

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-070**

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**DATE:** November 22 , 2023

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**Project Title:** Coastal Risk Assessment: Planning for Climate Change

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The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications outlining the approach and associated costs for three components all of which are general related to assessing the risk of climate change influenced flood hazards (present-day and future) for community elements located in the coastal area, particularly the mapped coastal floodplain. The key components are:

- coastal erosion hazard
- coastal risk assessment for community elements
- engagement plan

The general study area is focused on the coastal zone for the four electoral areas (A, E, G and H) and the municipalities of Town of Qualicum, Parksville, Lantzville and Nanaimo. Snaw-Naw-As and Qualicum First Nations will be engaged and invited to participate.

The study area will generally include the coastal floodplain illustrated by the most recent mapping information available on the RDN webpage here: [www.rdn.bc.ca/flood-management-program](http://www.rdn.bc.ca/flood-management-program) and in the *City Plan, Schedule 8* on the City of Nanaimo webpage: [www.nanaimo.ca](http://www.nanaimo.ca)

### **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 is located on central Vancouver Island. Communities within the regional federation include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. The Regional District is home to 170,367 people according to the 2021 Census. Roughly 74% of the region's residents live in coastal areas. Millions of dollars of homes and public infrastructure within meters of the Salish Sea, and as sea level rises, so does the risk of flooding.

Since 2018, the RDN has led on various technical studies to better understand coastal and river flood hazards and associated risks to property, people, and ecological function. This work has resulted in regional-scale flood analysis, modelling and mapping of the coastal floodplain for the electoral areas, member municipalities and local First Nation reserve lands. In addition, there are three designated river floodplains (Nanaimo, Englishman and Little Qualicum Rivers). Between 2021 to 2023, river flood analysis, modeling and mapping were completed along with a high-level risk assessment for each study area. The outcomes of these studies have been broadly shared with residents, member municipalities, applicable First Nations, other parties and are being incorporated into the RDN's land use policies and regulations. Further details are located on the RDN webpage: [www.rdn.bc.ca/flood-management-program](http://www.rdn.bc.ca/flood-management-program)

Building from these efforts, the Regional District is advancing a risk-based approach to land use planning informed by the evolving provincial and federal framework for flood resilience and the United Nations Sendai Framework for Disaster Risk Reduction. The approach /components outlined in this document are to be informed by this direction, the most up-to-date science and local knowledge to support evidence-based community planning.

Funding for this scope of work is provided by Community Emergency Preparedness Program (June 2023 to 2025) and the Regional District of Nanaimo Financial Plan (2023-2027).

## **C. Contemplated Scope of Work and Timeline**

The following components build upon a 5-year work plan (as noted in Section B, above) undertaken by the RDN to better understand coastal flood and slope hazards. The next stage will focus on prioritizing risks (evaluate consequences and likelihood); managing risks (determine level of risk and identify mitigation options) and broad and targeted engagement, involving the following key components:

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Coastal Erosion Hazard: conduct a preliminary data review to evaluate information available, potential data gaps for supporting an erosion hazard assessment along with recommendations for future consideration.

Coastal Risk Assessment: complete a high-level risk assessment to evaluate the vulnerability of buildings (and people) and infrastructure located within the coastal floodplain under present day and future conditions influenced by climate change and sea level rise. This study will characterize coastal hazards and assess the potential risk to people, property and ecological function in the study area. The study will address data/information needs by identifying and quantifying the exposure of community attributes with the highest exposure, potential mitigation options and prioritize measures that could be taken to improve the safety and resiliency of communities. In addition, the study will identify any data gaps and recommendations for future consideration.

Climate Action Engagement Plan: prepare ‘road map’ for public communications incorporating leading research about climate communication best practice as well as policy direction from the Regional Growth Strategy related to climate change adaptation and mitigation. The Plan will incorporate engagement techniques/activities design to inform about climate risk and opportunities. In addition, to the Plan, prepare a project brand aligned with the RDN style guide to create project recognition.

This work is anticipated to evolve and be completed between 2024 and 2025 with the following estimated timeline:

Tasks	Estimated Timeline
Issue RFSQ	November 22, 2023
Submission deadline	December 15, 2023
Contract selection & negotiations	Q1 2024
Coastal erosion hazard	Q1-2 2024
Coastal risk	Q1 2024 to June 30, 2025
Engagement Plan & Implementation	Q3 2024 to June 30, 2025

#### **D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than six (6) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

##### Qualifications & Project Team

- Identify each member of the Team that would be assigned a role on this project along with number of years and level of experience and relevant work experience related to the scope of work and services described in this RFSQ.
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- b. Include copies of CV/Resume of the personnel and sub-contractors that would be part of the Project Team and explain how this individual will provide value for the RDN.

#### Relevant Experience to Scope of Work

- c. The Project Team must include qualified engineering professionals, whose area of practice aligns with the scope of work set out in the RFSQ, such as coastal and geotechnical engineering.
- d. Team members are to have working knowledge of the BC Provincial Guidelines and federal framework for flood management and experience in methods/approaches for conducting risk assessments for coastal hazards with allowances for climate change.
- e. Provide relevant examples from previous projects that demonstrates Project Team's ability to effectively communicate technical concepts, develop key messages on climate change and coastal climate risks for a variety of audiences in different engaging formats. The RDN is committed to taking measures to make content available to all; plain language, accessible; and inclusive communications.
- f. Provide min. of three project abstracts that clearly outline previous experience with similar projects and or of greater magnitude with a focus on climate-influenced hazard data collection and risk analysis and public engagement on the topic area successful completed by both the Firm and nominated Project Team members in the past three years.

#### Capacity, Availability and Flexibility

- g. A statement of your Firm's and Project Team's ability to complete the work by June 30, 2025, as outlined in Section C of this RSFQ.
- h. Identify replacement or substitute Team members and/ or approach to mitigating changes in Team members should this arise during the project period.

#### Project Management and Quality Assurance

- i. A statement of your Firm's approach to project management and procedures to ensure good communications and submissions are completed and delivered on time and within budget.
- j. A statement of your Firm's quality management process and any certifications.
- k. A statement of your Firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned a score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

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**E. Submission Date & Time**

Statements of Qualifications should be received **on or before 3:00:00 p.m. local time on the 15<sup>th</sup> day of December 2023**. The Regional District of Nanaimo at its sole discretion, reserves the right to accept late submissions.

**F. Questions and Submissions**

*Questions should be directed to:*

Jamai Schile MCIP RPP  
Senior Planner, Project Manager  
Long Range Planning, Development and Emergency Management

Email: [jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)

Phone: 250-390-6521

*Submissions should be directed to:*

Electronic submission should include "Coastal Risk Assessment" as the subject line to:  
[planning@rdn.bc.ca](mailto:planning@rdn.bc.ca)

The RDN appreciates all proposal responses, however, only short-listed or successful Proponents will be contacted.

**G. Addendums**

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN ([www.rdn.bc.ca/current-bid-opportunities](http://www.rdn.bc.ca/current-bid-opportunities)) and BC Bid ([www.bcbid.gov.bc.ca/](http://www.bcbid.gov.bc.ca/)) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.

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