



LADYSMITH

Protective Services

Request for Proposals

No. 2026-PS-01

**Feasibility Study and Concept Design – New
Fire Hall (340 6th Ave)**

For further information
please contact:

Chris Geiger
Fire Chief / Manager of
Protective Services
250.245.6436
cgeiger@ladysmith.ca

RFP Issue Date: **April 29, 2026**

RFP Closing Date: **Wednesday, May 27, 1:30 pm**

RFP Opening: **Wednesday, May 27, 1:45 pm**

Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith (the “Town”) is seeking proposals from qualified consulting teams (the “Proponent”) to deliver a comprehensive Feasibility Study and Concept Design for a new Fire Hall. The project will define operational and spatial requirements, assess site suitability, develop concept options, provide cost and schedule estimates, and recommend an implementation strategy. This RFP is issued under the Town’s Purchasing Policy and follows the competitive bidding framework used in Town RFPs.

Completion of this project including the final report and/or presentation to TOL staff/Council shall be no later than October 31, 2026.

2. Required Project Deliverables

2.1 Project Initiation & Engagement

The Proponent will:

1. Conduct a kickoff meeting with Town staff assigned to the project. Prepare a Project Management Plan (schedule, engagement process, milestones, QA).
2. Lead stakeholder and user engagement, including:
 - Fire/Rescue leadership and member workshops
 - Space-programming session(s)
 - Optional public-facing materials (if requested)
3. Attend meetings (virtual or in-person) as required.
4. May include a final presentation to Town Council.

2.2 Operational Needs Assessment & Functional Program

The Proponent will develop a detailed functional program, including:

- Apparatus bays (current, future, and historical display)
- Turnout gear, laundry/decon, SCBA, clean/dirty zoning
- Administrative offices, meeting space, storages
- Crew facilities (kitchen/day room, lockers, washrooms/showers, fitness space)
- Training Tower requirements (height, attachments, surfaces, hose stream considerations)
- Multi-use classroom/training room designed for dual EOC functionality
- Communications, IT, security, emergency power
- Site circulation and potential training yard
- Space program tables with net/gross areas and adjacency diagrams
- Post-disaster functionality

2.3 Site Feasibility – 340 6th Avenue

The Proponent will assess:

- Site capacity for the required program
- Access/egress, response patterns, response-time impacts
- Utilities, servicing, geotechnical and drainage considerations (desktop level)
- Environmental constraints (desktop review)

- Zoning, permitting needs, set-backs, height, and massing
- Construction phasing if the site must maintain operational continuity
- Requirements for further investigations (Phase 2 ESA, geotech, survey)

2.4 Concept Options (Minimum 2 Options)

Each option must include:

- Site plan (access, potential training yard, visitor/staff parking, tower location)
- Floor plans (functional program fit)
- Building massing (concept level elevations)
- EOC / training room layout concepts
- Decon / clean-dirty zoning diagrams
- Energy/sustainability considerations (high-level)
- Advantages/disadvantages and risk discussion

2.5 Cost Estimating & Project Scheduling

For each concept option provide:

- Class D/C-level cost estimate with assumptions
- Escalation methodology
- High-level project schedule (design → approvals → procurement → construction → occupancy)
- Phasing strategy (if required during construction)

2.6 Recommendation and Implementation Strategy

The Proponent will:

- Recommend preferred concept(s)
- Provide an evaluation matrix aligned with Town “Best Value” principles (cost, operations, expandability, risk, etc.)
- Provide procurement method recommendation(s)
- Identify next-stage design and investigation requirements

2.7 Reporting

Deliverables include:

- Draft Feasibility Report
- Final Feasibility & Concept Design Report
- Presentation to Town staff
- Council presentation (if requested)
- All drawings in PDF and CAD/Revit; cost estimates in Excel; report in PDF and Word

3. Response Content

All respondents should include the following information in their proposal

- Name of Company
- Contact Information
- Short summary of company history

- Expected start date and estimated completion date
- Fee quote, including applicable taxes

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Chris Geiger, Manager of Protective Services
cgeiger@ladysmith.ca
250.245.6436

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents must submit their proposals **no later than 1:30pm on May 27, 2026** through E-bidding on [BCBid's](#) secure portal or by delivering them via courier, mail, or in person. Proposals received after the deadline – whether through BCBid or by courier, mail, or in-person delivery -- will be rejected.

If submitting by courier, mail, or in person, proposals must be addressed to:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2

All submissions must be clearly marked “Request for Proposals No. 2026-PS-01”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured

- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened publicly at the Town of Ladysmith City Hall on **May 27, 2026 at 1:45pm.**

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Canadian Free Trade Agreement; and

- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid
 - *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities
 - *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

Refer to Schedule A for further clarification on the proposal evaluation process and scoring.

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

Schedule A - Evaluation

TECHNICAL EVALUATION

Proposals will be evaluated by a minimum of two Ladysmith staff. The scoring criteria shown below will be used to assist in the evaluation; however, the highest scoring proposal will not necessarily be selected. Other evaluation criteria may impact the selection, such as an interview, reference checks, or value-added services.

COSTS INCLUDED IN PROPOSAL EVALUATION

All personnel fees, salaries, wages and reimbursable expenses will be considered in the proposal evaluation. Points will be awarded based on a combination of rates, proposed budget relative to scope, suitable budget allocation to tasks, and value.

MINIMUM TECHNICAL SCORE

Each technical presentation will be evaluated on the basis of the firm's experience, competence of its personnel and acceptability of the method proposed. Technical portions of proposals must achieve a score of at least 70% to be considered “technically qualified”.

SCORING

The table below describes the weighting that will be used to evaluate all proposals.

THE METHOD	40
General Approach	8
Proposed list of activities and reporting	10
Understanding of objectives	12
Proposed level of effort	10
FIRM PROFILE	10
Experience with similar projects	5
Location of the firm	2
Practices and/or policies within the organization governing its work with First Nations	3
THE PERSONNEL	15
Project Manager - How will they support the delivery of services by the firm? - What is their experience with similar projects on Vancouver Island and within BC? - Provide details on times when they challenged conventional wisdom and/or engineering standards in order to provide the best solution for the client.	5

Project Members - Provide a half-page bio of why each key staff member is suited for this role. Include project examples showcasing experience, qualifications, and local knowledge.	5
Team Organization	5
PRESENTATION	10
Quality - clear and concise	5
Content -relevant information provided without redundancies	5
PRICE PROPOSAL	25
Cost	15
Breakdown of costs	10
TOTAL	100

INTERVIEWS AND REFERENCES

The Town may request an interview and/or reference check with any or all shortlisted firms. An interview format has not been determined and would likely focus on areas of a proposal that are unclear to the evaluation team. The outcome of an interview would be used in the evaluation. If an interview is requested, an in-person or Microsoft Teams online meeting would be made available.