

# REQUEST FOR QUOTATIONS

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**June 6, 2026**

## **AFTER-ACTION REVIEW (AAR) – OCEAN FALLS AND MARTIN VALLEY FLOODING AND LANDSLIDE RESPONSE**

### **1. Introduction**

The Central Coast Regional District (CCRD) invites qualified consultants to submit quotations to facilitate and prepare a formal After-Action Review (AAR) of the March 2026 atmospheric river, flooding, and landslide events affecting Martin Valley and Ocean Falls.

The purpose of the AAR is to identify strengths, challenges, lessons learned, and opportunities for improvement arising from the emergency response and recovery activities undertaken by CCRD and its partners. The final product will support continuous improvement in emergency management planning, response, recovery, communications, coordination, and community resilience.

### **2. Background**

Between March 15 and April 9, 2026, the CCRD responded to significant flooding and landslide hazards affecting the communities of Martin Valley and Ocean Falls. The event resulted in the activation of the Emergency Operations Centre (EOC), issuance of Evacuation Alerts and Orders, a State of Local Emergency, and coordination with multiple agencies, First Nations, contractors, technical specialists, and community organizations.

The CCRD seeks an independent facilitator to conduct a structured review of the event and provide actionable recommendations.

### **3. Project Objectives**

The consultant will:

- Develop a common understanding of the event timeline, key decisions, actions, and operating conditions.
- Identify strengths and successful practices that should be sustained.
- Identify challenges, gaps, and areas for improvement.
- Capture lessons learned from participants directly involved in the response.
- Develop prioritized recommendations to strengthen emergency management capacity.
- Prepare an implementation-focused action plan outlining recommended next steps.

#### **4. Scope of Work**

The consultant shall provide all services necessary to complete the After-Action Review, including:

- Project Planning
- Kick-off meeting with CCRD staff.
- Review of relevant event documentation, situation reports, public communications, EOC records, and supporting materials.
- Development of a facilitation plan and engagement approach.
- Stakeholder Engagement

At a minimum:

- One facilitated internal CCRD debrief session.
- One facilitated external partner debrief session.
- Four to six focused interviews or small-group discussions with key participants.

Participants may include:

- CCRD staff and EOC personnel
- Electoral Area Directors
- Ocean Falls Improvement District
- Emergency Support Services personnel
- First Nations representatives
- Provincial agencies
- Technical specialists and contractors
- Community partners and support organizations

#### **Analysis and Reporting**

The consultant shall:

- Analyze information collected through workshops, interviews, and document review.
- Identify key themes and lessons learned.
- Develop recommendations and corrective actions.
- Prepare a final After-Action Review report.

#### **5. Deliverables**

The successful consultant shall provide:

- Project work plan and engagement schedule.
- Facilitation materials and participant guides.
- Summary of workshop and interview findings.
- Draft After-Action Review Report.
- Final After-Action Review Report incorporating CCRD feedback.
- Corrective Action Matrix identifying:
  - Recommendation
  - Priority
  - Suggested Lead

- Proposed Timeline
- Presentation of findings to CCRD senior leadership and/or Board, if requested.

## **6. Desired Methodology**

The CCRD encourages methodologies that:

- Promote psychological safety and respectful dialogue.
- Focus on systems improvement rather than individual performance.
- Support participation through multiple engagement methods.
- Incorporate Indigenous perspectives and culturally safe practices.
- Recognize the unique realities of emergency management in remote and coastal communities.
- Follow recognized emergency management after-action review practices.

## **8. Project Schedule**

To be completed by October 31, 2026.

## **9. Quotation Requirements**

- Lump sum price
- Itemized costs
- Schedule
- Proof of insurance

## **10. Submission Requirements**

Submissions shall include (10 pages maximum):

- Company profile
- Description of proposed approach and methodology
- Relevant project experience
- Qualifications of key personnel
- Project schedule
- Fixed-fee quotation

## **11. Evaluation Criteria**

- Relevant Experience
- Understanding of Project
- Methodology & Approach
- Qualifications of Personnel
- Cost

## **12. Submission Instructions**

Submissions shall be emailed in PDF format to:

Jessie MacDonald, Emergency Program Coordinator

Central Coast Regional District

Subject Line: RFQ – After-Action Review Services

Email: [epc@ccrd.ca](mailto:epc@ccrd.ca)

By Wednesday, June 10, 2026, at 4:00 PM

The CCRD is not bound to accept the lowest-cost proposal or any proposal and reserves the right to reject any or all submissions, waive informalities, and negotiate with the preferred proponent in the best interests of the Regional District.