



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) NO. 19-016

DATE: March 1, 2019

Project Title: Errington Community Park Landscape Architect Consulting Services

A. Intent

This Request for Statement of Qualifications (RFSQ) is issued to determine the most qualified 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. Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with another 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, negotiate with a service provider who did not respond to this RFSQ, negotiate with another Respondent regardless of ranking, or to pursue another selection process altogether.

B. Background

Errington Community Park is part of the Regional District's Electoral Area F. It is located at 1550 Veteran's Road, adjacent to Errington Road and Memorial Drive. It has an undeveloped road right-of-way, Booth Road, directly to the south of the property. All road right-of-ways in this area are part of the provincial Ministry of Transportation and Infrastructure's (MoTI) portfolio. Access to Regional District properties from roadways are via permit with MoTI.

The park hosts the popular and established Errington Farmers' Market. Market structures are located in the park, but outside the project area. An existing conditions plan is provided in Appendix 1 for context. Please note the indicated area for development. A community trail system is a significant park feature that is to remain. A new trail extension was constructed completing the graveled pedestrian access to Memorial Drive. The alignment of this final leg has anticipated the location of the new park amenities and will not be relocated.

The two upcoming parts to the development at Errington Community Park are the Bike Park and the Playground. The general locations and layout for both amenities are provided in the Concept Master Plan (Appendix 2). Please note that the bike park is not part of the scope of work for this RFSQ. Materials and character for the amenities have been established through a public consultation process and shall remain as guiding factors from detailed design through to construction.



A Geotechnical assessment was conducted; no further Geotechnical review is anticipated. A topographical survey was recently completed. These documents will be made available to the successful proponent.

C. Contemplated Scope of Work and Timeline

The Regional District of Nanaimo is looking for the detailed design and Class B costing for a playground, adjacent trails, and surrounding landscape at Errington Community Park. It is anticipated that the work will require landscape architectural expertise as well as landscape construction costing expertise. It is anticipated that the successful proponent will have representation from both professional capacities in completing the work as described below.

Part 1 - The initial scope of work is to provide a detailed design and Class B cost estimate on or before August 30, 2019 to be forwarded to the Regional District of Nanaimo Board for approval. The project area includes a playground, adjacent trail connections, and surrounding landscape. The successful proponent or team must be able to provide detailed design and costing for these elements. The proponent or team will be required to complete digital detailed drawings (plans and details) of their final design and produce illustrative drawings for public information. Consulting fees available for the detailed design and Class B cost estimate are \$18,000 excluding GST.

Part 2 - Should the RDN Board approve proceeding with the construction documents and Tender administration of the playground and surrounding landscape phase of the project, the successful proponent will be asked to submit a mutually agreed upon schedule of deliverables to RDN Parks. The anticipated deliverables for this part of the work are 65% complete construction documents, 90% complete construction documents, Tender documents including all bidding information and documents required to issue a Unit Price Contract, administration of the Tender responding to and coordinating all inquiries from bidders, and finally reviewing and providing advice to RDN Parks on General Contractor selection. Consultant fees to complete construction documentation and Tender administration will be negotiated.

Part 3 – Should the RDN Board approve proceeding with the General Contractor for the construction of the playground and surrounding landscape of the project, the successful proponent will be asked to set a construction start up meeting and coordinate a construction schedule with the General Contractor prior to the meeting. The successful proponent will be the coordinating professional for the project and will provide industry standard contract administration. Responsibilities include, but are not limited to, coordinating site meetings, issuing CCNs/Cos, reviewing contractor invoicing and recommending progress payments, as well as overseeing substantial completion and final completion. The consultant fees for contract administration will be negotiated.

Timelines for Parts 2 and 3 of the scope of work have not been determined and are dependent on budget being available and the RDN Board’s approval to proceed, but will not proceed before 2020.

RDN Coordination Requirements

- Parks – coordination, reviews, and approvals
- Current Planning – DP Requirements, if necessary



- Building and Bylaw – BP Requirements, if necessary

Coordination with Ministries and Utilities

- MoTI - coordination will be required for temporary construction access along Veteran’s Road and Memorial Drive
- BC Hydro – requirements to be confirmed
- Other utilities – requirements to be confirmed

D. Statement of Qualifications and Evaluation

The Statement of Qualifications (SOQ) should be no longer than ten (10) single sided letter-sized pages in length (not including cover page and cover letter) with minimum 10pt font. Please include the following:

1. A cover page that includes the project name, Errington Community Park, and the name of the company.
2. A cover letter highlighting the company’s intent.
3. Company Profile.
4. Resumes of key personnel that will be working on the project and capacity to complete the work.

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:

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|---|------------------|
| • Qualifications and experience of the company and team members | 30 points |
| • Capacity (able to meet the RDN’s timeline) | 10 points |
| TOTAL = | 40 points |

The three (3) top-ranked respondents based on the initial SOQ evaluation criteria will be invited to interview with the Selection Committee, a panel of RDN staff. Three (3) references will be required from shortlisted respondents, two (2) of which should be from Public Sector organizations. Evaluation criteria and relevant weightings are:

- | | |
|--------------------|------------------|
| • Presentation | 10 points |
| • Examples of work | 35 points |
| • References | 15 points |
| TOTAL = | 60 points |

The examples of work should include three (3) examples of similar Landscape Architectural projects in the last 5 years, including the following:

1. Name and location of the project
2. Detailed design drawings
3. Illustrative drawings highlighting form and character
4. Construction drawings
5. Photographs of the constructed selected projects



6. Cost breakdown at the detailed design stage of the project and upon completion of construction

Three (3) hardcopies of the examples of work should be provided to the RDN panel at the time of the interview and should be no longer than fifteen (15) pages in length. References should be provided on a single, letter-sized page. A digital copy for our records is required on a USB stick. These items will not be returned and will contribute to the presentation portion of the evaluation criteria.

E. Submission Date

Statements of Qualifications should be received by 3:00:00 p.m. local time on the 15th day of March, 2019. The RDN reserves the right to accept late submissions.

F. Submissions and Inquiries

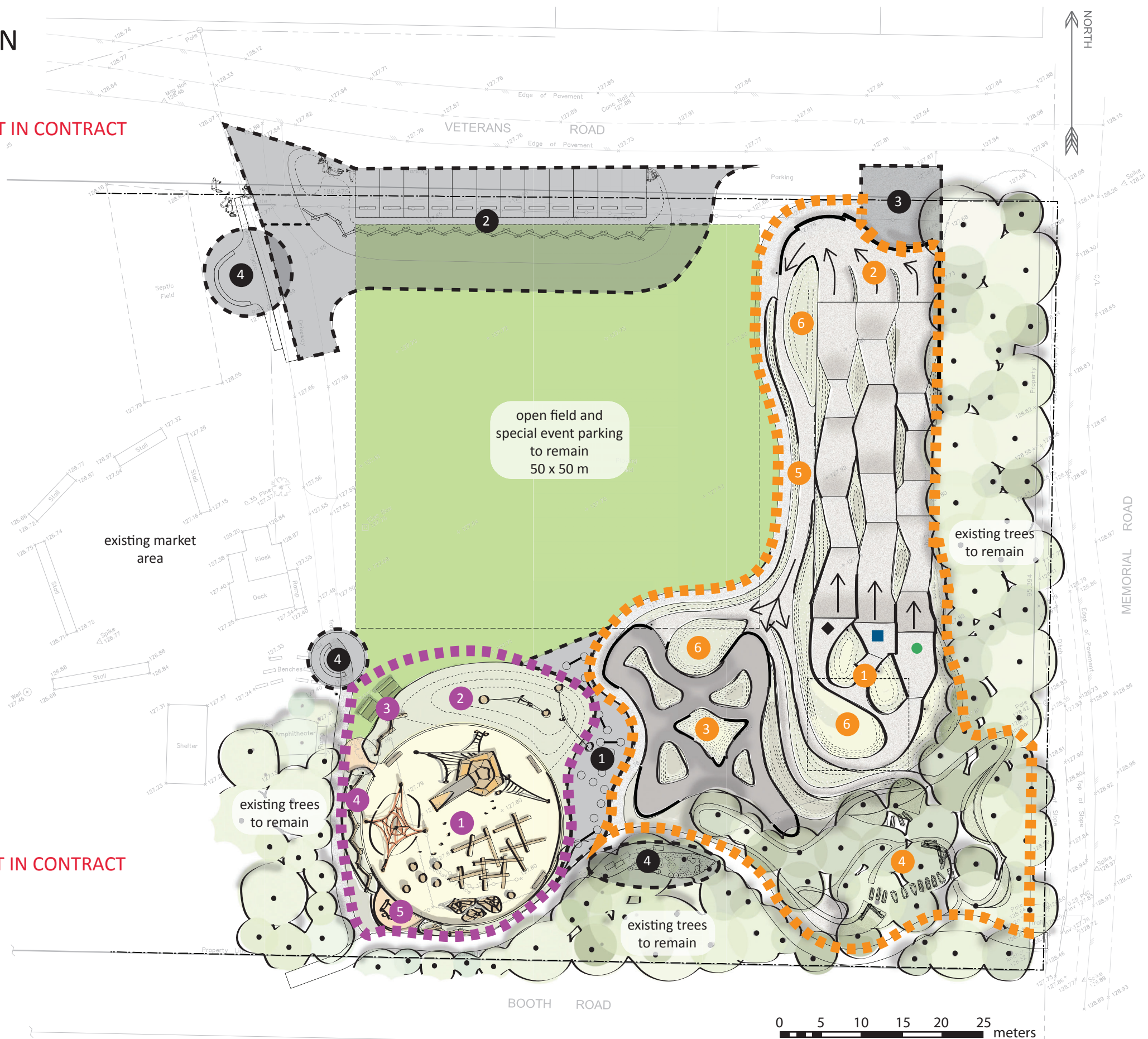
Submissions and queries shall be directed to:

Renée Lussier
Parks Planner
Phone: 250-248-4744 ext. 3669
rlussier@rdn.bc.ca

Appendices

Appendix 1: Existing Conditions Plan
Appendix 2: Concept Master Plan





Bike Park Features

- 1 **Start (high point) of Jump Lines**
Easy, moderate, and difficult dirt-surfaced jump lines are proposed.
- 2 **End (low point) of Jump Lines**
- 3 **Pump Track**
An asphalt-surfaced pump track is proposed.
- 4 **Technical Course**
Placed within the trees, the proposed technical course follows existing landscape contours and can be added to by the community.
- 5 **Trail and Bike Path**
Distinct walking trail and bike path proposed to keep circulation routes clearly defined.
- 6 **Grass Mounds**
Proposed grass-covered earth mounds define spaces and elevation changes.

Playground Features

- 1 **Playground Equipment and Surfacing**
Equipment that has natural and rustic characteristics is proposed. Engineered wood fibre surfacing is proposed.
- 2 **Grass mounds**
Gentle grass-covered earth mounds define spaces and provide free play options.
- 3 **Picnic Area**
Picnic tables are proposed across from the amphitheatre seating. Shelter options could be explored.
- 4 **Defined Boundary**
A rustic split rail fence defines the playground space from the existing trail.
- 5 **Community Art Space**
Space provided for community art and play contributions.

Future Works

- 1 **Parkour Park**
- 2 **Enhanced Parking and Access along Veterans Road**
- 3 **Entrance Gateway to the Bike Park**
- 4 **Nodes and Transition Areas**

NOT IN CONTRACT

NOT IN CONTRACT



Playground Features



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- 1. Terra Nova Play Experience, Richmond
- 2. Terra Nova Play Experience 'Nest', Richmond
- 3. Garden City Play Space, Richmond
- 3. UBC East Neighbourhood Park, Vancouver

Examples of playgrounds using natural materials for equipment. Form and character of these playgrounds highlight an adventure type of play with rustic components.



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