REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 23-060

DATE:	August 22, 2023
Project Title:	**Development of an Enterprise Asset Management/Computerized Maintenance Management System Technology Application Strategy**

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to establish an Enterprise-wide Asset Management (EAM) and Computerized Maintenance Management (CMMS) technology application strategy, a budget presentation to the Regional District of Nanaimo Board and assisting with the development and evaluation of an RFP for selection should one be issued. Respondents must not be representatives of EAM/CMMS software solutions and will not be eligible to bid on subsequent projects to provide and implement EAM/CMMS software.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced independent 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 provides regional governance and services throughout Vancouver Island's central east coast. Communities within the regional federation include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the Regional District of Nanaimo is home to 170,367 people according to the 2021 Census.

The Regional District of Nanaimo delivers many services to its residents including water treatment and distribution, wastewater collection and treatment, solid waste collection and disposal including recycling, parks and recreational facilities, emergency and fire services etc…

In order to provide these services, the Regional District of Nanaimo builds, operates, maintains, and monitors infrastructure to best service the residents, businesses, and visitors in the region. The Regional District of Nanaimo has identified a need to improve the capabilities for the planning and response to infrastructure management needs. Currently, data supporting asset management practices – registry, conditions, risk management, level of service and maintenance planning/tracking, where applicable, reside in disparate and incompatible systems. Some critical data rests in entirely customized systems with no ability to access it from any other interface.

To achieve and support this outcome, the Regional District of Nanaimo is looking to collaborate with a qualified independent service provider in understanding the organization's current Asset and Maintenance Management practices, processes, capabilities, capacity (including staffing and other resource requirements), technologies and needs.

Additionally, the Regional District of Nanaimo is seeking to establish:

- an Enterprise-wide Asset Management (EAM) and Computerized Maintenance Management (CMMS) technology application strategy that provides the organization with clear and concise information to guide any future EAM/CMMS technology procurement and decisions;
- development of a project plan and budget for implementation of an EAM/CMMS, including presentation to the Board; and
- if accepted, assistance in development and evaluation of an RFP for technology selection.

C. Contemplated Scope of Work and Timeline

- Evaluating organizational capacity and making recommendations for any additional resourcing required for successful implementation and sustainment phases of EAM/CMMS;
- Developing strategy and roadmap for presentation to elected bodies in support of EAM/CMMS project / budgeting requests; and
- Developing requirements for and assisting with evaluation of EAM/CMMS software procurement.

The Regional District of Nanaimo is anticipating having the majority of the project, with the exception of solution procurement, completed not later than 120 calendar days after the successful service provider has been appointed and a fully executed agreement is in place anticipated in early to mid October.

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 for evaluation purposes:

- 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 Regional District of Nanaimo. Describe your Firm's high-level 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.
- 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 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

Submissions should be received on or before 3:00:00 p.m. local time on the September 22, 2023. The Regional District of Nanaimo at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Pravin Mahadeo
Asset Manager
Regional District of Nanaimo
pmahadeo@rdn.bc.ca

G. Addendums

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