



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

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**DATE:** June 2019

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**Project:** 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 facilities, services and programs within the RDN's Electoral Area A (Cassidy, South Wellington, Cedar, Yellowpoint). Compiling the inventory via community consultation and independent research are within the project scope.

### **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.

Between 2010 and 2012 the Regional District of Nanaimo provided recreation programming in the community with a RDN recreation programmer. In 2012 the RDN Board decided to no longer provide direct recreation services. Prior to, and since 2012 recreation services are available within the community by community based interest groups.

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

Cedar Secondary School is currently designated as a Community School and as such maintains a Community School Coordinator position. The role of this position has shifted in recent years from offering community programs for all ages to only programming for school age residents. Nanaimo Ladysmith Public Schools District 68 is currently reviewing the future role of Community Schools within the District. The outcome of this review 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, services and community facilities within Electoral Area A 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 service, programs and community facilities.

Timeline: Approximately 3 months, with project completion October 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.
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- 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 [ ] day of [ ], 20[ ]. The RDN reserves the right to accept late submissions.

#### **F. Inquiries**

Submissions and queries shall be directed to:

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