REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-008

DATE:	February 3, 2023
Project Title:	**RECREATION AND PARKS MASTER PLAN FOR ELECTORAL AREA B (GABRIOLA, MUDGE, & DECOURCY ISLANDS)**

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications (SOQ) to prepare a Recreation and Parks Master Plan.

A. Intent

To prepare a Recreation and Parks Master Plan (RPMP) to guide the policies, priorities, and actions for recreation and parks services in Electoral Area B of the Regional District of Nanaimo (Gabriola, Mudge and DeCourcy Islands). The Plan will provide direction for managing and developing parks and recreation facilities, programs, infrastructure, resources, and investment over the next 10 years. It will assess the status of recreation and parks services and plan a future that reflects the values and needs of the island communities.

The Plan will serve as a strategic guiding document for the Gabriola Recreation Society, Electoral Area B Parks and Open Spaces Advisory Committee, Regional District of Nanaimo Board, and Recreation and Parks Department staff.

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 (see Section D) 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

A recreation services master plan for Gabriola Island was completed in 1995 however, no comprehensive parks and trails plan exists for Electoral Area B. The Gabriola Recreation Society, the Electoral Area B Parks, and Open Spaces Advisory Committee, and the RDN Electoral Area B Director to support the development of a combined Recreation and Parks Master Plan.

Gabriola Recreation Society:

Since 2003 the Gabriola Recreation Society (GRS) has administered various recreation services and delivered community-based recreation programs for the residents of Gabriola Island through a service agreement with the Regional District of Nanaimo.

The Society operates as a non-profit organization with some local autonomy and authority through the Societies Act to administer these services on behalf of the RDN.

The Society is led by a Board of 9 community volunteers and two permanent part-time staff - one responsible for operations and the other for programming. www.gabriolarecreation.org

Area B Parks and Open Spaces Advisory Committee (POSAC):

The POSAC advises and provides information to the RDN Board regarding parks and open space issues in Electoral Area B (Gabriola, Mudge and DeCourcy Islands), including the acquisition of parkland through the subdivision process, development and maintenance of community parks and trails, and priorities for the expenditure of community park operating and reserve funds.

The Committee works within the objectives and policies of the RDN Regional Growth Strategy, the Gabriola Island Official Community Plan (Islands Trust), and the recently adopted RDN Parks and Trails Strategy (2022).

The POSAC consists of a maximum of 7 members who are appointed by the Regional Board, including the Electoral Area Director, a member from the Gabriola Recreation Society, and up to 5 Members at Large who are residents of Electoral Area B. The Committee meets 3 times a year, typically in February, May, and September.

The successful proponent will be supplied with hard copies and/or digital files of all relevant supporting documents.

C. Contemplated Scope of Work and Timeline

The analysis and recommendations related to recreation services will be considered and provided within the context of Gabriola Island.

Recreation Services

1) Research, review and summarize key findings about the following:
    a. Demographics
    b. Trends in recreation services and facility development/management
    c. Leading performance indicators
    d. Best practice examples
    e. Existing and potential partnerships

2) Review of the RDN's role in the provision of recreation services and provide analysis of the current delivery method and provide actionable recommendations to improve as required.

3) Review of the current recreation program delivery implemented by GRS. Provide analysis and actionable recommendations to improve or adjust as required.

4) Review recently completed community Recreation Facilities Inventory.

5) Conduct a needs assessment regarding inclusive recreation services, programs, amenities, and facilities.

6) Review the inventory of sports fields, courts, and recreation focused amenities.

    a. Provide analysis and actionable recommendations to enhance existing inventory.

7) Provide funding alternatives and order of magnitude costs for all recommendations requiring changes to existing five-year financial plans.

Parks Services

The analysis and recommendations related to parks services will be considered and provided within the context of Gabriola, Mudge and DeCourcy Islands.

1) Research, review, and summarize key findings about the following background information related to parks:

    a. Demographics, trends, best practice examples, and existing and potential partnerships.

    b. Provide an inventory of all parks, trails, and open spaces owned/managed by the RDN and other organizations (i.e., other governmental organizations, school district, private organizations, and non-governmental organizations). The consultant will develop the inventory with Regional District Parks and GIS staff. The Regional District's GIS Department will do the inventory mapping itself.

    c. Review of the financial resources impacting the existing parks and trails system.

    d. Environmental information related to parks.

2) Determine goals, targets, and key performance indicators for Electoral Area B's community parks and trails system that support the overall vision and goals of the RDN Parks and Trails Strategy (2022).

    a. Targets are to be determined using a community-based approach that combines quantitative data and qualitative information such as demographics, population growth, densities, distances to other park types, and user input to identify priorities for community parks and trails that reflect the unique parks and recreational characteristics of Electoral Area B.

3) Analyze and make recommendations regarding parks and trails. Include the following:

    a. Review the current RDN Community Parks and Open Space classification system and determine if it should be updated in consultation with RDN Parks staff.

    b. Complete spatial analysis and present it in graphic form. Final maps for the RPMP should include inventory, analysis, and recommended information. The spatial analysis and final mapping are the responsibility of the consultant.

    c. Identify opportunities and deficiencies in the parks, trails, and open space system.

    d. Determine current and future needs. Including the following:

        - What are the community wants vs their needs (i.e., dog off-leash park, frisbee golf course, trails)?
        - How to balance recreational use of parks and open space with the need to support the conservation and stewardship of the land and water.

4) Provide clear direction, recommendations, and priorities. This could include but is not limited to:

    a. Identify opportunities to address unmet needs in the parks, trails, and open space system.

    b. Guidelines and priorities for strategic parkland acquisition to accommodate increased growth and demand, as well as existing deficiencies.

5) Develop an Implementation Plan and a summary of prioritized recommendations. Identify potential partnerships with agencies, stakeholders, and community groups.

6) Provide funding alternatives and order of magnitude capital and operating costs for all recommendations requiring changes to the existing five-year financial plans.

Advisory Committee

A Recreation and Parks Master Plan Advisory Committee (the 'Committee') selected by the RDN will support the development of the RPMP. The committee will

- Provide detailed information and first-hand knowledge of the parks and recreation services.
- Review public engagement materials
- Review preliminary data and findings
- Review draft reports
- Attend 4-6 advisory group meetings (can be a combination of in-person and virtual meetings)
- Attend scheduled community engagement and dialogue sessions when required

Public Consultation Program

The Regional District of Nanaimo's Public Consultation Policy A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the RPMP will be achieved through meeting the following goals:

- Ensuring that the style of consultation is inclusive
- Providing meaningful opportunities for public input and participation
- Making all relevant information about the planning process readily available to the public
- Presenting information to the public in a clear, understandable, and concise form
- Making available for review all public input gained during the planning process
- Accurately and objectively recording and assessing public input

A key role of the Consultant in compiling the RPMP is to develop, lead and interpret a community engagement process that contributes to the project's objectives. The public engagement process must use a varied approach to obtaining input to maximize participation and must include, but is not limited to the following:

- Develop an engagement plan
- Consultation with the Master Plan Advisory Committee and staff of the RDN Recreation and Parks Department.
- Interviews and dialogue sessions with community stakeholders, as identified by the Advisory Committee and those that self declare.
- A statistically valid public survey.
- A minimum of two points of community engagement to solicit views, comments and opinions on recreation and parks services on Gabriola Island.

- Present the draft RPMP to the Board of Gabriola Recreation Society, the Parks and Open Spaces Committee and receive comments prior to the preparation of the final document.

Through the RFSQ process, Project Consultant proposals must outline a consultation process that:

- Will not direct or control the scope of the project.
- Will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
- Will account for different stakeholder knowledge levels regarding the delivery of Recreation services.
- Will utilize a varied approach to obtain input from a wide range of residents.
- Will obtain detailed and accurate input that will yield data that can be analyzed.

Expected Outcome of the Recreation and Parks Master Plan

The updated RPMP must deliver a prioritized set of recommendations. These recommendations will provide the Regional District with guidelines for planning, decision-making, and management of recreation services and parks development and management in Electoral Area B for the next ten years.

The Consultant will provide a complete electronic copy of the RPMP, including any appended materials, as well as pdf copies of public engagement presentation boards. The Recreation and Parks Master Plan and any supporting reports or materials provided will become the property of, and for the sole use of, the Regional District of Nanaimo.

Timeline

The following is the proposed schedule for the development of the RPMP:

February 2023	RFSQ for Project Consultant issued
March 2023	Submissions review and award of contract
April 2023	Consultant's project work is underway Review of resources and inventory work commences
May/June 2023	Consultant's work continues Meeting with RPMP Advisory Committee Project update to POSAC (by RDN staff): project schedule, engagement plan, and materials (May 8, 2023) Stakeholder workshops/interviews Community Engagement
July/August 2023	Consultant's work continues Development of Draft RPMP
Sept/October 2023	Consultant's work continues Review of preliminary findings Meeting with RPMP Advisory Committee Project update to POSAC (by consultant): Community Engagement/Preliminary findings, (Sept 18, 2023) Stakeholder workshops/interviews
November 2023	Consultant's work continues Review of submitted draft RPMP Meeting with RPMP Advisory Committee Project update to POSAC (by consultant): draft RPMP (special meeting date TBD) Community Engagement: present draft plan
December 2023	Completion of final draft RPMP
January 2024	RPMP draft presented to GRS for final comment (by consultant)
February 2024	RPMP draft presented to POSAC for an approval recommendation (by consultant), (date TBD)
March 2024	RPMP draft to EASC and Board for approval

Note: The schedule may be revised based on timelines proposed by the selected Project Consultant in consultation with the RPMP Advisory Committee.

D. Statement of Qualifications and Evaluation

The Consultant's proposal is to include and will be evaluated on:

- Proposed methodology detailing phases, timing, and deliverables, including research, advisory committee management, stakeholder engagement, public engagement, and plan development.
- Information as to the qualifications, ability, and experience of the company with similar projects, including 3 references from within the past 5 years of other Recreation and Parks Master Plan projects the consultant has completed, preferably in a Regional District setting.
- A list of key personnel outlining their experience and role. Preference will be given to teams with experience developing Recreation and Parks Master Plans.
- A list of key sub-consultants, including their company and staff experience specifically related to their role.
- A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions.

Submissions will be scored out of 50 points and should be no longer than five (5) pages in length (not including cover page, cover letter and appendices).

Level of Effort and Budget

The RDN has allocated $90,000.00 + GST for the completion of the RPMP, including all fees, expenses, sub-contractors, and consultation.

E. Submission Date & Time

Statements of Qualifications should be received by 3:00:00 p.m. local time on February 24, 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
hking@rdn.bc.ca