / action, where applicable.
 - Draft proposed wording for model bylaw / policy updates, aimed at improving rainwater management both in electoral areas and municipalities (where applicable).
 - Prioritize / propose a timeline for Strategy implementation.
 - Develop an implementation plan (who does what) including cross-jurisdictional coordination framework.
 - Procedures for collaborating with MOTI and municipalities (where applicable).
 - Compile and synthesize the above into a final Strategy document.
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Figure 2: Schematic of Elements of a Regional Rainwater Management Strategy (for example)



Deliverables:

Consultant should **design and facilitate a collaborative process** to inform the strategy – including workshops with the RDN Rainwater Working Group (RWG) and other key stakeholder groups and potentially First Nations.

- At least 2 workshops with the RWG
- Other targeted workshops as advised
- General public engagement / consultation

Ultimately, a **final strategy document** would be provided, which includes a synthesis of existing actions as well as recommendations for implementation across jurisdictions in the RDN. The strategy should provide a basis to update policies and bylaws, harmonize standards and align approaches to community and cross-sector engagement on rainwater management at the watershed scale.

A **video presentation of the strategy** to the Board or LWMP Monitoring Committee.

Proposed Timeline:

- Initiate May 2021
- First workshop w/ Working Group in June 2021
- Second workshop w/ Working Group in September 2021
- Draft Strategy ready end of October 2021
- Engage Public (virtually) November 2021 – January 2022
- Update Strategy based on Public Input
- Submit final version by March 2022
- Strategy to Board for endorsement April / May 2022

Budget available: \$55,000 & GST

Constraints:

The biggest potential constraint is participation. In addition to interdepartmental engagement, participation of municipalities and MOTI, we will need to ensure the broader community – including developers, farmers, landscapers, environmental professionals, property owners – are consulted. First Nations need to be included where their capacity allows and at minimum aware of the process.

Also note that the scope is constrained to focus on building an aligned strategic approach to rainwater management across the region, and an infrastructure capacity technical review would be considered a separate but complementary scope that the strategy could comment on. This type of supportive technical work is underway with the *Watershed Performance Targets*

for Rainwater Management in French Creek Water Region project that is currently underway, as mentioned above.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than six (6) pages in length (not including cover page, cover letter and appendices), and should be submitted electronically in pdf format to: jpisani@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. Please include the dollar value of these relevant previous projects.
- A statement of your firm's general approach and methodology that would be employed for a project like this.
- Confirmation of your ability to complete the work within the general proposed timeframe and budget 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:

- Qualifications of Firm and Project Manager including areas of expertise;
- Experience of Firm and Project Manager in similar assignments;
- Approach and Methodology for project management;
- Ability to meet the Regional District of Nanaimo's budget and general timeline.

E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on the 20th day of April, 2021. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions shall be directed to:

Julie Pisani
Program Coordinator, Drinking Water and Watershed Protection
Regional District of Nanaimo
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