



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-024

DATE: March 4, 2021

Project Title: Freshwater Perspectives: Public Benchmark Survey – RDN Drinking Water and Watershed Protection

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to lead the design and delivery of a statistically significant public survey on freshwater awareness, perspectives, behaviours, and priorities, to residents across the region.

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 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 negotiate a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The RDN's Drinking Water and Watershed Protection (DWWP) program is a regionally focused service that has been operating since 2009. The main program areas include: Water Awareness and Stewardship; Water Information and Science; Water-centric Planning and Policy Advocacy; and Water Collaboration. The program has recently renewed its [10-year Action Plan](#), which includes a commitment to tracking performance through public opinion surveys.

As the RDN's DWWP Program implements the 2020-2030 Action Plan, we are seeking metrics to gauge public awareness of the program, as well as community priorities, key issues, and behaviour, related to freshwater in the region. This will serve as a benchmark by which to evaluate progress of the RDN DWWP program at intervals throughout the next 10 years (i.e.

another survey would take place in 2025 and 2030 to track changes in public opinion / perspectives / behaviours over time). The survey findings will help guide the DWWP program implementation in response to public input.

The design and delivery of the 2021 survey should also be accompanied by a plan for re-issuing the survey in 5-year increments to gauge change and progress, based on sector best-practices and experience of the firm.

C. Contemplated Scope of Work and Timeline

The proposed scope includes the design and delivery of a statistically significant survey of RDN residents regarding freshwater awareness, perspectives and behaviours.

The proponent would design the survey questions for statistically valid analysis and in alignment with what we are seeking to gauge, including:

- Awareness of / involvement in the RDN DWWP Program
- Awareness of their drinking water source
- Habits, behaviours and actions to do with water use and conservation
- Habits, behaviours and actions to do with water quality protection
- Perspectives on watershed management and ecosystem health
- Perspectives on status of water resources in the region
- Priorities for freshwater initiatives and stewardship
- Others as agreed upon in further project scoping discussions.

Support for the design of survey questions would be provided by RDN staff and the DWWP program's Technical Advisory Committee (TAC).

We ask qualified proponents to propose a method of delivery that is suitable for our diverse audience of urban and rural residents in 4 municipalities and 7 Electoral Areas, based on current best practices for uptake (including in the context of COVID-19). It is anticipated that this would include online and telephone methods.

The proponent would also be tasked with developing a report summarizing and interpreting the results, including but not limited to:

- Analysis based on municipality / Electoral Area
 - Analysis based on Water Region
 - Analysis based on watershed or water source
 - Analysis based on age / other demographics i.e. how long as a resident
 - Analysis of community water supply related responses
 - Analysis of ecosystem stewardship related responses
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The report would also include a section describing a plan for the re-issuing of a survey in 5-year increments to gauge change and progress.

Finally, the consultants would be requested to prepare a presentation to RDN DWWP TAC and/or RDN Board with the findings.

In terms of timeline, we'd like the findings to inform the 2022 budget process, therefore the final survey report would ideally be received by early September 2021. This is subject to how long the recommended duration of the survey period is, and how early we can kick-off survey design once the proponent is selected. The anticipated project window is between April and September 2021, accordingly.

The available budget is \$50,000 plus GST.

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

- 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.
- 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.
- 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:

- Qualifications of Firm and Project Manager including areas of expertise;
- Experience of Firm and Project Manager in similar assignments;
- Ability to meet the Regional District of Nanaimo's timeline.

E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on the 22nd day of March 2021. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions shall be directed to:

Julie Pisani
Program Coordinator, Drinking Water and Watershed Protection
Regional District of Nanaimo
jpisani@rdn.bc.ca | 250-390-6586
