



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 24-035

DATE: 3 June 2024

Project Title: Fleet Electrification/Decarbonization and Infrastructure Plan

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to develop a Fleet Electrification/Decarbonization Plan for on and off-road fleet vehicles owned by the RDN, and options for contracted waste haulage. The RDN intends to apply for funding for both the study/Plan and eventually for capital work through the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) Municipal Fleet Electrification feasibility study and BC Hydro Fleet Electrification Study: all work must meet the eligibility criteria of these funding programs and support the RDN's application for subsequent capital funding streams available through FCM GMF and BC Hydro.

Funding program details can be found here:

FCM GMF Municipal Fleet Electrification funding stream summary (fleet study):
<https://greenmunicipalfund.ca/funding/study-municipal-fleet-electrification>

FCM GMF Municipal Fleet Electrification funding application (full details):
<https://media.fcm.ca/documents/programs/gmf/mfe-application-guide-gmf.pdf>

BC Hydro Fleet Electrification Study Plan requirements:
<https://www.bchydro.com/content/dam/BCHydro/customer-portal/documents/power-smart/electric-vehicles/ev-fleet-plan-requirements.pdf>

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 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 RDN 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 RDN serves an area of 2,041 km² in mid-Vancouver Island, including both rural and urban areas. The RDN has committed to achieving and maintaining corporate carbon neutrality by 2032, prioritizing emission reductions over offsets. The RDN's fleet produce approximately 61% (1563 tCO₂e/yr) of owned and contracted corporate emissions (2578 total tCO₂e/yr). Fleet vehicles range from light to heavy duty and are used in the following services: fire and emergency, solid waste (landfill and transfer station operations), transit support, water and wastewater, administration, building inspection, bylaw enforcement, recreation, and parks services. The RDN also maintains contracts for solid waste haulage and transfer and while it does not own or operate associated vehicles, it does own and report on associated emissions. While the RDN manages the local transit system with BC Transit, the scope of this work for transit includes only support fleet and excludes all busses. Asset management plans and fleet data quality (kms/year, fuel use by vehicle etc.) vary across RDN services. The RDN uses limited telematics on some high value equipment within Solid Waste Services.

Approximate fleet size excluding contracted:

Light Duty Car/Truck	Light Utility (e.g., ATV, ride on lawnmower etc.)	Heavy Duty Vehicle
88	23	48

C. Contemplated Scope of Work and Timeline

The RDN contemplates the following scope of work, and any additional work required to maintain eligibility for BC Hydro and Green Municipal Fund grant programs:

1. Project Management – RDN staff are not available to provide administrative support or lead project management for this project – the vendor is expected to be fully responsible for project management, including administrative tasks (e.g., finding and booking available meeting times with RDN stakeholders, making and following up on data requests to RDN stakeholders, keeping project on time and within budget etc.)
 2. Grant application support
 - i. Assess current fleet information, identify information gaps, and acquire data to fill critical gaps (e.g., determine, in consultation with RDN, if telematics are necessary or if existing fleet information is adequate)
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- ii. Support RDN grant application development and application for grant funding (FCM, Hydro) – Application guides and program sites are included as Appendix.
3. Fleet Decarbonization and Infrastructure Plan development
- i. Work effectively with vehicle users/owners to document and assess operational needs and concerns, including real and perceived barriers.
 - ii. Gather information necessary and complete analysis of total cost of ownership, greenhouse gas savings, operational impacts, infrastructure needs, and technological readiness for different decarbonization options and asset replacement timing.
 - iii. Produce costed timeline of capital acquisitions and infrastructure work for decarbonization including:
 - fleet vehicle replacements, including for each fleet vehicle: recommended replacement vehicle model(s) to meet operational needs, price, available grant funding, total cost of ownership, and associated carbon savings.
 - fleet charging/fueling infrastructure needs including location, number, type, electrical service upgrade requirements, recommended installation timelines and class IV cost estimate for each location.
 - evaluate multiple timelines to understand impacts of different outcomes:
 - maximize greenhouse gas savings.
 - minimize total cost of ownership.
 - balancing two outcomes above
 - iv. Support integration of decarbonization plan into relevant RDN asset management plans and RDN financial plan
 - v. Possible vendor presentation to RDN elected officials and/or staff.
4. Additional work: Heavy Duty Fleet and Contracted Services
- a. Complete feasibility assessment of a sustainable biodiesel purchasing pool for Vancouver Island, including minimum estimated purchase volume needed, estimated annual cost, and level of interest from potential partner organisations and providers.
 - b. Assessment of contracted waste haulage and opportunities for decarbonization prior to and after contract end dates.
5. Support application for subsequent capital grants as needed.

Estimated Timeline

Task	Estimated Timeline
Issue RFSQ	June 3, 2024
Submission Deadline	June 24, 2024

Contract Selection and Negotiations	July 2024
Fleet Electrification/Decarbonization and infrastructure plan development	August 2024-November 2024
Final Fleet Electrification/Decarbonization and Infrastructure Plan delivery	December 2024

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than eight (8) single sided pages in length (not including cover page, cover letter and appendices (e.g., resumes). Please include the following for evaluation:

Company Statement

1. Provide a brief statement on your company and the services it provides, number of years it has provided those services, and how the scope of work for this project aligns with your corporate expertise. This information must also be provided for any subcontractors that will be utilized in the development of the Fleet Electrification/Decarbonization Plan.

Project Team and Relevant Experience to Scope of Work

2. Identify each member of the Team and the role they will be assigned on this project, along with their level of experience, and number of years of experience delivering the type of work and services described for this project. Explain how each of these team members will provide value to the project.
 3. Include copies of CV/Resume of the personnel (including any subcontractors) that would be part of the project team.
 4. The project team must include qualified professionals for the following tasks:
 - electrical capacity assessments - either a licensed electrical contractor or a licensed electrical engineer registered with the Engineers and Geoscientists of British Columbia (EGBC).
 - Single line diagrams - licensed electrical engineer registered with EGBC.
 5. Please provide a statement of your firms’ experience supporting applications or completing work under the [BC Hydro Fleet Electrification](#) offer or [FCM GMF](#) funding programs.
 6. This project will require the project team to work effectively with fleet managers and sometimes fleet users who may have concerns over decarbonization plans and suitability of new proposed technologies. Please describe your team’s experience and approach to supporting fleet managers and users through fleet decarbonization planning and technology transition.
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7. Provide a minimum of three project abstracts (~0.5 page) completed in the past 5 years (including dates) that clearly outline your project team's experience in delivering fleet electrification/decarbonization and infrastructure plans of similar or greater magnitude. For the examples provided, please include details on:
 - Which team members were involved and their role on the project?
 - Challenges during the project and how they were addressed.
 - Project management role (e.g., was your team managing the project, or participating as a subcontractor/team member)
 - Grant application support for client and (as applicable)
 - General size and type of fleet assessed.
 - Approach used for fleet electrification/decarbonisation plan development including types of analyses performed.
 - Links to final reports where available.
 - References and contact details for these projects.
8. Please provide a statement about your team's familiarity with biofuel supply chains and procurement on Vancouver Island and your ability to complete this work.

Availability, Flexibility, Contingency

9. A statement of your Firm's and Project Teams' ability to complete this work along the timeline contemplated in Section C of this RFSQ.
10. Identify substitute Team members and/or approaches for contingency if team members become unavailable during the project delivery period.

Project Management and Quality Assurance

11. A statement of your Firm's approach to project management and what personnel on your team have formal training in project management.
12. A statement of your Firm's quality management process and any qualifications.

Equity and Sustainability

13. A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard. Please include outcomes of your firm's internal equity and sustainability programs/ initiatives.
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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.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 24th day of June 2024. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions will be received until 3:00 pm local time June 17, 2024.

Questions and submissions should be directed to:

Jessica Beaubier, Climate Change and Resilience Coordinator, jbeaubier@rdn.bc.ca

G. Additional Information

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) and the new BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.
