



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-028

DATE: April 14, 2025

Project Title: Mandatory Waste Source Separation Coaching

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to provide mandatory waste source separation coaching to the public and RDN staff.

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 RDN has recently been given the authority to regulate waste at the source which will be done through the Mandatory Waste Source Separation Bylaw 1812. The intention of the bylaw is to require all businesses, multi-family dwellings and institutions to have separate bins for garbage, food waste and recycling, or contract for post-collection sorting. Essentially, this is the same as the three-stream collection approach currently used with the RDN's single family curbside program which has very high levels of participation in source separating waste. Collection will NOT be provided by the RDN but instead by private haulers.

The RDN engagement page can be found here: <https://www.getinvolved.rdn.ca/waste-separation>

C. Contemplated Scope of Work and Timeline

The successful proponent will develop and execute a coaching strategy to help ensure that those that are impacted by the Mandatory Waste Source Separation Bylaw that need additional help in implementing the requirements of the bylaw, are able to receive the help, guidance and support they need.

The RDN has already created a limited number of guides for impacted residents, but any additional content creation will be the successful proponent's responsibility. The guides (Multi-family, Hotels, office and commercial buildings, restaurants) can be found on the RDN Solid Waste Engagement page. Reusing the images and content from the guides or creating similar imaging is preferred for consistency and brand recognition.

The successful proponent will also train RDN staff on the coaching strategy.

Coaching Strategy can include but is not limited to:

- Best practices based on the business or multi-family type
- Site visits
- Training on efficient waste separation techniques.
- Strategies for reducing waste generation.
- Methods for recycling and composting.
- Business modeling for waste management practices
- Recognition program
- Purchasing low waste items
- Incorporating reusable
- Determining where to place bins and how many are needed

Timeline: Creation of the coaching strategy in Q2 2025 and, if needed, into Q3 2025 and execution of the coaching strategy in Q3, Q4 of 2025 and into 2026 if budget allows. Final schedule will be developed in detail with the successful proponent.

There are an estimated ~18,000 Multifamily units in the RDN and 4,500¹ commercial businesses.

¹ This number is an estimation as the electoral areas in the RDN do not require a business license. This number was determined by combining business licenses in partner municipalities and a mix of building footprints, house points and air photo for Electoral Areas.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

- Qualifications and areas 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, specifically to solid waste services. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
- A list of services the Firm provides that may assist in the project.
- 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.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 30th day of April 2025. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Sonam Bajwa
Superintendent of Solid Waste Planning
sbajwa@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.
