



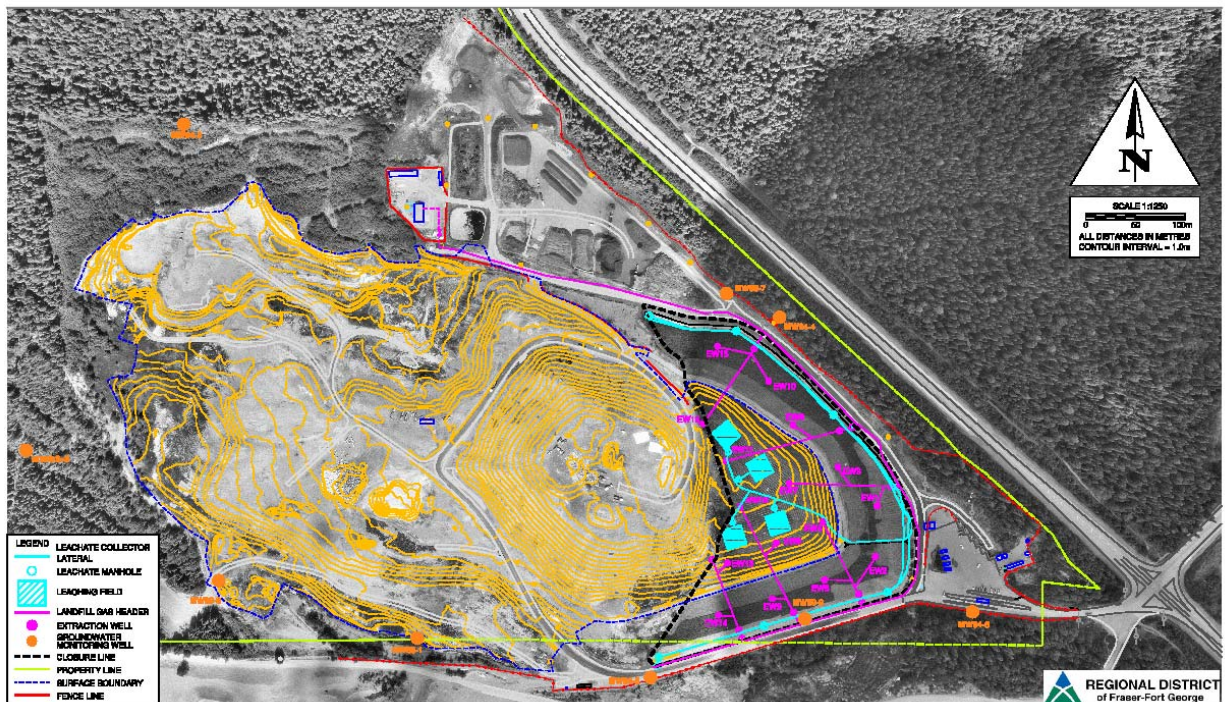
REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS ES-09-08

Integrated Landfill Management Plan

ENGINEERING SERVICES

POLLUTION CONTROL INFRASTRUCTURE AT FOOTHILLS BOULEVARD REGIONAL LANDFILL



Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
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<http://www.rdffg.bc.ca>



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REQUEST FOR PROPOSALS ES-09-08
INTEGRATED LANDFILL MANAGEMENT PLAN
ENGINEERING SERVICES

1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals for engineering services from qualified firms to prepare an Integrated Landfill Management Plan for the Foothills Boulevard Regional Landfill. The scope of the work involves integrating existing plans and studies associated with the continued operation and planning of the site into a single comprehensive plan, which will be utilized to identify and generate capital cost estimates for key long-term infrastructure projects required at the landfill.

Five (5) complete copies of your proposal must be submitted in a sealed package labeled “**RFP ES-09-08 Integrated Landfill Management Plan Engineering Services**” to Ms. Diane Hiscock, General Manager of Financial Services by 10:00 a.m. local time, Wednesday, May 20, 2009. The proponent’s name and return address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent. **Facsimile proposals will not be accepted.**

Proposals must be sent to:

Ms. Diane Hiscock
General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

All questions relating to this project must be directed to the Project Manager:

Mrs. Petra Wildauer, General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4483
Fax: 250-562-8676
Email: pwildauer@rdffg.bc.ca

The Regional District reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interest of the Regional District. Furthermore, the Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

The Regional District reserves the right to reject any proposal submitted by a proponent, where one (1) or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent (or in the case of a proposal submitted by a proponent who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this proposal the proponent further confirms that neither the proponent (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

The Regional District will not be responsible for any costs incurred by proponents, which result from the preparation or submission of documents pertaining to this proposal call. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

RFP documents may be obtained on or after May 5, 2009 in the following manner:

- a. In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca.
- b. In hard copy from the Regional District Service Centre, 155 George Street, Prince George BC. The office is open 8:00 a.m. to 5:00 p.m. Monday through Friday excluding statutory holidays.
- c. The cost for each hard copy request for Proposal package is ten dollars (\$10) (GST included) and is non-refundable.

2.0 ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential proponent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgment Letter to the attention of Mrs. Petra Wildauer, Regional District of Fraser-Fort George.

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

3.0 INTRODUCTION AND BACKGROUND

3.1 Introduction

The Regional District of Fraser-Fort George (Regional District) operates and owns the Foothills Boulevard Regional Landfill (the Site), a municipal solid waste landfill, located at 6596 Foothills Boulevard, Prince George, BC, Canada.

This facility serves a population of approximately 94,000 and receives 94% of the regional solid waste stream. The landfill operates seven (7) days per week to provide waste disposal, centralized composting, materials exchange, compost sales, and recycling services. The site has been in operation since 1974 and the current fill area is expected to receive waste for thirteen (13) more years.

3.2 Background

Foothills Boulevard Regional Landfill operations are carried out under an Operational Certificate issued by the Ministry of Environment on October 31, 2005. The site is authorized to manage recyclable material and municipal solid waste originating from within the Regional District of Fraser-Fort George.

The following documents have been identified as key approved plans and studies which are to be embodied into the Integrated Landfill Management Plan:

- i Design and Operations Plan, Foothills Boulevard Regional Landfill (AMEC Earth Tech & Environmental, 2006)
- ii Foothills Boulevard Regional Landfill Annual Report 2005 (RDFFG, 2006)
- iii Foothills Boulevard Regional Landfill Annual Report 2006 (RDFFG, 2007)
- iv Foothills Boulevard Regional Landfill Annual Report 2007 (RDFFG, 2008)
- v Annual Report on GHG Emission Reductions 2004 and 2005 (Golder Associates, 2008)
- vi Landfill Gas Utilization Study (Sperling Hansen Associates, 2002)
- vii Landfill Gas Management Project (Sperling Hansen Associates, 2000)
- viii Beneficial Use of Landfill Gas for Greenhouse Operations – Feasibility Study (XCG Consultants, 2008)
- ix Hydrogeological Review Foothills Boulevard Regional Landfill (AGRA Earth & Environmental, 1999)
- x Transient Electromagnetic Survey Foothills Boulevard Landfill (AMCL, 2000)
- xi Geophysical Surveys Foothills Boulevard Regional Landfill (AMCL, 2002)
- xii 2005 Annual Groundwater Monitoring Report Foothills Boulevard Regional Landfill (AMEC, 2006)
- xiii 2006 Annual Groundwater Monitoring Report Foothills Boulevard Regional Landfill (AMEC, 2008)

- xiv 2007 Annual Groundwater Monitoring Report Foothills Boulevard Regional Landfill (AMEC, 2009)
- xv Waste Characterization Study – Foothills Boulevard Regional Landfill (Technology Resources Inc., 2007)
- xvi Waste Characterization Study – Residential Automated Collection System (Technology Resources Inc., 2007)
- xvii Regional Solid Waste Management Plan (RDFFG, 1997)
- xviii Draft 2008 Regional Solid Waste Management Plan (Gartner Lee Limited, 2008)

4.0 PURPOSE

In 2006 the Regional District updated their Design and Operations Plan. The Plan constitutes the main body of the Design and Operations Plan including descriptions of all principle design and operating practices at the landfill. Under the current design draft, 2,070,400 cubic metres of airspace are available, which would accommodate landfilling activity in the current footprint until 2018.

The Design and Operations Plan is intended to be a living document with updates and changes being incorporated as required due to changes in regulatory requirements and/or best management practices applicable to a landfill site. Recommendations in the Draft 2008 Regional Solid Waste Management Plan and the Feasibility Study of Beneficial Use of Landfill Gas are driving the review of the current Design and Operations Plan. The Integrated Landfill Management Plan is a continuation of the current Design and Operations Plan and should integrate and optimized existing fill, leachate, landfill gas, closure, post-closure, groundwater and surface water management plans, and monitoring programs.

5.0 SCOPE OF WORK

The successful proponent will provide an Integrated Landfill Management Plan, including a report and drawings, which will present the finalized conceptual design for the entire Site. As the Plan is intended to be the master document for the Site it will accomplish the following:

- meet the requirements of the Operational Certificate issued in October 2005, by developing an Integrated Landfill Management Plan that embeds and optimizes existing fill, leachate, landfill gas, closure, post-closure, groundwater and surface water management plans, and monitoring programs,
- provide an operating manual for the site operator,
- identify any relevant aspects pertinent to potential future environmental impacts and liability, and
- identify key infrastructure elements/projects associated with the continued Site operation, expansion, progressive closure and post-closure activities.

6.0 PROJECT SCHEDULE

The Ministry of Environment recently raised concerns regarding the overall operation of the Foothills Boulevard Regional Landfill. In order for the Regional District of Fraser-Fort George to address these concerns, the successful proponent must provide a draft of the Integrated Landfill Management Plan with final conceptual and/or pre-design cost estimates no later than September 30, 2009. Revised conceptual capital cost estimates for the infrastructure projects identified as part of this plan are to be included in the final plan. The final Integrated Landfill Management Plan must be submitted by October 31, 2009 to allow for inclusion into the 2010 Regional District of Fraser-Fort George budget.

7.0 CONTRACTOR INFORMATION

7.1 Qualifications and Experience

The successful proponent will have at least three (3) years experience as a bona fide prime consultant in the business of solid waste management, landfill gas management, and landfill site engineering for local government. Proponents will submit evidence of previous successful performance in comparable work.

Proponents will provide complete information on experience of key personnel to be involved in the Integrated Landfill Management Plan and references from work on similar projects.

Proponents may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.

This RFP encourages proponents to demonstrate their experience, technical expertise and creativity in the area of short and long-term landfill site development.

7.2 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of two million dollars (\$2,000,000).

7.3 Occupational Health and Safety

The proponent will be required to comply with the *Workers' Compensation Act*.

7.4 References

The proponent must include a minimum of three (3) references complete with contact information in the proposal for projects similar to the Integrated Landfill Management Plan. A brief description of the project completed for each reference should be provided.

7.5 Professional Responsibility

Only qualified and experienced engineering professionals will be considered for this project. The successful proponent will be expected to provide services in accordance with a standard care, skill, and diligence maintained by a person (or firm) providing engineering services described herein. The successful proponent will be required to seal all documents issued for this project.

8.0 FEE STRUCTURE

The proponent must specify in the proposal, the fees required to satisfy the terms of reference for the project, the work plan, and methodology. The proponent must clearly identify and detail all costs separately. As well, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

8.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

8.2 Cost Control

The proponent must provide in the proposal, a description of the cost control measures they will employ to effectively manage the project budget.

9.0 WORK PLAN AND SCHEDULE

The proponent must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence, and details concerning implementation and completion dates for each task.

The completion date for this project is October 31, 2009.

10.0 RFP PROCESS

10.1 Proposal Format

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title Page, including RFP title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
- b. One (1) page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- c. Table of Contents including page numbers.
- d. An Executive Summary of the key features of the proposal.
- e. The body of the proposal, including pricing, i.e. the "Proponents Response".
- f. Additional information that a proponent may choose to provide.

10.2 Documents

The successful proponent will be required to provide all documents to the project to the Regional District in hard copy and an electronic format. All design drawings will be in an AutoCAD 2002 or higher format. All text documents will be in a Microsoft Word format.

The successful proponent will be provided with the documents listed under Section 3.2 and is expected to return these documents to the Regional District at the conclusion of the project.

10.3 Project Manager

All questions concerning RFP ES-09-08 are to be directed to the Project Manager after May 5, 2009.

Mrs. Petra Wildauer, General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4483
Fax: 250-562-8676
Email: pwildauer@rdffg.bc.ca

10.4 Time Schedule

The anticipated schedule for the service procurement process is as follows:

Issue RFP	May 5, 2009
Proposal Due Date	May 20, 2009
Selection of Proponent	May 21, 2009

11.0 EVALUATION OF PROPOSALS

The contract award will be based on the professional qualifications, experience, local knowledge, work plan methodology and schedule, price, and quality of proposal. The proposal submission should be clear, concise, and complete.

The Regional District shall be the sole judge of a proposal and its decision shall be final.

11.1 Evaluation Criteria

The following criteria will be used by Regional District staff to evaluate proposals received:

a. *Consultant's Qualifications and Experience – 25 points*

- The length and quality of experience of
- the person named in the proposal as the consultant's project manager,
 - the consulting firm doing similar projects, and
 - the team assigned by the consulting firm to work on this project.

b. *Methodology – 35 points*

This includes the evaluation of

- thoroughness of the project approach reflected in the work plan and project schedule,
- level of effort reflected in total work hours of the team assigned to complete the project, and
- timing of project tasks outlined in the project schedule.

c. *Project Budget – 25 points*

This includes the amount of detail given to project relevant line items and the overall proposed project costs.

d. *Quality of Proposal, including format – 15 points*

12.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act*.

ACKNOWLEDGEMENT LETTER

The undersigned has received the full set RFP Document.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

We presently intend to _____ provide or _____ not provide a Proposal.

Return immediately to:

Petra Wiladuer, General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676