



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 24-018

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**DATE:** February 8, 2024

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

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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 and so on until a contract is in place or the process is canceled. In any event, the Regional District of Nanaimo shall not be bound to enter into a contract with any Respondent to this RFSQ.

### **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 drawings and written specifications with a desired date of May 31, 2024. Ideally the construction of this project will take place late summer/early fall of 2024.

The General Engineering Services will include;

- a) Structural upgrades to support widening Residential Bays 1 – 4.
- b) Exterior cladding, building envelope and roof works.

- c) Electrical upgrades to support; lighting quality and the fore mentioned works.
- d) Construction Services

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: [kquizzetti@rdn.bc.ca](mailto:kquizzetti@rdn.bc.ca) Please include the following for evaluation:

1. 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. **30 points.**
2. 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. **25 points.**
3. A statement of your firm's ability and commitment to complete the work within the timeframe described. **30 points.**
4. A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard. Include a statement that describes your firm's design philosophy regarding sustainability. **15 points.**

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned a score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

**E. Submission Date & Time**

Statements of Qualifications should be received by 3:00:00 p.m. local time on February 23, 2024. The RDN reserves the right to accept late submissions.

**F. Inquiries and Submission Method**

Submissions and queries shall be directed to:

Kevin Guizzetti  
Superintendent, Solid Waste Operations  
Regional and Community Utilities  
Telephone: 250-722-2044  
Email: [kquizzetti@rdn.bc.ca](mailto:kquizzetti@rdn.bc.ca)

Site viewing, by appointment only, can be arranged by contacting Kevin Guizzetti.

**G. Additional Information**

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