



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 24-061

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**DATE:** December 5, 2024

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**Project Title:** Evacuation Route Plan and Public Notification for RDN Electoral Area G, City of Parksville and Town of Qualicum Beach

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The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to create an Evacuation Plan for the RDN Electoral Area G, City of Parksville and Town of Qualicum Beach, and a standardized public notifications plan.

### **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**

Through the collaborative 2019 HRVA for the RDN, City of Parksville and Town of Qualicum Beach determined that wildfires are one of the highest-ranking hazards we face. Given this growing concern, the anticipated seasonal drought issues, continuously warming climate, and the many single road access communities that exist within the project area, it is critical to develop an operational evacuation route plan for this area as soon as possible. In our region, the Cameron Bluffs wildfire in 2023 highlighted the importance of clear and concise emergency public notifications as well as the need for effective evacuation plans. It is critical to identify the timeframes needed to safely evacuate the many communities and neighborhoods within the project area.

The project area is surrounded by privately managed forest lands, for which an accurate risk rating is difficult to identify due to the lack of available fuel type data for analysis. This results in a CWRP for Electoral Area G, that may not reflect the full risk profile for wildfire for that area. Since this Electoral Area surrounds the City of Parksville and the Town of Qualicum Beach and is dispersed throughout

those municipalities, and the true wildfire risk is unknown, development of a collaborative evacuation route plan is key to helping the communities be prepared.

This project will evaluate and identify the suitable evacuation routes and their capacity for various hazards; and understand local hazard impacts including compounding timelines for efficient evacuations.

Additionally, this project entails development of standardized public notifications through alert/order templates to create cohesive and concise messaging during emergencies.

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

Timeline: All project activities must be completed by June 30th, 2025

Scope:

This project includes the development of an Evacuation Route Plan for all project areas (RDN EA G, Parksville and Qualicum Beach) including:

- Identifying evacuation routes, their capacity, and methods of evacuation.
- Evacuation time needed for communities (including compounding evacuation times).
- Evaluation of all modes of transportation available and/or required during evacuations.
- Create an evacuation route plan for the project areas considering all necessary factors
  
- Develop standardized, plain language messaging for public notification and emergency alerting templates
- Develop cohesive strategies, plans, policies, and processes for public notification and emergency alerting
- Developing standardized web and social media posts and processes that unify social media messaging with emergency alerts and notifications
  
- Engagement with all identified relevant partners

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

The statement of qualifications should be no longer than seven (7) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas of expertise of the Firm and nominated Project Manager. Please include CV/Resume 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.
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- A statement of your firm’s ability to complete the work within the timeframe described.
- 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 project team based on the evaluation criteria listed below. Any or all SOQs will not necessarily be accepted.

Criteria	Weight
Qualifications and areas expertise	30
Relevant Work of Firm and Project Manager	30
Ability to complete within timeframe	25
Approach to advancing equity and sustainability	15

**E. Submission Date & Time**

Statements of Qualifications should be received on or before 3:00 p.m. local time on the 20th day of December, 2024. The RDN at its sole discretion, reserves the right to accept late submissions.

**F. Questions and Submissions**

Questions and submissions should be directed to:

Erica Beauchamp  
 Manager, Emergency Services  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@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](http://www.rdn.bc.ca/current-bid-opportunities)) and the new 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.