



REGIONAL DISTRICT OF NORTH OKANAGAN

REQUEST FOR PROPOSAL #2017-E361.621.1

REGIONAL SOLID WASTE MANAGEMENT

Solid Waste Management Plan Update

Consulting Services

Issued: Thursday, March 09, 2017
Closes: Wednesday, March 29, 2017

PART I - INSTRUCTIONS TO PROPOSERS

1. The Regional District of North Okanagan (RDNO) is requesting proposals for the provision of consulting services for the completion of a Solid Waste Management Plan Review pertaining to all of the RDNO's solid waste management facilities and programs.
2. Proposals must be received no later than Wednesday, March 29, 2017.
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 **Proposal for Consulting Services – Solid Waste Management Plan Review** clearly marked on the envelope, addressed to:

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, B.C. V1B 2K9
Attention: Nicole Kohnert, P.Eng., FEC, 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 to which the company and/or team members have provided a similar service.
8. Unless authorized by the RDNO in writing the Consultant shall not add or subtract key team members to or from the project team. Where key team members are added, resumes shall be provided for the RDNOs approval.
9. The RDNO is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (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.
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 Request for Proposal (RFP) should be directed to Nicole Kohnert, P.Eng., FEC, Manager Regional Engineering Services, by email at nicole.kohnert@rdno.ca prior to 1:00 pm local time March 21, 2017 to allow sufficient time to send a response to all proposers. If questions are received after this time, they may not be answered.

12. The proposer shall include information regarding the Company's Insurance protection policies.

13. Proposal Format

The proposal should include the following information:

- a) Title Page, including Proposer's name, address, telephone number and other contact information
- b) Outline of methodology including any special considerations and alternatives
- c) Proposed schedule of activities including milestones for deliverables
- d) Project Team including team lead and team member qualification (brief pertinent resumes only please)
- e) Three references from clients for whom the same type of work has been recently performed
- e) Budget, including estimated costs for each required task. Include hourly rate structure for key team members. Mileage rates are not to exceed the Canada Revenue Agency's (CRA) "Reasonable per-kilometer allowance".

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 in order of importance:

- Work plan and level of effort
- Project team, including project lead's experience
- Previous relevant experience
- Fees
- Quality of proposal
- Schedule.

15. Award of the work is subject to funds being legally available.

16. If the work is awarded, the RDNO will provide a purchase order to complete the work 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 MMCD (2000) Client/Consultant agreement, as amended.

17. The proposal must include a level of effort table showing hours and hourly rates per task, and include disbursements and expenses. Total fee will be compared against level of effort and work plan to see if the proponent has placed effort where the RDNO believes it is required. The proponent with the lowest fee will not necessarily be awarded the project. The proponent may

include optional items if desired. If proposals exceed the RDNO's budget, the RDNO may elect to negotiate partial scope work with any proponent to achieve budget.

18. 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.
19. Data provided to the Consultant as part of this project will be provided under the following terms and conditions:
 - a) Copyright –The Consultant acknowledges and agrees that copyright for all data transferred from the RDNO to the Consultant belongs to the RDNO. The RDNO shall retain title to all data provided and any copies of made of the data.
 - b) Conditions of Use – The Consultant is entitled to use the data files for the Project, but use of the data shall be limited to supporting the Project. The consultant may not use the data for purposes not directly related to the Project without first receiving written consent from the RDNO. Data sourced from outside agencies may require a separate data sharing agreement with said agency. The consultant will acknowledge the source for any data utilized and agrees that the copyright for any data shared by other agencies belongs to said agencies.
 - c) Transfer of Data – The Consultant may not sell, transfer, copy, loan or gift any of the data to another party for any reason without first receiving written consent from the RDNO.
 - d) Conditions of Data Retention – The Consultant may keep the data used to support the Project in their files where required by law, or as determined by best management practices with the provision that the data is always bound to the conditions within this agreement and must meet the provisions stated therein.
 - e) Confidentiality – The Consultant shall maintain confidentiality of all information, documentation and data provided by the RDNO during the course of carrying out the Project unless written consent from the RDNO is provided, or as required by law or by an authority having jurisdiction.
 - f) No Warranty – The Consultant understands that all data, whether digital, hardcopy or in any other format, is provided by the RDNO “as is” and the RDNO provides no warranty of any kind, either express or implied, nor guarantees whatsoever the accuracy and completeness of the data files or their fitness for any purpose. It is the consultant’s responsibility to ask for updated data in the event it is required. In no event will the RDNO be liable to the Consultant or any other party for losses or damages, including any loss of profits, lost savings or other incidental or consequential damages arising out of the data files, or the Consultant’s use or inability to use the data files, even if the RDNO has been advised of the possibility of such damages. The Consultant releases the RDNO from all losses or damages as just described and agrees not to sue or make any claim against the Regional District.

PART II – TERMS OF REFERENCE

A. INTRODUCTION

The Regional District of North Okanagan (RDNO) owns and/or operates several municipal solid waste management facilities including the following:

1. Greater Vernon Recycling and Disposal Facility (RDF) [18 years remaining, not including the possible expansion area]
2. Armstrong/Spallumcheen RDF [18 years remaining]

3. Lumby RDF [50+ years remaining]
4. Cherryville Transfer Station (TS) [includes a closed landfill]
5. Kingfisher TS [includes a closed landfill]
6. Silver Star TS
7. Regional Yard Waste Composting Facility at GVRDF [8 years remaining in current location]
8. Xerindipity (composting demonstration) Garden
9. Pottery Road Landfill (closed)
10. Ashton Creek Landfill (closed)
11. Eco Depot (at private bottle depot).

RDNO no longer manages a curbside collection program for recyclable material, garbage or organics. The majority of programming revolves around waste diversion at the six disposal and transfer facilities and supporting in various ways community initiatives as they arise. The following commodities are segregated at the RDFs and TSs and shipped off-site for recycling or reused on-site:

- Asphalt Shingles
- Batteries
- Blue Bag Materials
- Concrete and other Crushable Material
- Drywall
- Fluorescent Bulbs & Tubes
- Glass Jars and Bottles
- Propane Tanks
- Styrofoam
- Tires
- White Goods and Other Metals
- Wood Waste
- Yard and Garden Waste.

This Solid Waste Management Plan (SWMP) Review will follow to the most extent practical and economical the new Ministry of Environment (MOE) *Guide to Solid Waste Management Planning*, 2016 (the Guide). The last RDNO Plan Update, submitted in 2011, was not reviewed nor approved by the MOE due to insufficient resources on their part. A life cycle cost assessment (LCCA) and organics management options study was started in January 2017 in order to form a basis for this SWMP Review. This study is being conducted by XCG Consultants and is expected to be completed by June 2017. The following excerpt from the Guide provides a framework for this Plan Update.

A.2.4. Considerations for Small, Rural Regional Districts

Small and rural regional districts have distinct challenges when it comes to municipal solid waste management. Their populations are more dispersed and fewer in number, leaving them without economies of scale for cost effective servicing. Regional district resources may be primarily focused on improving the solid waste infrastructure and services, leaving fewer resources available to implement zero waste approaches.

While the legislative requirements outlined in this Guide are applicable to all regional districts, the solid waste management plans, regional targets, and programs should align with regional district

capabilities and local opportunities. Flexibility regarding the guidance on solid waste management planning is built into this Guide - the ministry's expectation is that regional districts provide rationale for their decisions related to reviewing and amending or renewing their solid waste management plan.

B. OBJECTIVES

The original SWMP (1996) as well as the 2002 and 2011 Plan Updates, as well as other current and applicable studies (e.g. neighboring Regional District SWMPs), will be reviewed to determine what strategies should be considered for the 2017 Update. This Plan Update will set the waste management principles, targets and strategies for the next ten years, including but not limited to the following:

1. Program modifications and expansions
2. Facility modifications and expansions
3. Three stream curbside collection (garbage, organics, recyclable material)
4. Landfill bans (modifications to the list of Regulated Materials at the RDFs)
5. Extended producer responsibility
6. System sustainability.

C. BACKGROUND INFORMATION

The following reference materials will be made available during the RFP process:

1. *Original SWMP (1996) and the 2002 and 2011 SWMP Updates*
2. *2017 LCCA and Organics Management Options Study RFP*
3. *2014 Solid Waste Management Function Annual Report.*

All references are uploaded on the RDNO's FTP site and can be accessed using the following instructions: (in 'compatibility mode')

Website: <http://data.rdno.net:1819>
Username: engineering
Password: eNgi!2014

D. REQUIRED TASKS AND SERVICES

In general terms, tasks to be undertaken by the project team shall include at least the following as per the Guide:

Step 1: Initiate the planning process, including confirming the scope, notifying interested parties, establishing advisory committees, and identifying the planning and consultation processes. RDNO staff initiated the planning process during 2017 budget presentations (February 8, 2017) by informing the Board of Directors about the process and including the costs (\$95,000) for the Update in the budget. Staff will also notify stakeholders and the general public, develop the terms of reference for advisory committees and advertise for participation on the Advisory Committee. This step will include Kick-Off Meetings at the RDNO office with the Consultant, RDNO staff and the Advisory Committee (not necessarily all at once). At these meetings the scope of work will be confirmed and the existing RDNO solid waste management principles, objectives, targets and strategies will be reviewed.

Step 2: Set the plan direction, including establishing principles, goals and targets, gathering background information, and identifying options for waste management.

Carrying on from the Kick-Off Meetings this step will include development and approval of a Public Consultation Plan and a comprehensive list (the Long List) of options to review with the Advisory Committee. If the list of principles and/or regional objectives need to be adjusted or changed this must be dealt with prior to Step 3. The Consultant will work with staff to gather all relevant background information that may include interviewing stakeholders, and will then identify options for managing solid waste in the region including the primary options: organics diversion, landfill expansion and region-wide universal/mandatory collection. Prior to Step 3, the Long List will be shortened to only include viable options (the Short List) using criteria agreed to by the Committees.

Step 3: Evaluate options, including reviewing options for managing all forms of waste, consulting with interested parties (including the general public), and determining proposed approaches.

The Consultant will prepare technical memoranda for each option or a combination of options that include at least the current status, implementation timeline and tasks, methods to measure success, impacts the option has on the solid waste management system and costs.

Step 4: Prepare and adopt the plan, including submission of the final plan for the Minister of Environment's approval.

After rounds of consultation and draft reviews, the Consultant will prepare a final document for presentation to the Board of Directors. Once the Update is approved for submission to the MOE, the Consultant will prepare a submission package including all documents listed in the Guide as appropriate.

E. MEETINGS

The Consultant will be required to prepare agendas, schedule, attend, and record minutes for all meetings with SWM staff, the public and Advisory Committees. As a minimum, the Consultant should allow for the following meetings:

1. Step 1: Kick-Off Meeting
2. Step 2: Options Confirmation Meeting
3. Step 3: Public Consultation Meetings (maximum three (3)) and Advisory Committee Meetings (maximum two (2))
4. Step 4: Presentation to Board of Directors.

The RDNO is open to telephone or video conferencing taking the place of some face-to-face meetings, depending on the nature of the discussion.

F. PROJECT DELIVERABLES AND SCHEDULE

As a minimum, the Consultant will deliver the following:

1. An electronic (Word and Excel for documents) version of the draft deliverables (memos, reports or drawings) to allow comments to be made (in 'tracked changes'). The Consultant is to schedule a minimum of two (2) weeks for RDNO staff review. All electronic documents must be named in accordance with the RDNO naming convention as follows: date_document type (RPT, SS, MEM)_author_subject (in abbreviated form). For example: YYYYMMDD_RPT_Consultant_title/subject.

2. One paper copy and a PDF version of the final deliverables including attachments such as charts and sketches. Tables will be provided in Excel and drawings in an acceptable digital format if requested by the RDNO.
3. The Consultant is to propose a schedule based on a reasonable work plan detailed in their proposal. The scheduled work should start at the Notice of Award and continue uninterrupted until completion. The expected completion date is November 1, 2017, which is signified by the submission of the Plan Update to the MOE.

G. INVOICING

Invoices shall be submitted electronically to **financeap@rdno.ca** (copy to **nicole.kohnert@rdno.ca**) and shall have the following information in the email body or subject line.

Attention: Nicole Kohnert, P.Eng.

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All invoices shall have the following information contained either on the invoice or on an attached page. Invoices may be rejected if they do not contain at least this minimum project status information.

- RDNO project title, project number and PO number
- Name of RDNO project manager
- Date of invoice and period the invoice covers
- Detailed expenses, including staff hours
- A summary table containing the information outlined below.

	Amount of This Invoice	Prior Invoiced	Total Invoiced	Original Budget	Revised Budget
Task 1					
Task 2					
Totals					

End of RFP