



**REGIONAL DISTRICT
of Fraser-Fort George**

**REQUEST FOR PROPOSALS
ES-23-08**

**Consulting Services
2023 Waste Characterization Study**

Date Issued: March 13, 2023

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Closing Date and Time: March 30, 2023
2:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Email Laura Zapotichny at lzapotichny@rdffg.bc.ca

Note: Late submissions will not be considered



TABLE OF CONTENTS

1.0 INVITATION AND SUBMISSION INSTRUCTIONS..... 4

2.0 PURPOSE..... 6

3.0 SCOPE OF WORK 7

4.0 PROPOSAL FORMAT 8

5.0 PROPONENT INFORMATION 9

6.0 PROPOSAL EVALUATION..... 9

7.0 WORK PLAN AND SCHEDULE 10

8.0 DOCUMENTS 10

9.0 FACILITY OPERATING HOURS 10

10.0 PROJECT MANAGER 11

11.0 CONTRACT 11

12.0 NOTICE OF DEFAULT 11

13.0 INSURANCE, WORKSAFE BC, INDEMNITY 11

14.0 FINANCIAL PROPOSAL..... 13

15.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION..... 13

16.0 CONFIDENTIALITY 14

17.0 RIGHTS OF WAIVER 14

18.0 SEVERABILITY 14

19.0 GOVERNING LAWS 14

20.0 ENTIRE AGREEMENT 14

21.0 DISPUTE RESOLUTION 14

22.0 WAIVER OF TERMS AND CONDITIONS 14

23.0 FORCE MAJEURE 15

ACKNOWLEDGEMENT LETTER..... 16

GOODS AND SERVICES TAX INFORMATION..... 17

CONFLICT OF INTEREST DISCLOSURE STATEMENT 18

SERVICE AGREEMENT 19

INTRODUCTION AND BACKGROUND

1.1 Introduction

The Regional District of Fraser-Fort George invites proposals from experienced consultants for the undertaking of a waste characterization study at the Foothills Boulevard Regional Landfill (the Site). The objective of the study is to understand the waste stream composition arriving at the Site. The Site receives waste from a number of sources including municipal curbside collection services, commercial haulers serving Prince George and area, and rural waste transfer station facilities. The Regional District is working in cooperation with the City of Prince George to include a focus on the City of Prince George’s residential automated collection system to assess changes in residential disposal trends.

1.2 Background

The Regional District of Fraser-Fort George provides local government services to approximately 106,000 people in four municipalities and seven electoral areas covering a geographic area of 52,000 km². 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 reside in seven Electoral Areas.

The Regional District website (www.rdffg.bc.ca) provides additional information concerning its services.

The Regional District operates the Foothills Boulevard Regional Landfill, located within the municipal boundaries of the City of Prince George. The Site has been identified in the Regional District’s Regional Solid Waste Management Plan as the long term receiving facility for municipal solid waste from a network of regional transfer stations and municipal and commercial collection services.

At present, 18 transfer stations feed into the Landfill facility, including the two regional transfer stations in the Robson Valley and one in Mackenzie.

**Weight of Waste Buried at Foothills
(tonnes)**

2018	2019	2020	2021	2022
72,742	73,529	73,785	79,139	74,417

Waste Reduction Initiatives:

An integrated regional solid waste management program commenced in 1994 with the introduction of three R’s education and promotion programs, multi-material recycling services, home and centralized composting services, and upgrades and regionalization of landfill and transfer station services.

The Regional District has operated a yard waste composting facility at the Site since 1995. Feedstock is delivered to the composting facility primarily by individual and commercial landscapers, tree maintenance companies, and the public.

The Regional District has prepared a feasibility study concerning potential expansion of curbside yard and garden collection in Prince George.

On July 1, 2017 the Regional District introduced a fine for commercial haulers for loads of solid waste that contain corrugated cardboard. It was noted in previous waste characterization studies that the commercial sector is the largest contributor to the amount of waste generated and represents the greatest potential for diversion.



On September 1, 2020 phase 1 of the DLC diversion program was initiated, starting a 10 month education period about future surcharges to be implemented.

On July 1, 2021 phase 2 of the DLC diversion program was initiated, introducing a 50% surcharge on mixed DLC loads. This was put in place to encourage loads to be separated by material type and diverted away from the landfill and towards recycling options.

On January 1, 2022 phase 3 of the DLC diversion program began, further increasing the mixed DLC load surcharge to 100%.

The Regional District provides drop off locations for a number of extended producer responsibility (EPR) materials including: automotive batteries, single use batteries, used oil, oil filters, and antifreeze, as well as printed paper and packaging.

1.0 INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Request for Proposals (“RFP”) Documents:

RFP Documents may be obtained on, or after, March 13, 2023.

- a) in a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca , or
- b) on the BCBid website @ www.bcbid.gov.bc.ca, or
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC **by appointment only**, between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding statutory holidays. The cost for each hard copy Request for Proposal package is ten dollars (\$10) (taxes included) and is non-refundable. (During Covid-19 please schedule an appointment by emailing lzapotichny@rdffg.bc.ca.)

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest or any proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all proposals. Facsimile proposals and electronic proposals will **NOT** be accepted.

1.2 Proposal Submissions and Closing Date

Proponents will complete and submit three (3) copies of their proposal, formatted as described in Section 4.0. PROPOSAL FORMAT.

Sealed proposals will be received by the General Manager of Financial Services, on the 3rd floor at the Regional District of Fraser-Fort George, up **to 2:00 p.m. local time on March 30, 2023.**

Proposals submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted. Any proposal received after the closing date and time (2:00 p.m., March 30, 2023) will be considered disqualified and will be returned to the proponent.

The following information **must be written on the outside of the sealed envelope containing the proposal submission, as well as the outside of the courier envelope (if sending by courier):**



1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Request for Proposals, ES-23-08
Consulting Services
2023 Waste Characterization Study
3. Responding Proponent's name and address.

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:

Laura Zapotichny,
Acting General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4445
Email: lzapotichny@rdffg.bc.ca

To be considered, proposals must be signed by an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this RFP. Any proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP. 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.

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.

1.3 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the RFP process, and/or identification of any errors or omissions in the RFP documents, shall be made by email to Laura Zapotichny, Acting General Manager of Environmental Services, lzapotichny@rdffg.bc.ca.

NOTE: The last day that requests for clarification or inquiries may be made is March 24, 2023 in order that addenda, if necessary, are issued in time for all proponents to complete their proposal submission and have it delivered to the Regional District office prior to the closing time and date of the RFP.

1.4 Acknowledgement Letter

Upon receipt of this RFP, a potential proponent will sign the Acknowledgement Letter (page 16) and email or fax the signed Acknowledgement Letter to the attention of Laura Zapotichny, at lzapotichny@rdffg.bc.ca. A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a proposal. Any work done after discovery of discrepancies, errors or omissions will be done at the Proponent's risk.

Any proponent who does not submit the Acknowledgement Letter will not be sent any



amendments or addenda and may be disqualified.

1.5 Regional District's Right to Reject Proposals

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect or fails in some way to comply with the requirements of this RFP, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect or accept the proposal.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest.

The Regional District reserves discretion to reject any proposal where:

- a) one or more 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; or
- b) 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.

When submitting a proposal, the proponent is required to complete a Conflict of Interest Disclosure Statement (page 18).

The Regional District reserves the right to reject any proposal submitted by a proponent who is, or whose principals are, at the time of proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

1.6 Claim for Compensation

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a proposal, a proponent agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing their proposal for matters relating to this RFP or in respect of the competitive proposal process, and the proponent, by submitting a proposal, waives any claim for loss of profits if a contract is not entered into with the proponent.

2.0 PURPOSE

The Regional District of Fraser-Fort George invites proposals from experienced consultants for the undertaking of a waste characterization study at the Foothills Boulevard Regional Landfill. The first Waste Characterization Study was completed in February 2007. The study was initiated to collect baseline data on the current regional disposal trends prior to updating the Regional Solid Waste Management Plan in 2008. The baseline data allows the Regional District to track changes in the waste stream as a result of improvements or changes in recycling opportunities and the implementation of new stewardship programs.

This is the fourth waste characterization study undertaken by the Regional District and the objective of the study is to understand the waste stream composition arriving at the Site. The Site receives waste from a number of sources including municipal curbside collection services, commercial haulers serving Prince George and area, and rural waste transfer station facilities.

The Regional District is working in cooperation with the City of Prince George to include a focus on the City of Prince George's residential automated collection system to assess changes in residential disposal trends.

Along with understanding the waste stream flowing into the landfill, it is also anticipated that a number of other benefits will be achieved. These include but are not limited to:

- Clearer understanding of the current waste generation and recycling habits of residents and businesses and understanding what type of materials are coming into the landfill as a whole.
- Comparing various regional sources of solid waste (rural transfer stations) to each other as a way of monitoring regional variations in waste disposal behaviours.
- Developing an understanding of the effectiveness of current waste diversion programs such as:
 - landfill policies and fee structures,
 - curbside service policies and fee structures,
 - education programs,
 - Multi-Material Recycling program,
 - private recycling services, and
 - Provincial Extended Producer Responsibility initiatives.
- Identification of future waste reduction opportunities.
- Site specific information allowing updated modelling of future landfill gas generation.

3.0 SCOPE OF WORK

At a minimum, the scope of work for this project includes:

- Information review
- Development of sampling methodology
- Coordination of field sampling at the Foothills Boulevard Regional Landfill facility for June 2023
- Compilation and presentation of data by September 2023
- Provision of final reports by October 31, 2023

3.1 Information Review

The following documents are available on the RDFFG website to assist in the preparation of your proposals:

- Regional Solid Waste Management Plan – 2015
- Foothills Boulevard Regional Landfill Annual Report – 2021
- Waste Characterization Study - Foothills Boulevard Regional Landfill – 2018
- Demolition, Land Clearing & Construction Waste Diversion Study – 2018
- Assessment of Full-Service Levels for the Regional District Transfer Station Network – 2019

3.2 Sampling Methodology

Methodology to be used for the Waste Characterization Study will be consistent with that which was employed for the Waste Characterization Study - Foothills Boulevard Regional Landfill conducted for the Regional District of Fraser-Fort George by Technology Resource Inc. in 2018. It is critical that the methodology and resulting data obtained be comparable to the methods and data in the previous studies and contain enough data points for results that have medium to high statistical significance.

The successful proponent shall obtain information from people working within the waste sector such as Regional District of Fraser-Fort George staff and waste haulers to assist them in organizing the collection schedule and sampling events.



3.3 Field Sampling

The successful proponent shall assume full responsibility for completion of the Waste Characterization Study including the hiring and supervision of labour, supply of all materials and equipment required to sample and measure, and worksite safety considerations.

The Regional District will work with the successful proponent to establish a field sampling location at the Foothills Boulevard Regional Landfill.

3.4 Reporting

The successful proponent will prepare two separate reports. The first report will be for the Foothills Boulevard Regional Landfill facility as a whole, and the second report will be specific to the City of Prince George's residential automated collection system.

The report documents will represent an important tool for the Regional District in understanding waste generation habits, identifying strengths and weaknesses in current waste reduction services and revealing opportunities for new waste reduction initiatives. It will also aid the Regional District in understanding the performance of waste reduction services provided by others.

The data will be presented in a format that will allow the Regional District to complete the following future tasks without having to reorganize how data is presented.

- an assessment of future infrastructure requirements
- an assessment of current EPR programs

In addition, we require a summary table by EPR category as follows:

- E-waste (televisions, computers, printers and peripherals)
- Tires
- Refundable beverage containers
- Pharmaceuticals and pharmaceutical containers
- Empty or less than ¼ full containers for paint and other products covered under the existing Product Care program
- Cell phones
- Batteries
- Fluorescent lights and tubes
- Used oil
- Antifreeze
- Small appliances
- Thermostats
- Smoke and CO alarms

4.0 **PROPOSAL FORMAT**

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 work plan and schedule.
 - f) Additional information that a proponent may choose to provide.
-

5.0 PROPONENT INFORMATION

5.1 Qualifications and Experience

The successful proponent will have at least five (5) years' experience as a bona fide prime consultant in the business of solid waste management, transfer station and compost operations, as well as organics diversion and curbside collection management. 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 project 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.

Proponents should demonstrate excellent project management knowledge.

The proponent must include in the proposal a list of the personnel on the project team, their project role, and curriculum vitae for each member of the team. Sub-consultants, if any, must be identified.

The proponent must include a statement of qualifications and relevant experience in support of the proposal.

5.2 Key Personnel

The successful Proponent will be required to maintain key members of the project team as proposed throughout the term of the Contract including, but not limited to the team lead, key staff and sub-consultants. Any proposed change to the project team must be agreed upon in writing by the Regional District. 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.

5.3 Professional Responsibility

Only qualified and experienced consultant 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 Consulting Services – 2023 Waste Characterization Study described herein.

6.0 PROPOSAL EVALUATION

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, general experience, local knowledge, characterization study 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.

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

- | | |
|--|------------------|
| a. Consultant's Qualifications and Experience | 20 points |
| The length and quality of experience of: | |
| - | |
| - The person named in the proposal as the consultant's project manager | |
| - The consulting firm's experience in doing similar projects | |
| - The team, with hours allocated by the consulting firm, to work on this project | |
| b. Methodology | 40 points |
| This includes the evaluation of: | |



- The thoroughness of the project approach, reflected in the work plan and project schedule
- The level of effort reflected in total work hours and assignments of the team developed to complete the project
- The timing of project tasks, milestones, and phases and how each will be completed
- The inclusion of project management pillars including how the consultant will address potential cost overruns, time management to meet each task and the risk factors involved in such a project that might affect the project's completion
- A plan outlining how the project will stay on budget and schedule

c. Project Budget 30 points

This includes:

- The amount of detail given to project relevant line items and the overall proposed project costs.
- The inclusion of any potential cost overruns, including additional public meetings, board presentations and additional consultation required to complete the project

d. Quality of Proposal, including format 10 points

This includes:

- Does the submission follow the directions within the proposal call and layout?
- Is the proposal neat, easy to read, and address all areas of the proposal call thoroughly?

The total scoring for each proposal will be out of *100 points*

7.0 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 completion dates for each task.

Proposed methods and work plans shall be approved by the Regional District no later than June 1, 2023. Sampling will occur at the Landfill during June 2023. The completion date for this project October 31, 2023.

7.1 Time Schedule

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

Issue RFP	March 13, 2023
Proposal Due Date	March 31, 2023
Contract Award	May 18, 2023
Project start up	June 1, 2023
Presentation to Board & Councils	September 14, 2023
Project completion	October 31, 2023

8.0 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and electronic formats. At a minimum, three hard copies of all text documents and data tables will be provided. Electronic copies of all text documents will be in a format compatible with Microsoft Word format and in a PDF format. All data will be in format compatible with Microsoft 365 or Microsoft Office Access 2021 format.

9.0 FACILITY OPERATING HOURS

Summer operating hours of the Foothills Boulevard Regional Landfill are Monday to Friday 7:00 a.m. to 5:00 p.m., Saturday and Sunday 9:00 a.m. to 5:00 p.m. Arrangements can be made for proponents wishing to work outside of the facilities regular operating hours.

10.0 PROJECT MANAGER

All questions concerning RFP ES-23-08 – Consulting Services - 2023 Waste Characterization Study, are to be directed to the Project Manager.

Laura Zapotichny, Acting General Manager of Environmental Services
Regional District of Fraser-Fort George
Telephone: 250-960-4400
Fax: 250-562-8676
Email: lzapotichny@rdffg.bc.ca

11.0 CONTRACT

11.1 Sample Service Agreement

The form of contract will be similar in form to the sample SERVICE AGREEMENT and will include this RFP, Proponent's Financial Proposal, all appendices, amendments and addenda, as well as the successful proponent's submission.

11.2 Award of Contract

A contract for ES-23-08 (the "Contract") is expected to be awarded to the successful proponent (the "Consultant") on May 18, 2023. All proponents will be advised, in writing, as to the awarding of the Contract.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

11.3 Contract Duration

This Contract will commence on June 1, 2023, with the Regional District's acceptance of the successful proponent's proposal and conclude October 31, 2023, with the submission of a final report. A possible extension of this Contract may be considered if agreeable to both parties. The Regional District retains the right of approval or rejection of any contract extension.

12.0 NOTICE OF DEFAULT

If the Consultant is in default of the performance of any of its material obligations set out in the Contract, the Regional District may, by written notice to the Consultant, require such default to be corrected. If within fifteen (15) days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate the Contract.

12.1 Termination

The Regional District shall compensate the Consultant for all Services performed hereunder through to the date of any termination and all-reasonable costs and expenses incurred by the Consultant in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Consultant prior to the termination of the Contract, will be provided to the Regional District within ten (10) business days of the termination date.

13.0 INSURANCE, WORKSAFEBC, INDEMNITY

13.1 Insurance

The Consultant shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance



(except automobile insurance on vehicles owned by the Consultant) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Consultant will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Where the Consultant requires the use of automobiles to undertake the work of the Contract, the Consultant will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$3,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less than \$3,000,000 per occurrence.

The Consultant shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

It is the sole responsibility of the Consultant to determine if additional limits of liability insurance coverage are required to protect them from risk.

13.2 WorkSafeBC

The Consultant will use due care and take all necessary precautions to assure the protection of persons and property while undertaking the work of the Contract and will comply with the *Workers Compensation Act* of the Province of British Columbia.

Prior to undertaking any of the work of the Contract, the Consultant will provide the Regional District with a Clearance Letter confirming they are in good standing with WorkSafeBC and will pay and keep current all assessments required by WorkSafeBC.

Out of Province Consultants will be compliant with WorkSafeBC's registration requirements pertaining to out of Province firms. Where WorkSafeBC registration requirements allow for a Consultant to be registered with another Province's Worker's Compensation Board, or like organization, the Consultant will provide the Regional District with their registration number and written documentation confirming that the Consultant is in good standing with the appropriate Worker's Compensation Board, or like organization. The Consultant will pay and keep current all assessments required to maintain good standing in relation to the Contract amount.

The Consultant will maintain an Occupational Health and Safety Plan (OHSP) and ensure that their employees and sub-contractors are well trained and aware of the OHSP. Prior to commencing sampling work, the Consultant will be required to supply a copy of their Health and Safety Plan to the Regional District.

13.3 Indemnity

Notwithstanding the compliance of the Consultant with all the clauses concerning insurance, the Consultant shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District, arising from or caused by a negligent act



or omission of, or breach of this Contract on the part of, the Consultant, and shall be paid by the Consultant. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Consultant all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Consultant covenants and agrees that this clause shall survive the termination of the Contract herein granted.

14.0 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 separately. As well, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified. The Regional District and the City of Prince George will be billed separately.

14.1 Terms of Payment

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

14.2 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.

14.3 Invoicing and Payment

If a Contract is awarded, invoices should be sent to financialservices@rdffg.bc.ca and should include at a minimum:

- a. Project document name and contract number
- b. Regional District contact full name (First and Last)
- c. Proponent contact information (name and phone number)
- d. GST number
- e. WCB number
- f. Detailed description of work performed
- g. Applicable taxes shown as separate line item
- h. Receipts attached for travel expenses
- i. Invoices to be submitted monthly

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* and this RFP. Each proposal should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

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*.

16.0 CONFIDENTIALITY

In accordance with the *Freedom of Information and Protection of Privacy Act*, the proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the proponents as a result of this Contract except insofar as such publication, release or disclosure is necessary to enable the proponent to fulfil their obligation under this Contract, or by the laws of British Columbia.

17.0 RIGHTS OF WAIVER

A waiver, or any breach of provision of this RFP will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

18.0 SEVERABILITY

All sections of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more sections herein are void, the validity of the remaining paragraphs hereof will not be affected.

19.0 GOVERNING LAWS

This Contract shall be governed and construed in accordance with the laws of the Province of British Columbia.

20.0 ENTIRE AGREEMENT

The terms and conditions set forth herein constitute the entire understanding and agreement of the Proponent and the Regional District with respect to the Services. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. The Regional District and the Proponent agree to reference this Contract as governing terms and conditions. Any changes to the terms and conditions set forth herein will be mutually agreed to and will be included, in writing, in a Change of Work Order.

21.0 DISPUTE RESOLUTION

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Contract, the Proponent and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Proponent and the Regional District. If such negotiations are unsuccessful, the Proponent and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Proponent and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of the Regional District.

22.0 WAIVER OF TERMS AND CONDITIONS

The failure of either the Proponent or the Regional District in any one or more instances to enforce one or more of the terms or conditions of this Contract or to exercise any right or privilege in this Contract or the waiver by the Proponent or the Regional District of any breach of the terms or conditions of this Contract shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.



23.0 FORCE MAJEURE

If either the Consultant or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Consultant is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Consultant and the Regional District under the Contract shall be suspended for so long as the condition constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event, and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Consultant a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Consultant or, if the Regional District and the Consultant are unable to reach agreement, as determined by the dispute resolution process under Section 21 of the Contract. Where as a result of Force Majeure there is a material increase in the Consultant's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Consultant under Section 14 of this Contract, as may be agreed by the Consultant, or as determined under Section 21 of the Contract. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Consultant is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Contract. If the Regional District terminates this Contract following the termination of the Force Majeure event, then it shall compensate the Consultant in accordance with Section 12.1 of this Contract.



ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of RFP ES-23-08
Consulting Services - 2023 Waste Characterization Study

Authorized Signatory Signature

Name of Proponent

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date

I/We presently intend to provide not to provide a Proposal.

Please return immediately by fax or email to:

Laura Zapotichny, Acting General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Email: lzapotichny@rdffg.bc.ca
Fax Number: 250-562-8676



GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City Province

Postal Code Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s.148 of the legislation

Other: Specify _____

Authorized Signatory Signature

Print Name

Title

Date



CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

ES-23-08 Consulting Services --
2023 Waste Characterization Study

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed



SERVICE AGREEMENT

**ES-23-08
Consulting Services
2023 Waste Characterization Study**

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE

a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called the "Regional District")

AND:

COMPANY

a company duly incorporated under the laws of British Columbia and having a place of business at:
Street Address
City, Province, Postal Code

(hereinafter called the "Consultant")

OF THE FIRST PART

OF THE SECOND PART

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

1. The Consultant will:
 - 1.1 Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfil everything as set forth in and in strict accordance with the Service Agreement Documents for the project entitled "ES-23-08 - Consulting Services - 2023 Waste Characterization Study",
 - 1.2 Commence to actively proceed with the Work of the Service Agreement on June 1, 2023.
2. The Regional District will pay to the Consultant 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, this RFP, Proponent's proposal submission 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 4, this Service Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Service 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 as follows:

The Consultant at _____
(Address)

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 Service Agreement.

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

Chair

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF THE
CONSULTANT

Authorized Signatory Signature

Date

(Name and Title) (Please print)