



REGIONAL DISTRICT OF NORTH OKANAGAN

REQUEST FOR PROPOSAL 2015-E670.02.1

SOLID WASTE MANAGEMENT

**Armstrong/Spallumcheen Recycling and
Disposal Facility Phase 1 Closure Design**

Engineering Services

**Re-Issued on BC Bid: July 24, 2015
Closes: August 21, 2015**

PART I - INSTRUCTIONS TO PROPOSERS

1. The Regional District of North Okanagan (RDNO) is requesting proposals for the provision of consulting services for final design to close the unlined section of the Armstrong/Spallumcheen Recycling and Disposal Facility (ASRDF). The design will include grading, capping, storm water, leachate and landfill gas management, monitoring and roadways for the area to be closed (Areas 8–11), as well as the integration of the closed area with the open area (lined cells 1–7). Information regarding area delineations is available in the Reference Documents.
2. Proposals must be received no later than Friday, August 21, 2015 (closing date).
3. Proposers are solely responsible for any costs or expenses incurred related to the preparation and submission of proposals.
4. Proposals must be submitted electronically in PDF format on or before the closing date to nicole.kohnert@rdno.ca and must be followed by one (1) signed paper copy submitted within five (5) working days of the closing date. The signed paper copy of the proposal must be submitted with the proposer's name and address and **Request for Proposal 2015-E670.02.1– Engineering Services – Armstrong / Spallumcheen Recycling and Disposal Facility Phase 1 Closure Design** clearly marked on the envelope, addressed to:

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9
Attention: Nicole Kohnert, P.Eng.,
Manager Regional Engineering Services

5. The successful proposer (Consultant) and any Sub-Consultants shall at all times indemnify and save harmless the RDNO and/or any of its officers, employees or agents from and against all claims and demands, losses, costs, damages, actions, legal fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damage resulting from the negligence of any officer, servant or agent of the RDNO while acting within the scope of their duties of employment.
6. The proposal must clearly show the complete company name, nearest location to the RDNO, and name and telephone number of the primary contact person for the project.
7. The proposal must identify other organizations, including contact information, to which the company and/or team members have provided a similar service.
8. The RDNO is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while Section 21 of the *Act* does offer some protection for third party business interests, the RDNO cannot guarantee that any information provided to the RDNO can be held in confidence. All proposals, after closing date, become the property of the RDNO.
9. Unless specifically outlined in the proposal, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the RDNO.

10. The RDNO reserves the right to not proceed with the assignment or to reduce or expand the scope of the program as necessary.
11. All questions regarding this RFP should be directed to Nicole Kohnert, P.Eng., Manager Regional Engineering Services by email at nicole.kohnert@rdno.ca prior to 1:00 pm local time on Thursday, August 19, 2015 to allow sufficient time to send a response to all proposers.
12. The proposer shall include information regarding the Company's Insurance protection policies.
13. Proposal Format

The proposal should include the following information:

- a) Letter proposal including Proposer's name, address, telephone number and other contact information
 - b) Brief outline of methodology by task, including any special considerations
 - c) Listing of at least three similar projects the team has managed including references
 - d) A description of the consulting team and their roles, including brief resumes showing only landfill related project experience
 - e) Proposed schedule of activities including milestones for deliverables
 - f) Budget, including estimated costs for specific tasks.
14. Proposal Evaluations

The RDNO reserves the right to accept any or none of the proposals submitted and will evaluate proposal submissions based on "best value" according to the following categories:

 - a) Project team including landfill design experience of project manager
 - b) Previous experience with landfill closure design
 - c) Past performance to deliver projects on time and on budget
 - d) Quality of proposal (clarity and organization)
 - e) Work plan and level of effort
 - f) Schedule
 - g) Fees.
 15. Award of the work is subject to funds being legally available and compliance with RDNO Purchasing Policy.
 16. The RDNO will provide a purchase order to complete the works in accordance with this request for proposal and the successful consultant's proposal. If required by the successful consultant or where required by the RDNO Purchasing Policy, the RDNO will enter into an agreement to complete the work in accordance with the RDNO standard professional services agreement.

PART II – TERMS OF REFERENCE

A. INTRODUCTION

This assignment relates to the design and development of tender drawings to construct phase one of the ASRDF closure as shown on the attached site plan.

B. OBJECTIVES

The objective is to design and develop tender drawings for closure of the unlined section (Phase 1) of the ASRDF (approximately 2.8 Ha) prior to December 1, 2015, in order to budget, tender and construct the cap and associated works in 2016.

C. REFERENCE DOCUMENTS

The successful consultant must be familiar with the following reference documents:

- a) CCDC 4-11 Unit Price Contract documents (not available through RDNO)
- b) "2014 Annual Report, Environmental Monitoring", RDNO, February 2015
- c) "Operations and Closure Plan, Armstrong/Spallumcheen Recycling and Disposal Facility", XCG Consultants Ltd., December 2012.

Access to items b) and c) will be made available on the RDNO ftp site once the consultant registers their interest in submitting a proposal with Nicole Kohnert.

D. REQUIRED TASKS

The project includes design and development of tender drawings to construct a cover for the unlined section of the ASDRF (shown in the attached Site Plan). The existing Operations and Closure Plan outlines the current filling plan and closure of the entire site and has been approved by the Ministry of Environment. The closure plan outlines a phased approach specifying that the unlined section or north half of the site would be capped in 2019. However, in the spring of 2015 a leachate outbreak was encountered at the toe of the unlined section of the ASRDF and is currently being managed using a drain and pond system. In order to prevent further buildup of leachate in this section of the landfill, a cap must be constructed as soon as possible.

Associated with the capping, site security, roadways and storm water, leachate and landfill gas management systems must be included. Landfill gas management has been an issue at the ASRDF for many years, however the quantity of methane produced falls below the regulated threshold. The decision to install a landfill gas management system at the facility during the Phase 1 closure will depend on the cost benefit analysis and Board of Director's approval. Leachate management in the lined section of the site has been implemented and is currently under review. The report generated from this review will be made available as soon as possible.

Tasks to be undertaken include, but need not be limited to:

- a) Prepare a project base map prior to design. RDNO has 2015 mapping available
- b) Determine information gaps and the process to fill the gaps
- c) Supervise any field work required
- d) Assess how the closure of Phase 1 will impact the filling plan
- e) Assess how the works in Phase 1 will eventually tie into the next phases of landfill closure
- f) Prepare a design brief for review and approval
- g) Obtain all necessary provincial and federal agency approvals
- h) Prepare detailed design and drawings required for tendering of Phase 1
- i) Complete a Class 2 cost estimate for budgeting purposes
- j) Upon approval of the Phase 1 closure by all parties, update the existing ASRDF Operating and Closure Plan for submission to the Ministry of Environment.

D. MEETINGS

The Consultant will be required to prepare agendas, review schedules, attend, and record minutes for meetings with project staff. As a minimum, the Consultant should allow for the following meetings with project staff:

- a) Project initiation
- b) Preliminary design review (25% and 90%)
- c) Final design review
- d) Presentation to the RDNO Board of Directors.

E. PROJECT DELIVERABLES

As a minimum, the Consultant will deliver the following:

- a) Phase 1 closure design brief
- b) Detailed design drawings
- c) Class 2 cost estimate for construction
- d) Provincial and Federal agency approvals as required
- e) Other documents as required by the RDNO.

F. OTHER INFORMATION

With respect to the need for consulting services beyond the design and cost estimate, a new Request for Proposal will be issued for tendering and construction services in the spring of 2016.

End of RFP



This map was compiled by RDNO, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either express or implied, including but not limited to warranties of sustainability or particular purpose or use.

Phase 1 Closure Site Plan
 Armstrong/Spallumcheen Recycling and Disposal Facility



Plot Date: Jun 18, 2015

