



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 21-057

DATE: June 18, 2021

Project Title: 2021 RDN Asset Management Plans

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to provide consulting services to support the RDN's strategic initiative to fully develop its Asset Management Plans.

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 and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The Regional District of Nanaimo provides regional governance and services throughout Vancouver Island's beautiful central east coast. Communities within the regional federation include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth most populous Regional District, of 27 throughout the province, and home to more than 155,000 people.

The RDN is governed by a 19-member Regional Board, comprised of twelve directors from locally-elected municipal councils, and seven directors elected by Electoral Area residents.

The Strategic Initiatives and Asset Management division provides support to RDN departments who manage infrastructure assets and services. Activities such as planning, delivery of infrastructure, operations and maintenance and performance management are performed by various divisions within each department for community services including:

- Water Services
- Wastewater Services (Liquid Waste Management)
- Solid Waste Services
- Parks Services
- Recreation Services
- Corporate Services (Information and Technology)
- Transit, Fleet and Facility Services
- Fire Protection and Emergency Services
- Sewer and Streetlight Services

All departments contribute to effective asset management. The RDN has been practicing elements of asset management for many years and the organization continues to work toward formalizing, integrating, and improving its asset management work practices in alignment with ISO 55000 and international best practice.

C. Contemplated Scope of Work and Timeline

1. Develop asset assessment plans (AMPs) that outline strategies and methodologies to collect asset information including condition, obsolescence, and other performance information. This includes development of condition assessment template/procedures for various asset categories and reviewing the asset register, asset condition assessments, installation plots, asset consumption plots, and long-term financial forecast of asset investment requirements.
 2. The objective is to fully develop service area asset management plans for the following eight infrastructure services:
 - a. Wastewater Services / Liquid Waste Management - replacement costs are approximately \$200 million and 50% of RDN infrastructure assets.
 - b. Solid Waste Services - replacement costs are approximately \$15 million.
 - c. Parks Services - replacement costs are approximately \$5.2 million.
 - d. Recreation Services - replacement costs are approximately \$44.3 million.
 - e. Information and Technology - replacement costs are approximately \$1.6 million.
 - f. Transit, Fleet and Facility Services - replacement costs are approximately \$23.8 million.
 - g. Fire Protection and Emergency Services - replacement costs are approximately \$24.5 million.
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h. Sewer and Streetlight Services - replacement costs are approximately \$5.1 million.

3. Lead/facilitate a limited number of virtual workshops to:

- a. Document data assumptions, data verification and condition assessment methods, including when and how asset information is verified and when and how assets will be assessed to determine their condition. Outputs are intended to support effective decision making for asset renewals with high quality information such that investment projects can be prioritized based on their anticipated total business impact.
- b. Develop customer levels of service, targets, and performance measures from available asset information in alignment with RDN strategic goals and customer expectations. Outputs are intended to provide decision makers with a line of sight over assets renewals and the value they are expected to produce.
- c. Evaluate and forecast the expected maintenance, renewal, expansion and non-asset solution expenditures over the long-term financial forecast. Outputs are intended to ensure asset group strategies are defined and specific asset policies are justified.
- d. Identify and confirm future infrastructure expansions and acquisitions for population growth, legislative changes, and evaluate their effect on service levels. Outputs are intended to ensure sufficient resources are available to respond to anticipated growth alongside asset renewal requirements.
- e. Determine maturity of AM practices and develop the AMP recommended improvement plan including monitoring and review procedures. Outputs are intended to support the implementation of improvements to departmental capital planning decision making processes and strategies that effectively integrate the AMP with financial planning functions.

4. The RDN envisions project timelines to be as follows:

- a. Draft AMP chapters provided for review as the project progresses.
 - b. Final AMPs provided for stakeholder review in October 2021 to support a scheduled workshop with elected officials and an FCM appointed facilitator.
 - c. Final reports with revisions provided in November 2021 to ensure the AMP is available to inform financial planning functions that kickoff in January 2022.
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D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than 5 single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

1. Project Experience and References
 - a. Three (most recent) similar projects demonstrating that the Applicant has skills and experience with the type of works in the category. The RDN may contact the project references provided by the respondent for verification.
 - b. Company profile including company history, areas of expertise, number of employees, number of years in business.
2. Consultant Resources
 - a. Project Manager qualifications and experience working in a similar capacity on similar projects within the last 5 years. A Curriculum Vitae (CV) shall be provided.
 - b. Organizational chart identifying the Project Team members including any sub-consultants, describing their roles, responsibilities, qualifications, and experience on recent similar projects.
3. Methodologies
 - a. The qualifications and the work expectations outlined with an emphasis on the understanding, work approaches, typical methodologies, any lessons learned or best practices, and any value-added activities.

Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo based on the above. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 28 day of June 2021. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Michael Wright
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