



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 19-055

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**DATE:** August 1, 2019

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**Project Title:** Electoral Area A Recreation Services Inventory

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The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to conduct an inventory of recreation services and programs within the RDN's Electoral Area A (Cassidy, South Wellington, Cedar, Yellowpoint). Compiling of an inventory of recreation services and program provision via community consultation are within the project scope. The available budget for this assignment is between \$10,000 - \$12,000 & GST.

### **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**

The last Recreation Master Plan completed for Electoral Area A was in 2007. The Electoral Area A Parks, Recreation and Culture Commission was formed in 2009. The purpose of the Commission is to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks, and recreation and culture services and issues in Electoral Area A. <https://www.rdn.bc.ca/electoral-area-a>

Between 2010 and 2012 the Regional District of Nanaimo employed a Recreation Programmer with a dedicated portfolio to the coordination of recreation services for the Area. In 2012 the



RDN Board decided to no longer provide direct recreation services. Prior to, and since recreation services are available within the community by community based interest groups.

The focus of the Commission in recent years has been exploring options for the establishment of recreation facility. To date no suitable location or facility has been found. Community recreation programs are hosted in existing community spaces such as the Cedar Heritage Centre, the Community Centre and local churches and privately operated spaces.

The Cedar Secondary School is currently designated as a Community School and as such maintains a Community School Coordinator position. The role of that position within the community has shifted in recent years. There is a School District wide analysis currently underway to determine the future role of Community Schools within the District. The outcome of this analysis may have implications on the future provision of recreation services in the electoral area.

At the April 2019 meeting, the Area A Parks, Recreation and Culture Commission requested that an inventory in regards to recreation services be conducted to inform future needs assessment discussions.

### **C. Contemplated Scope of Work and Timeline**

Anticipated Scope of Work Includes:

- Completion of a comprehensive inventory of existing recreation programs and services within the electoral area which may include; surveys, community meetings, interviews with community groups currently providing recreation services, and stakeholder group meetings
- Community consultation which may include surveys and interviews with community groups currently providing recreation services and facilities.

Contemplated Deliverables:

- Inventory report of recreation services and programs

Timeline: Anticipated start is the week of September 1, 2019 with project completion on or before November 1, 2019.

### **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: [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca). Please include the following:



- Qualifications and areas expertise of the Firm. Please note any local knowledge/experience.
- Experience of Firm and nominated Project Manager with 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. Any or all SOQs will not necessarily be accepted. Evaluation criteria and relevant weightings are:

- Qualifications of Firm and Project Manager including areas of expertise – 40%
- Experience of Firm and Project Manager in similar assignments – 40%;
- 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 23<sup>rd</sup> day of August, 2019 at email [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca). The RDN reserves the right to accept late submissions.

**F. Inquiries**

**From August 6, 2019 – August 15, 2019** questions shall be directed to:

Hannah King, Superintendent Recreation Program Services  
Telephone: 250-248-3252  
Email: [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca)

**From August 16, 2019 – August 23, 2019** questions shall be directed to:

Dean Banman, Manager of Recreation Services  
Telephone: 250-947-2554  
Email: [dbanman@rdn.bc.ca](mailto:dbanman@rdn.bc.ca)