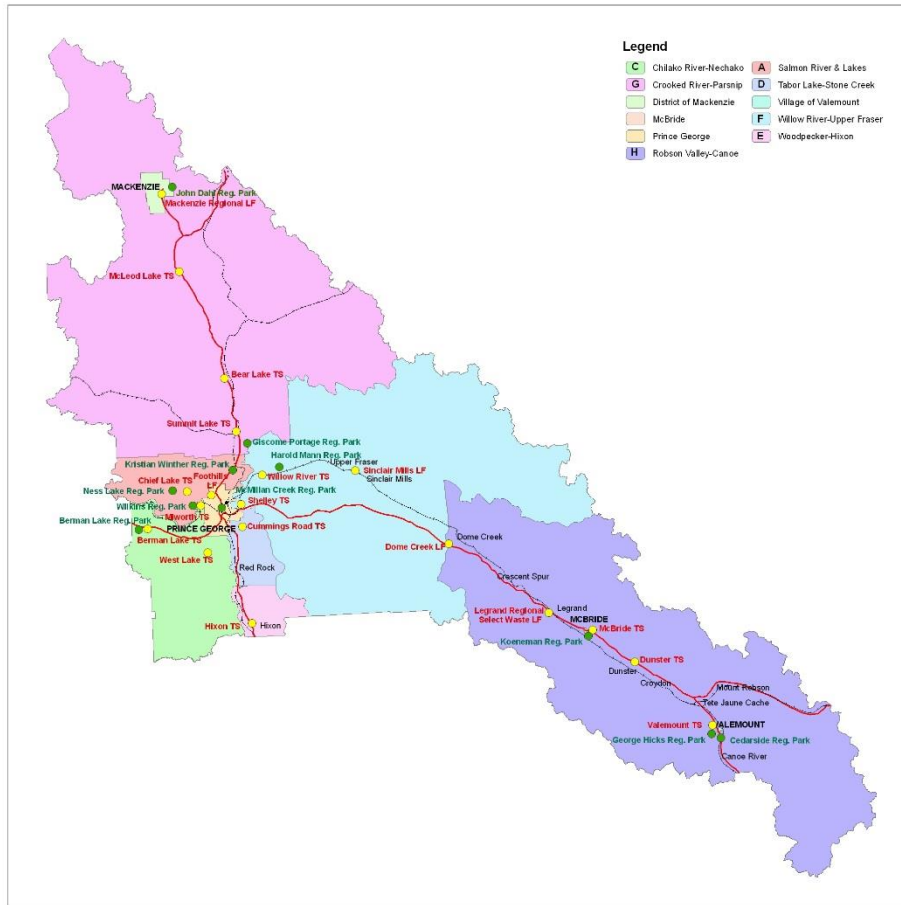




# REGIONAL DISTRICT of Fraser-Fort George

## Regional Solid Waste Management Plan Review REQUEST FOR PROPOSALS ES-15-02



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>

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## 1.0 INVITATION AND INSTRUCTIONS

The Regional District invites proposals for the preparation of a Regional Solid Waste Management Plan update.

Sealed Proposals, will be received by Natalie Wehner, General Manager of Financial Services, Regional District of Fraser-Fort George, 155 George Street, Prince George, BC up to 2:00 p.m. on February 18, 2015. Proposals must be returned in a sealed envelope labelled "REGIONAL SOLID WASTE MANAGEMENT PLAN REVIEW ES-15-02". Responding organization or individual must have their name and full mailing address clearly marked on the outside of the proposal envelope. Proposals will be opened in public at 2:15 P.m. on February 18, 2015, at the Regional District Office at 155 George Street. Late proposals will not be accepted and will be returned unopened to the proponent.

Request for Proposal Documents may be obtained on or after January 26, 2015:

- A) In a PDF (Public Document Format) file format from the Regional District's website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca), or
- B) On the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), or
- C) In a hard copy format from the Service Centre at, 155 George Street, Prince George, BC, between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays. The cost for each hard copy Request for Proposal package is twenty-five dollars (\$25) (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. Proposals submitted by fax, electronically or not in original Regional District format will **NOT** be accepted.

**Proposals must be sent to:**

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

**Questions relating to the project must be directed to:**

Rachael Ryder  
Waste Diversion Program Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: 250-960-4481  
Fax: 250-562-8676  
Email: [ryder@rdffg.bc.ca](mailto:ryder@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 interests 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 Acknowledgement Letter to the attention of Ms. Rachael Ryder, 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

The Regional District of Fraser-Fort George provides local government services to approximately 100,000 people in four municipalities and seven electoral areas covering a geographic area of 52,000 km<sup>2</sup>. Approximately 75% of the population lives in the City of Prince George with an additional 8,000 people residing in the municipalities of Mackenzie, McBride and Valemount. The remainder resides in seven Electoral Areas.

The Regional District is governed by a 14-member Board consisting of seven directors appointed by four municipalities and seven electoral directors elected by voters in seven electoral areas. Each municipality or electoral area participates in a variety of regional or local services, paid for through 100 individual budgets and a variety of cost sharing formulas.

The Regional District website ([www.rdfg.bc.ca](http://www.rdfg.bc.ca)) provides additional information concerning its services.

In 2009, the Minister of Environment approved the Regional District of Fraser-Fort George's second Regional Solid Waste Management Plan (RSWMP). The RSWMP is designed to cover a ten year period and fulfill the requirements for regional solid waste management planning under the *Waste Management Act*.

In British Columbia, regional districts are mandated by the Provincial *Environmental Management Act* to develop Solid Waste Management Plans that are long term visions of how each regional district would like to manage their solid wastes, including waste diversion and disposal activities.

The Regional District's RSWMP included programs, policies and infrastructure to meet the objectives of:

- Minimizing the amount of waste sent to landfill and maximize landfill life;
- Increasing recycling opportunities, particularly for plastics and organics;
- Incorporating Extended Producer Responsibility (EPR) into Plan;
- Addressing the final closure and monitoring of the small landfills; and
- Addressing the management of construction and demolition waste.

The RSWMP was implemented through a cooperative effort involving the Regional District of Fraser-Fort George, City of Prince George, District of Mackenzie, Village of Valemount, Village of McBride, BC Environment and the private sector. The Regional District provides RSWMP programs to each member municipality and electoral area in accordance with the Plan objectives. Member municipalities will continue to provide curbside collection of household wastes at their discretion.

#### **4.0 PURPOSE**

The Regional District intends to engage an experienced and qualified consultant to prepare an updated Regional Solid Waste Management Plan for the Regional District of Fraser-Fort George.

The desired project completion date is September 30, 2015.

#### **5.0 SCOPE OF WORK**

The successful proponent will provide a strategy and methodology to undertake a review of the existing RSWMP consistent with the requirements of the *Environmental Management Act*. The methodology will include a review of the current waste management practices, consultation with stakeholders and the general public, a review of current and evolving waste management strategies, and the development of recommendations to advance current waste management practices including operating and capital budget requirements.

##### **Key areas that need to be addressed are:**

- 3 R's Promotional and Educational Programs,
- Reduction and Reuse Programs,
- Centralized Composting Program,
- Impact of Extended Producer Responsibility on existing services,
- Regional Transfer Station System,
- Regional Landfill Closure and Post Closure Cost Strategy,
- Financing of future residual waste services and facilities.

##### **5.1 Information Review**

The Regional District will make the following documents available to the successful proponent.

- Regional Solid Waste Management Plan (Regional District of Fraser-Fort George, March 2008)
- Interim Phase 1 Landfill Gas Management Plan 2008
- Feasibility Study of Beneficial Use of Landfill Gas for Greenhouse Operations 2008
- Draft Transfer Station Efficiency and Services Study 2010
- Integrated Landfill Management Plan 2010
- Waste Characterization Study – Foothills Boulevard Regional Landfill (Technology Resources Inc., July 2013)

The successful proponent will return these documents to the Regional District at the conclusion of the project.

## 6.0 CONTRACTOR INFORMATION

### 6.1 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 planning 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 review process 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 Request for Proposals encourages Proponents to demonstrate their experience, technical expertise and creativity in the area of solid waste management planning. The Solid Waste Management Plan will be conducted in accordance with all Provincial legislation and guidelines.

### 6.2 WorkSafeBC

The Contractor will comply with the provisions of the *Workers' Compensation Act* of British Columbia and provide proof, satisfactory to the Regional District that all assessments have been paid and that they are in good standing.

### 6.3 References

The proponent must include a minimum of three references for projects of a similar nature complete with contact information in the proposal. A brief description of the projects completed for each reference should be provided.

### 6.4 Professional Responsibility

Only qualified and experienced engineering professionals will be considered for this project. The successful proponent will be required to seal all documents issued for this project.

### 6.5 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of at least \$2,000,000 (two million dollars). The successful proponent will be required to name the Regional District as Additional Insured and provide a Certificate of Insurance verifying these requirements.

## **7.0 FINANCIAL PROPOSAL**

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. The various stages of the work plan should be costed separately, with taxes and disbursements clearly identified.

### **7.1 Terms of Payment**

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

### **7.2 Cost of Control**

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

## **8.0 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 September 30, 2015.

## **9.0 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 Request for Proposal title and number, proponent’s name and address, telephone number, fax number, email address and contract representative.
- (b) One 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 the Financial Proposal, i.e. the “Proponent’s Response”.
- (f) Additional information that a proponent may choose to provide.

## 10.0 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and an electronic format. All text documents will be in a Microsoft Word format and in a PDF format.

## 11.0 PROJECT MANAGER

All questions concerning this Request for Proposal are to be directed to the Project Manager.

Rachael Ryder, Waste Diversion Program Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: (250) 960-4481  
Fax: (250) 562-8676  
Email: [rryder@rdffg.bc.ca](mailto:rryder@rdffg.bc.ca)

## 12.0 EVALUATION OF PROPOSALS

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, general experience, northern climate experience, local knowledge, Regional Solid Waste Management Plan concept 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.

### 12.1 Evaluation Criteria:

#### *(a) Capability – 25 Points*

- Project Manager Experience – the length and quality of the experience of the person named in the proposal as the consultant's project manager. The experience does not necessarily have to be all with the same consulting firm but must demonstrate, through at least three references from related assignments, that the project manager has comprehensive experience in landfill design, construction, operations and environmental monitoring.
- Company Experience – the length and quality of experience of the company in doing similar work. A minimum of three similar projects with references are to be listed.
- Team Quality – the length and quality of the experience of the team members who have been selected by the consulting firm to work on this particular project. Detailed resumes of key team members are to be provided.

#### *(b) Methodology – 25 Points*

- Quality of Proposal – the effort that went into the proposal.
- Work Plan – the thoroughness of the consultant's approach to the project.
- Level of Effort – the total person-hour proposed and the distribution among team members
- Innovative Considerations – this line allows the discretionary granting of additional points to those consultants who are proposing reasonable innovations that will enhance the project.
- Acceptable Schedule – evaluate the consultant's schedule for completion of the work



*(c) Historical Performance – 15 Points*

- Fees and Personnel – rate the consultant and project team on past performance with the RDFFG or with other clients where RDFFG experience is insufficient, in being able to complete the projects within his/her fee estimates and with the same personnel as originally proposed.
- Keeping to Schedule – rate the consultant and project team on past performance with the RDFFG or with other clients where RDFFG experience is insufficient, in being able to complete the project within his/her schedule.

*(d) Budget – 35 Points*

Rate the consultant's budget by multiplying the total available points (35), by the ratio of the lowest cost proposal versus the consultant's proposal cost.

### **13.0 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 of Request for Proposal Documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Date

We presently intend to \_\_\_\_\_ provide/ \_\_\_\_\_ not provide a Proposal as requested.

Return immediately to:

Rachael Ryder, Waste Diversion Program Leader  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

Fax Number: 250-562-8676