



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-003

DATE: January 5, 2023

Project Title: SPORTS FIELDS, RECREATION FACILITIES AND PROGRAMS 2023 USAGE SURVEY

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications (SOQ) to collect and tabulate usage data for sport facilities (pools, arenas, sports fields) and registered recreation programs.

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

B. Background

1. Aquatic Facilities

To collect a statistically valid sample of facility usage via drop in surveys that determine residential addresses of patrons attending a varied sampling of public sessions at aquatic facilities in both City of Nanaimo and Town of Qualicum Beach.

2. Arenas and Sports fields

To collect a statistically valid sample of arenas and sports fields usage from membership lists from organized leagues and associations located in the City of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and Regional District of Nanaimo (RDN) Electoral

Areas A, B, C, E, F, G, H. Membership lists will be provided by staff of the Regional District of Nanaimo and the City of Nanaimo.

3. Reporting

Tabulate and interpret the residential address data collected from drop in surveys, sport team membership list, and recreation program registration systems at the City of Nanaimo and the Regional District of Nanaimo. Identify the number and percentages of patrons from the following jurisdictions: Regional District of Nanaimo Electoral Areas A, B, C, E, F, G, H, City of Parksville, Town of Qualicum Beach, City of Nanaimo, and District of Lantzville.

C. Contemplated Scope of Work and Timeline

The successful applicant will deliver the following:

1. Schedule and staff an acceptable “drop-in survey schedule” of the facilities listed below that will capture the residential address of users. Sampling size of the respondents is required to be of sufficient size to statistically validate the data.

Data to be collected at public swim sessions from:

- Ravensong Aquatic Centre (located in Town of Qualicum Beach)
- Nanaimo Aquatic Centre (located in City of Nanaimo)
- Beban Park Pool (located in City of Nanaimo)

2. Upon completion of the surveys outlined in #1 above, tabulate and identify the residential addresses and jurisdiction of survey respondents.
3. Tabulate and identify via residential addresses and jurisdiction from organized leagues and associations of arena and sports field users located in the City of Nanaimo, District of Lantzville, Town of Qualicum Beach, City of Parksville, and the seven Regional District of Nanaimo Electoral Areas. Membership lists from approximately 30 organizations is anticipated.

Data to be identified and tabulated under #3 will be provided to the successful proponent by the Regional District of Nanaimo and City of Nanaimo.

4. Supply the data to the Regional District of Nanaimo in a report format that outlines all aspects of the project, the data in an Excel format, compatible with ESRI mapping software and PowerPoint presentation. The successful applicant will be required to present to elected officials and staff.

Reporting of the patron's residential addresses is required to be complied and listed as follows:

District 68 User for Recreation Facilities and Sports fields

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C
- Other RDN Electoral Areas
- Other

District 69 Users for Sports fields

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other RDN Electoral Areas
- Other

District 69 Users of Ravensong Aquatic Centre, Oceanside Place & Northern Community Recreation Services (community recreation programs)

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other RDN Electoral Areas
- Other

Residential addresses will be used to tabulate usage results, but individual addresses will not be publically disclosed in the final report. No names are to be requested of drop in users and sport team registration list will not include names of members.

As a local public body, the Regional District of Nanaimo is subject to the provisions of the Freedom of Information Protection of Privacy Act (FOIPPA). As a result, any personal information needs to be collected in accordance with the act.

TIMELINE

February 2023	Project consultant retained
April-July 2023	Sport team membership and recreation program registration lists collected
May-September 2023	Drop in usage survey completed at aquatic facilities
October 2023	Data compiled and interpreted
November 2023	Final report provided to Regional District of Nanaimo

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. Please include the following:

- Information as to the qualifications, ability and experience of the company and individual(s) with similar projects including references.
- A list of the personnel who will work on the project, their individual experience specifically related to the project and their role.
- A statement of your firm's ability to complete the work within the timeframe described.
- A statement of your firm's approach to sustainability in your business operations and how you would incorporate sustainability into this project.

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.
- Sustainability statement.

E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on January 19, 2023. The RDN reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions shall be directed to:

Hannah King
Superintendent, Recreation Program Services
Regional District of Nanaimo
Recreation and Parks Department
830 West Island Highway,
Parksville, BC
V9P 2X4

hking@rdn.bc.ca