



**REGIONAL DISTRICT
of Fraser-Fort George**

**DESIGN AND DEVELOPMENT OF THE
VALEMOUNT REGIONAL LANDFILL CLOSURE PLAN**

**REQUEST FOR PROPOSALS
ES-16-15**



Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>

TABLE OF CONTENTS

1.0	INVITATION AND INSTRUCTIONS	3
2.0	ACKNOWLEDGEMENT LETTER	4
3.0	INTRODUCTION AND BACKGROUND.....	4
4.0	PURPOSE	5
5.0	SCOPE OF WORK.....	5
6.0	PROJECT SCHEDULE.....	6
7.0	CONTRACTOR INFORMATION.....	6
8.0	FEE STRUCTURE	7
9.0	WORK PLAN AND SCHEDULE.....	7
10.0	PROPOSAL FORMAT	8
11.0	DOCUMENTS.....	8
12.0	PROJECT MANAGER	8
13.0	TIME SCHEDULE	8
14.0	EVALUATION OF PROPOSALS.....	9
15.0	OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION	9
	ACKNOWLEDGEMENT LETTER	10
	SERVICE AGREEMENT	11
	APPENDICES	13
	VALEMOUNT LOCATION MAP	15
	VALEMOUNT SITE MAP	16
	VALEMOUNT REGIONAL LANFILL PERMIT	17

REQUEST FOR PROPOSALS

ES-16-15

DESIGN AND DEVELOPMENT OF THE VALEMOUNT REGIONAL LANDFILL CLOSURE PLAN

1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals from qualified firms to Design and Develop a Closure Plan for the Valemount Regional Landfill. The scope of the work involves integrating existing site plans and information associated with the operation of the site and into a comprehensive plan, which will detail options and methodologies best suited to permanently close the Valemount Regional Landfill to all applicable current and anticipated Ministry of Environment Regulatory Requirements. Proponents will identify all anticipated capital costs and ongoing long term monitoring and maintenance costs associated with the closure of this landfill.

Two (2) complete copies of your proposal must be submitted in a sealed package labeled “**RFP ES-16-15 Design and Development of the Valemount Regional Landfill Closure Plan**”, to the General Manager of Financial Services by 10:00 a.m. local time, Tuesday, July 5, 2016. 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.**

Request for Proposal documents may be obtained on or after June 8, 2016 in the following manner:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca;
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) 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. The cost for each hard copy request for Proposal package is twenty dollars (\$20) (GST included) and is non-refundable.

The lowest or any proposal will not necessarily be accepted. The Regional District of Fraser-Fort George (“Regional District”) reserves the right to accept or reject any or all proposals. Facsimile proposals and electronic proposals will NOT be accepted.

Proposals must be sent to:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George BC V2L 1P8

Questions relating to the project must be directed to:

Mr. Darwin Paton
Environmental Services Technician
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400 / 1-800-667-1959
Fax: 250-562-8676
Email: dpaton@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.

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.

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 Mr. Darwin Paton, 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) operated and owns the Valemount Regional Landfill (the Site), located 3 km north of the village of Valemount, BC.

The Site is immediately adjacent to the current operational Regional Transfer Station which has some marshalling areas located in the vicinity of the landfill site. This must be considered in any design and development plan being recommended by the proponent.

3.2 Background

The Valemount Regional Landfill, a modified solid waste landfill, originally permitted in 1974 (P02465) by the Ministry of Environment, Lands and Parks, received municipal solid waste, construction and demolition waste from the Village of Valemount and the surrounding area until 1995. The site was licensed to receive a maximum of 210 cubic meters per week and was primarily operated as a modified trench type landfill. The site continued to receive demolition and construction waste until 2013.

The following documents have been identified as key approved plans and studies which are to be embodied into the Design and Development Plan for the Valemount Regional Landfill Closure and will be available to the successful proponent through the Regional District Website:

- i Permit PR-02465 Ministry of Environment, Lands and Parks Discharge Permit May 7, 1974 (included in the appendixes of this document)

- iv 2010 Annual Groundwater Monitoring Report Valemount Transfer Station, Valemount, BC, AMEC Earth & Environmental, April 5, 2011.
- v 2014 Annual Groundwater Monitoring Report Valemount Transfer Station, Valemount, BC, SNC Lavalin Inc.

4.0 PURPOSE

The purpose of this Request for Proposal is to engage a qualified firm to design and develop a permanent closure plan for submission and subsequent approval from the Ministry of Environment. In 2015 the Regional District updated their Regional Solid Waste Management Plan. This plan describes the various waste management facilities within the Regional District, their operational status and the Regional District's plans of operational development and/or closure based on site capacities, current and future programs, population served and potential for environmental impact. The Valemount Regional Landfill, operating only as a Select Waste Landfill since 1995 was identified for final closure within the 2015 Regional Solid Waste Management Plan.

The Design and Development Closure Plan for the Valemount Regional Landfill will serve as the principle document with which the closure of the Valemount Regional Landfill will be carried out. The successful proponent will consider all current legislative and regulatory requirements and applicable guidelines pertaining to the operations, post operations, closure and long-term monitoring requirements of landfills within the province of British Columbia. This plan is intended to be a living document and will provide the Regional District with a timeline of monitoring and maintenance tasks which will allow the Regional District to meet or exceed all of its obligations to the Province of British Columbia which are applicable to a closed landfill site.

5.0 SCOPE OF WORK

The successful proponent will provide a Design and Development Closure Plan, including a report and drawings that will have considered the operational history of the site, the existing ongoing operation of the adjacent transfer station, historic monitoring activities and the sites current usage. The proponent will also consider the local climate, geology, hydrology of the site and clearly state the reason(s) for implementation of all their recommendations. The proponent will incorporate a Best Practices Approach within their proposed closure plan. Consideration will be given to eliminating or mitigating any potential or perceived environmental impacts, economic responsibility (given the location of the site and the availability of suitable local materials) and the complete fulfillment of the Regional Districts Responsibilities to the Province in regards to the permanent closure and long term monitoring of the site.

As the plan is intended to be the master document for the Site it will accomplish and include, but not be limited to, the following:

- Provide a detailed written closure plan outlining the proponents choice of closure system (and the reasoning behind them), volumes of materials to be used, and methodology of implementation taking into consideration all current regulatory requirements.
- The proponents plan will also include details of the proposed groundwater and surface water management works for the site taking into consideration the current groundwater monitoring program and all current regulatory requirements.
- Provide recommendations on all required additional infrastructure, potentially including but not limited to; ditching, fencing, monitoring wells, gas probes, signage etc.

- Provide a detailed drawing set (plan and profile) including but not limited to; the current site conditions, proposed closure, post-closure, groundwater and surface water management plans, taking into consideration all current regulatory requirements and current monitoring practices already in place.
- Identify and include mitigation actions of any relevant vectors or aspects pertinent to potential future environmental impacts and liability.
- Identify key infrastructure elements/projects associated with the Sites closure and post-closure activities.
- Identify cost and reason(s) for any recommended pollution abatement engineering works.
- Provide recommendations on potential post closure usages of the property which would best benefit the surrounding community and the Regional District.
- Provide a detailed cost estimate of the closure project for budget consideration, including any ongoing maintenance and monitoring considerations.
- Provide a timeline to the implementation of the recommended closure system, identifying key milestones and dates.
- Provide procedures within the plan on the above where applicable to the future maintenance of the site.

6.0 PROJECT SCHEDULE

The Regional District intends to submit the successful proponent's closure plan to the Ministry of Environment for approval. In order to consider construction, cost estimates need to be considered in the 2017 budget process. The successful proponent will provide a draft of the Design and Development of the Valemount Regional Landfill Closure Plan by September 30, 2016 and the final Closure Design and Capital Cost estimates no later than October 31, 2016.

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 Valemount Regional Landfill Design and Development Closure 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 long-term landfill closure considerations and potential future site use.

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 Valemount Regional Landfill Design and Development Closure 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, 2016.

10.0 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.

11.0 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 2007 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.

12.0 PROJECT MANAGER

All questions concerning RFP ES-16-15 are to be directed to the Project Manager after June 8, 2016.

Mr. Darwin Paton, Environmental Technician
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400
Fax: 250-562-8676
Email: dpaton@rdffg.bc.ca

13.0 TIME SCHEDULE

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

Issue RFP	June 8, 2016
Proposal Due Date	July 5, 2016
Selection of Proponent	July 21, 2016

14.0 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.

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*

15.0 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:

Mr. Darwin Paton
Environmental Technician
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676

SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____ in the year of 2016 by and between the Regional District of Fraser-Fort George, hereinafter called the "Regional District" and _____ hereinafter called the "Contractor".

WITNESSETH: That the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Service Agreement Documents for the project entitled "Design and Development of the Valemount Regional Landfill Closure Plan",
 - b) Commence to actively proceed with the Work of the Contract on _____.
2. The Contractor will pay to the Regional District as full compensation for the performance and fulfilment of this Service Agreement, the sum or sums of money specified herein in the manner and at the times specified in the Service Agreement Documents.
3. The General Conditions of Service, Service Agreement and other Securities, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Service Agreement and will enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.
4. No implied agreement of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Service Agreement or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are and will be the only contract, covenants and agreements on which any rights against the Regional District may be founded.
5. Subject to Section 3, this Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.

6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at _____.

The Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
**REGIONAL DISTRICT OF
FRASER-FORT GEORGE**

Chair

Date

Corporate Officer

Date

SIGNED ON BEHALF OF
CONTRACTOR

Authorized Signature

Date

(Name and Title) (Please print)

APPENDICES

VALEMOUNT LOCATION MAP



VALEMOUNT SITE MAP



VALEMOUNT REGIONAL LANFILL PERMIT

PROVINCE OF
BRITISH COLUMBIA



Environmental Protection
1011 Fourth Avenue
Prince George
British Columbia, V2L 3H9
Telephone: (604) 565-8155

MINISTRY OF ENVIRONMENT,
LANDS AND PARKS

PERMIT
PR-02465

DRAFT COPY

Under the Provisions of the Waste Management Act

Village of Valemount

P.O. Box 168

Valemount, British Columbia

VOE 220

is authorized to discharge refuse to the ground from a landfill located near Valemount, British Columbia, subject to the conditions listed below. Contravention of any of these conditions is a violation of the Waste Management Act and may result in prosecution.

This permit revokes and replaces all previously issued permits under the number PR-2465 issued under Part 2, Section 8 of the Waste Management Act.

1. AUTHORIZED DISCHARGES

1.1 This subsection applies to the discharge of refuse from a **landfill**. The site reference number for this discharge is E210713.

1.1.1 The maximum authorized rate of discharge is 210 m³/week.

1.1.2 The characteristics of the discharge are those of typical municipal solid waste.

1.1.3 The authorized works are a modified-trench type landfill, approximately located as shown on attached Site Plan A.

1.1.4 The location of the point of discharge is a 4.05 hectare site within the southeast portion of the southeast quarter of the southwest quarter of District Lot 5707, Cariboo Land District.

Date Issued: May 7, 1974
Date Amended:
(most recent)
Page: 1 of 3

R.W. Girard, R.P.Bio,
Regional Waste Manager

PERMIT : PR-02465

PROVINCE OF
BRITISH COLUMBIA

Environmental Protection

2. GENERAL REQUIREMENTS

2.1 Landfill Operation

The Permittee shall compact the refuse and apply a minimum of 0.15 metres of compacted soil cover over all exposed solid waste at least three times per week. This cover frequency assumes a seven day a week landfilling operation. The Regional Waste Manager may vary the compaction and cover frequency based on modified hours of operation. The intent is to maintain a cover frequency where no solid waste remains exposed for more than three days.

The Regional Waste Manager may vary the frequency of covering when freezing conditions adversely affect normal operation or when sufficient quantities of soil material are incorporated with the waste.

Any revision to the maintenance frequency must have the prior written authorization of the Regional Waste Manager.

2.2 Wildlife Nuisance

The subject discharge is one that is of concern because of the possibility of a nuisance or hazard being caused by bears or other animals attracted to the site. Additional works may be required or other operating instructions may be issued by the Regional Waste Manager if such problems arise.

2.3 Site Preparation and Restoration

Provision of fencing, site access, vehicle safety barriers, surface water diversionary works, leachate control works, firebreaks and site restoration as required, shall be carried out to the satisfaction of the Regional Waste Manager. Proper signage shall be provided to ensure adequate instruction to the general public using the facility.

2.4 Segregation of Metallic Wastes

Segregate large metallic wastes, such as appliances and auto bodies, in a separate area of the landfill site. The preferred method of final disposal of these metal wastes is through recycling.

Date Issued: May 7, 1974
Date Amended:
(most recent)
Page: 2 of 3

R.W. Girard, R.P.Bio.
Regional Waste Manager

PERMIT: PR-02465

2.5 Restricted Materials

Generally, no wastes shall be disposed of at this site which are unacceptable to the Regional Waste Manager including, but not limited to, special wastes as defined by the Special Waste Regulation.

2.6 Litter Control

The best practical means shall be used to prevent the scatter of litter. Any litter scattered into the neighbouring property, along access roads, in drainage ditches, along litter control fences, into surrounding trees or elsewhere on the landfill site shall be cleaned up by the Permittee. The frequency of clean up and other additional requirements for refuse scatter control shall be determined by the Regional Waste Manager.

2.7 Notification

In the event of any unauthorized burning occurring at the site, the Permittee shall immediately notify the Regional Waste Manager and take appropriate remedial action.

3. OPERATING PLAN

An operating plan which addresses, but is not limited to, the design, operation, prohibited materials and/or discharges, monitoring, reporting, closure and post-closure care, security, liability and performance requirements for the facility authorized in Section 1 shall be submitted for the approval of the Regional Waste Manager prior to September 30, 1995. Following approval of the operating plan by the manager, the facility shall be operated in accordance with the approved operating plan.

