



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

DATE: September 2, 2020

Project Title: Project Management for Asset Retirement Obligation (ARO)

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to provide Project Management services related to the implementation of the new accounting standard Section PS 3280 for Asset Retirement Obligations (ARO).

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the RDN's requirements, expectations and timeline.

The RDN 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 RDN may then elect to negotiate with the next highest ranked service provider.

In any event, the RDN 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

Section PS 3280, Asset Retirement Obligations, was issued by the Public Sector Accounting Standards Board (PSAB) in August 2018, and applies to all public sector entities following Public Sector Accounting Standards (PSAS) which includes the Regional District of Nanaimo (RDN). The standard provides guidance on how to account for and report a liability for asset retirement obligations (ARO). It is effective for fiscal years beginning on or after April 1, 2021. The RDN is looking for assistance with the implementation of this standard.

C. Contemplated Scope of Work and Timeline

Scope of Work:

- Complete a project work plan

- Assist with stakeholder awareness
- Document policies and procedures
- Review our Tangible Capital Assets (TCA)
- Identify any applicable regulations and/or legal requirements, including in RDN agreements/contracts
- Identify items that are within the scope of PS 3280
- Perform ARO assessment to determine which items requires a liability to be recorded
- Develop a cost estimate for the measurement of the ARO liability

Out of Scope:

- The measurement of the actual ARO liability, which will be done as a separate and subsequent project

Timeline:

- Project to be completed no later than August 2021.

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

- Qualifications and areas of expertise of the Firm and nominated Project Manager. Please include CV/résumé 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.
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E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on the 2nd day of October, 2020. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions shall be directed to:

Jeannie Bradburne, CPA, CGA, MBA
Director of Finance, Corporate Services
T: (250) 390-6528
Email: jbradburne@rdn.bc.ca