



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-078

DATE: September 20, 2021

Project Title: Space Planning, Design and Implementation

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to re-design existing workspaces for a variety of reasons, including improving efficiencies, create workspace for the growing staff compliment and to modernize the design to meet the needs of current and future employees at the Administration Building of the Regional District of Nanaimo located at 6300 Hammond Bay Road, Nanaimo, B.C. V9T 6N2.

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 a Nanaimo is rapidly growing regional district located on Vancouver Island. To meet the demand for services the RDN has increased the staff compliment and will continue to do so in the foreseeable future. The current space layout and furniture does not support the current staff compliment, nor does it provide space for any future growth within the administration building. The RDN is looking to modify/adjust the current space to create additional workspaces and to determine what is required for future growth. The Administration Building is a two (2) storey structure with an approximate square footage of 24,936 sq. ft. (2,317 sq. m.) and currently houses approximately 120 staff.

C. Contemplated Scope of Work and Timeline

This project is to start as soon as a formal agreement is in place with full implementation completed by April 29, 2022 with the following anticipated scope:

Phase I

Planning Phase:

- Perform current facility space audit and space needs analysis. This assessment should consider the RDN's current and anticipated staffing mix, space utilization, furniture and office needs, storage, and workroom needs.
- Arrange a series of space requirements meetings with RDN staff from various departments.
- Assess RDN's space to determine the most favorable balance between shared work areas, private workstations, and private offices, as well as conference rooms and meet-up space. The assessment should consider space design to accommodate anticipated growth.
- Evaluate and include existing furniture systems and other existing office furnishings in new space design.
- Align with the RDN's Green Building and Wood First policies including maximizing building performance, optimize energy efficiency, and minimize GHG emissions. https://www.rdn.bc.ca/dms/documents/rdn-board-policies/planning/b1-20_wood_first.pdf
- Provide recommendations for modern furniture systems that will increase space efficiencies and improve ergonomics.
- Communicate findings, recommendations, and ideas with RDN key stakeholders and manage expectations effectively.

Phase II

Design and Preconstruction Phase:

- Develop designs and drawings, specifications, and plans consistent with applicable Federal/Provincial/Local code requirements and meet RDN's needs.
- Coordinate with the building facilities management and IT department to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics deemed necessary and ensure smooth connection and proper function.
- Provide Class 2 or better level cost estimates.
- Develop construction and installation schedule including supplying new and/or reusing the existing furniture.
- Assist RDN in developing bidding documents for construction or other needs as determined and responding to potential contractor questions. This would include participating in interviews.
- Ensure the necessary approvals and permits for design and construction are obtained when applicable.

Phase III

Construction Phase:

- Oversee all construction and furniture installation activities.
- Oversee project schedules to minimize staff disruption, downtime, and construction delays.
- Recommend potential temporary relocation of personnel and equipment from areas to be renovated due to the use existing office furnishings.
- Ensure construction is in-line with approved architectural design.
- Ensure furniture installed is in-line with approved final floor plan.
- Create a set of As-Built drawings.

D. Deliverables & Outcomes

The successful proponent will provide the following deliverables and outcomes to the RDN:

- Facility space audit and space needs analysis.
- Provide recommendations for new furniture systems that will increase space efficiencies.
- Drawings, plans, and specifications necessary for construction space planning, and furniture.
- As-Built drawings at the construction completion.
- Cost estimates and establish project schedules.
- Assist RDN in developing bidding documents for construction or other needs.
- All changes must align with the RDN's Green Building policy including maximizing building performance, optimize energy efficiency, and minimize GHG emissions.
- All changes must align with the RDN's wood first policy.

E. 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 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 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 3:00:00 p.m. local time on October 6, 2021. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Sheldon Racz

Manager, Facilities and Fleet Services, Regional and Community Utilities

Email: sracz@rdn.bc.ca