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REQUEST FOR QUALIFICATIONS & EXPRESSIONS OF INTEREST

BACKGROUND

The Squamish-Lillooet Regional District (SLRD) is seeking qualifications and expressions of interest from qualified Geographic Information System (GIS) professionals who are able to act as relief personnel in the GIS/ Mapping Unit in the SLRD's Emergency Operations Centre (EOC) during future emergencies.

The purpose of this Request for Qualifications and Expressions of Interest is to identify contractors who are qualified, interested, and available to work in the GIS/Mapping Unit during an SLRD EOC activation.

SCOPE OF WORK

The general scope of the services is dependent on the emergency. The SLRD typically activates its EOC multiple times per year in response to wildfires, floods and landslides.

Working under the Planning section of the SLRD's EOC, services associated with the GIS/ Mapping Unit work will include:

- Working under the direction of the EOC Director or Deputy EOC Director, and working closely with the Planning section chief and other EOC personnel, the creation of emergency notification maps which clearly lays out areas on evacuation alert, evacuation order, evacuation routes and ESS resources during emergencies.
- The creation of other maps, graphic reports, charts and statistics based on spatial data as required.

REQUIREMENTS

- Formal GIS training.
- Thorough knowledge of and experience using ArcGIS in a professional setting.
- Professional experience as a GIS consultant, technician or specialist.
- Previous experience working in an EOC or in an emergency management capacity is preferred.
- Ability to work defined shifts which may be on weekdays, evenings and weekends; and the ability to be on call and work extended hours depending on the nature of the emergency.
- Excellent communication skills with superior attention to detail.

- Ability to work collaboratively, in a fast-paced, deadline-driven environment.

Interested Contractors must have the following insurance coverage:

- WorkSafeBC coverage (or if applicable, proof that WorkSafeBC coverage is not required) throughout the term. The successful applicant is responsible for all fines, levies, penalties and assessments made or imposed under the Workers Compensation Act and regulations relating in any way to the services.
- Automobile liability insurance coverage throughout the term in an amount not less than \$2,000,000; and
- Commercial general liability insurance throughout the term providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services an amount not less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate with a deductible not greater than \$5,000 per occurrence, with the SLRD named as an additional insured;
- Certificates of insurance confirming the placement and maintenance of such insurance at the signing of the Services Agreement and thereafter as requested to do so from time to time by the SLRD. If the applicant insurance expires or terminates before the end of the term, the applicant must deliver a new certificate of insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.

In addition, any successful contractor will be required to enter into the SLRD's standard Services Agreement.

INTENT

Following review and assessment of the submissions received, the intent of the SLRD is to invite contractors to submit their interest to work in the GIS/Mapping Unit function in the event of a future emergency. Contact information of interested contractors will be added to a qualified contractors list to be contacted should the need arise during a future emergency. Please note that being added to the qualified contractors list does not, in any way, guarantee that work will be available.

CONTRACT VALUE AND START AND END DATE

- The maximum contract value, and the contract start and end date is dependent on the emergency, the scope of the related EOC activation, and the need for GIS/ Mapping personnel.
- The completion date is dependent on the emergency and scope of the related EOC activation.

SUBMISSION

Interested contractors are invited to submit their expression of interest by email only **no later than 4:00pm on Monday, June 10th, 2024** to:

Michael Fusca
Squamish-Lillooet Regional District
Emergency Program Manager
mfusca@slrd.bc.ca

Those interested are asked to include the following in their submission:

- A cover letter (1 page is acceptable), identifying the contractor's name, contact information, and a description highlighting relevant experience and qualifications;
- A listing of available services;
- Availability for services from June to December 31, 2024 (indicating dates when the contractor is not available during this period);
- Schedule of rates for services available;
- List of insurance coverage (requirements listed above); and
- At least 2 references with contact information.

Questions can be submitted via email to mfusca@slrd.bc.ca