



REQUEST FOR STATEMENTS OF QUALIFICATIONS No. 19-014

DATE: February 15, 2019

Project Title: Jack Bagley Community Park – Redevelopment Planning

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to undertake preliminary planning for the redevelopment of Jack Bagley Community Park in the RDN's Electoral Area E (Nanoose Bay). Stakeholder and community consultation, site layout/preliminary design, and high-level costing for multi-sport improvements to Jack Bagley Community Park are included within the project scope.

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

Jack Bagley Community Park is a 3.8 acre RDN Community Park accessed from 2935 Northwest Bay Road and bordering on Powder Point Road in Nanoose Bay (Map and Site Survey attached). The Park is adjacent to Nanoose Place Community Centre and Nanoose Bay Elementary School. The Park currently offers playing fields for soccer, football and baseball/softball. Through long-term agreement, the school makes use of the field during school days and the RDN books sport and community usage of the field outside school hours. Due to recent community interest in siting a racquetball (tennis, pickleball) court in Nanoose Bay, the RDN wishes to undertake

preliminary site planning to determine the feasibility of locating this amenity on this property. The Park is centrally located in the community and has potential to offer a variety of multi-sport and community uses. It is envisioned that thorough stakeholder, user-group and community consultation will provide the input needed to move forward with site planning, preliminary design and costing for the Park.

C. Contemplated Scope of Work and Timeline

Anticipated Scope of Work includes:

- Stakeholder and user group interviews and culmination of input received to inform site design.
- Broader community consultation (e.g. Electoral Area E).
- Preliminary layout that reflects the input received.
- High-level costing to inform project feasibility and implementation.
- Community input on concept(s) presented, including associated costs to develop and operate.
- Professional services as required to inform design limitations (e.g. geotechnical/ engineering design, traffic impact study).

Contemplated Deliverables:

1. Summary report on the stakeholder/community engagement that can be used as a foundational reference point for the needs and wants of the various user-groups.
2. Recommendation on preferred site layout that responds to the community's interests.
3. Cost estimates to construct (Class D) and cost information on operational aspects of site improvements.
4. Recommendation on phasing construction, if appropriate.

The above noted deliverables will inform the RDN Board's decision on how to proceed with this project.

Should the project proceed beyond the planning stage, the next stage will be to move forward with detailed design, possibly within the context of a design-build process. Respondents should be prepared to indicate their qualifications in assisting with furthering detailed design as needed and tendering for construction or for advancing a design-build process.

Timeline: Approximately 5 months, with project completion by mid-August, 2019.

Ability to move forward with project implementation following Board approval to proceed.

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: kcramer@rdn.bc.ca. Please include the following:

- Firm qualifications and areas of expertise. Note any local knowledge/experience.
- Experience of key personnel in previous relevant work. Provide short descriptions of similar projects completed by both the Firm and key personnel, including proposed sub-consultants. Supply CV/Resume of all team members and include references.
- Describe your Firm's approach to project delivery and how the Project Manager will meet project goals.
- 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 and Experience of the Firm and key personnel – 40%
- Experience of the Firm and key personnel in similar projects (include references) – 40%;
- Availability of key assigned staff and ability to meet the Regional District of Nanaimo's timeline – 20%

E. Submissions

Statements of Qualifications should be received by 3:00:00 p.m. local time on the 11th day of March, 2019.

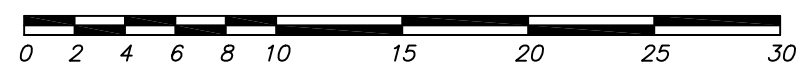
F. Inquiries

Submissions and inquiries shall be directed to:

Kelsey Cramer, Parks Planner
Telephone: 250-248-4744 ext. 3664
Email: kcramer@rdn.bc.ca

**TOPOGRAPHIC SITE PLAN OF LOT "A", DISTRICT LOT 6, NANOOSE DISTRICT,
PLAN 13317, EXCEPT THAT PART (ROAD ONLY) IN PLAN 40940.**

SCALE 1:300



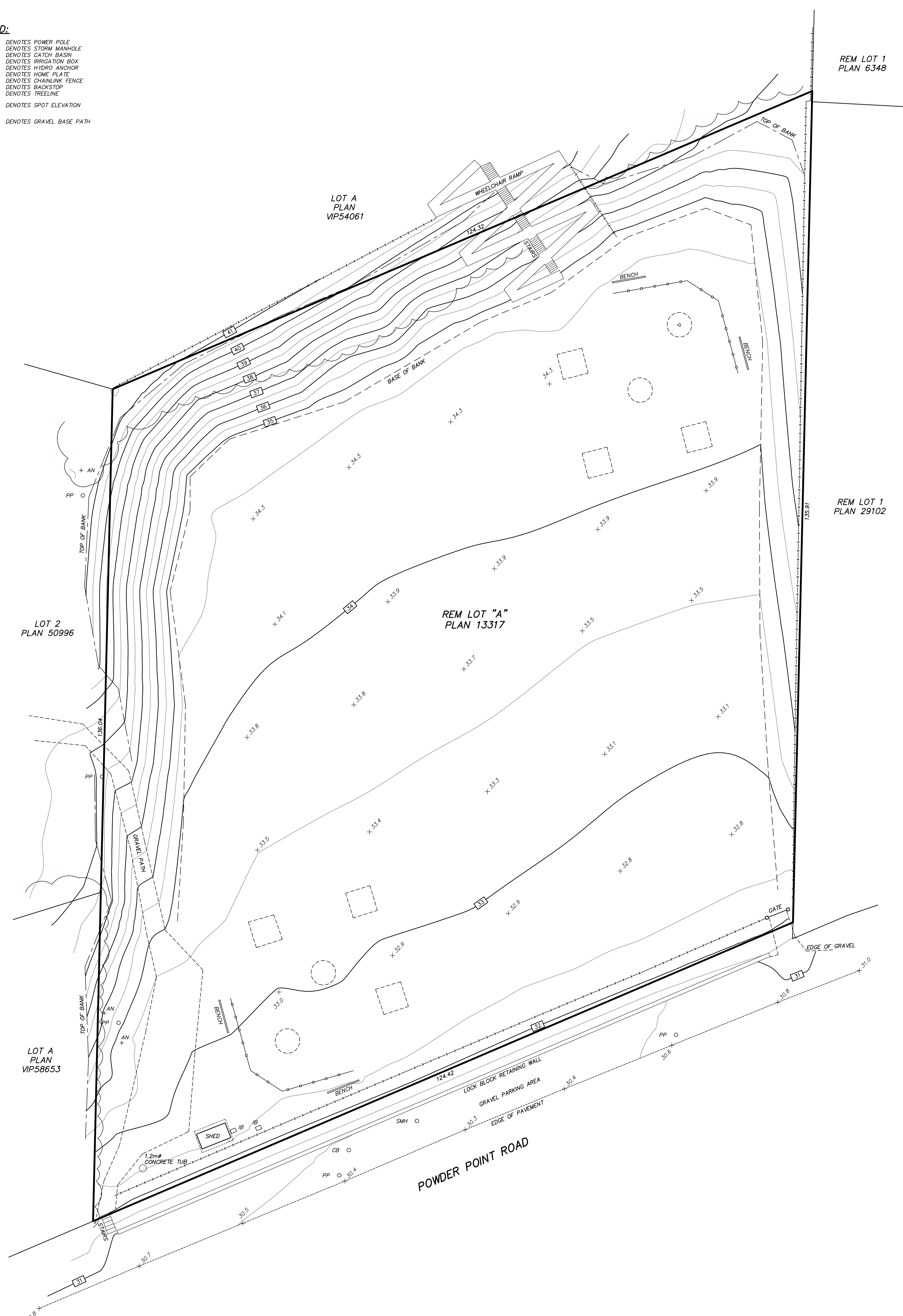
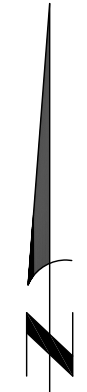
THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 865mm IN HEIGHT
(D SIZE) WHEN PLOTTED AT A SCALE OF 1:300.

NOTES:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
UNLESS OTHERWISE INDICATED.
CONTOUR INTERVAL IS 0.5 METRES.
ELEVATIONS ARE IN METRES AND ARE GEODETIC

LEGEND:

- PP ○ DENOTES POWER POLE
- SMH ○ DENOTES STORM MANHOLE
- CB ○ DENOTES CATCH BASIN
- IB □ DENOTES IRRIGATION BOX
- AN + DENOTES HYDRO ANCHOR
- DENOTES HOME PLATE
- DENOTES CHAINLINK FENCE
- DENOTES BACKSTOP
- DENOTES TREELINE
- + 30.8 DENOTES SPOT ELEVATION
- DENOTES GRAVEL BASE PATH



REM LOT 1
PLAN 6348

REM LOT 1
PLAN 29102

LOT 2
PLAN 50996

REM LOT "A"
PLAN 13317

LOT A
PLAN 58653

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Location Map

