



REGIONAL DISTRICT OF NORTH OKANAGAN

REQUEST FOR PROPOSAL #2017-E361.621.2

SOLID WASTE MANAGEMENT

**Greater Vernon and Lumby Recycling and Disposal Facilities
Design, Operations and Closure Plan Updates**

Consulting Services

Issued: March 24, 2017

Closes: April 12, 2017

PART I - INSTRUCTIONS TO PROPOSERS

1. Proposals must be received no later than April 12, 2017 (closing date).
2. Proposers are solely responsible for any costs or expenses incurred related to the preparation and submission of proposals.
3. Proposers may submit a proposal for one (1) or both sites. The sites must be listed on the front cover of the proposal.
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 – Greater Vernon and Lumby Recycling and Disposal Facilities Design, Operations and Closure Plans Update** clearly marked on the envelope, addressed to:

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

5. The successful proposer (Consultant) and any Sub-Consultants shall at all times indemnify and save harmless the Regional District of North Okanagan (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 RDNO's 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 April 7, 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
 - c) Proposed schedule of activities including milestones for deliverables
 - d) Project Team including team lead and team members' qualification – RDNO Solid Waste Management welcomes multidisciplinary teams in order to complete this project
 - e) Budget, including estimated costs for each required task, including hourly rate structure for key team members.
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 and previous experience, especially team lead qualifications
 - b) Experience including references
 - c) Work plan and level of effort
 - d) Quality of proposal
 - e) Schedule
 - f) Fees.
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 works in accordance with this Request for Proposal and the successful consultant's proposal, and where required by the RDNO Purchasing Policy, the RDNO will enter into an agreement to complete the work.
 17. The proposal must include a level of effort table showing hours and hourly rates per task, including 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, however the costs for optional items should be listed separately to allow for the RDNO to consistently compare all proposals submitted. 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 (e.g. Okanagan Basin Water Board). 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 Greater Vernon and Lumby Recycling and Disposal Facilities (GVRDF & LRDF) Design, Operations and Closure Plans (DOCPs) have not been updated for a number of years even though changes to the facilities have occurred and un-approved amendments have been submitted to the Ministry of Environment (MOE) for the DOCPs. An amended Operational Certificates (OC) was issued in February 2017 for the GVRDF. The OC for the LRDF was issued in January 1998. The GVRDF OC was written to track the new BC Landfill Criteria for Municipal Solid Waste (2016), however the LRDF OC uses more outdated language.

The DOCP for the GVRDF was updated based on substantial hydrogeological investigations from 2006 to 2008 and submitted to the Ministry of Environment (MOE) for approval in April 2009. The RDNO purchased the GVRDF in 2007 and submitted an OC name change at this time. Responses to the submissions were received from the MOE and questions answered, but to date only the OC has been re-issued. The DOCP submission was not approved. Subsequent to the DOCP update submission a Landfill Gas Management System was installed at the site and changes have been made to the property boundary (adjacent 99 acres purchased), the Leachate Management System, the Filling Plan and the Environmental Monitoring Plan. The inclusion of a lateral expansion of the GVRDF in the 2017 Solid Waste Management Plan (SWMP) Update has been endorsed by the Board of Directors and a conceptual design has been completed in 2016 estimating the life and cost of the expansion. The expansion plan will form a major part of the new DOCP and it must be included in the 2017 SWMP Update process. The updated DOCP will form part of the OC amendment application to be submitted to the MOE within the next two years.

The DOCP for the LRDF was updated in 2009/2010 based on annual environmental monitoring results and a new Filling Plan. A capital works financial plan was also included to assist with budgeting future works. This Plan was submitted to the MOE in 2010 and has not to date been approved. The primary issues with respect to this site are the apparent increasing trend in some typical leachate indicator parameters down gradient from the footprint and the need to verify the direction of groundwater flow. New groundwater wells were installed in 2016 and the RDNO is in the process of acquiring land to increase the downgradient buffer at this site. This acquisition should be completed in 2017. The LRDF DOCP update is anticipated to be relatively straight forward.

The RDNO is seeking proposals to review and update its GVRDF and LRDF Design, Operations and Closure Plans by the end of December 2017.

B. OBJECTIVES

The primary objective of the project is to update the existing DOCPs currently in use for the GVRDF and LRDF with reference to the new BC Landfill Criteria, and submit these for approval to the MOE by December 15, 2017.

C. BACKGROUND INFORMATION

The following reference materials will be made available to the successful Consultant:

1. *2011 SWMP Update*
2. *GVRDF and LRDF OCs*

3. *GVRDF and LRDF most recent DOCPs including filling plans*
4. *2016 Annual Reports*
5. *Aerial photos and cadastral mapping (to be used as base plans)*
6. *Hydrogeological reports and reviews*
7. *GVRDF Expansion conceptual design report*
8. *Operations Contract*
9. *Landfill gas, storm water and leachate management plans.*

For the purposes of preparing the proposal, only the OCs and current DOCPs will be made available at this time which 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

The following components of the project are identified as a guide to the many tasks required. They are not intended to be limiting or exhaustive. The project will include reviewing existing documents, analyzing data, interviewing stakeholders (e.g. landfill operators and contractors), recommending amendments, developing drawings, attending public meetings, delivering draft and final DOCPs, and submitting DOCPs to the MOE.

Tasks to be undertaken include, but are not limited to the following:

1. Review the background information listed in section C above that will be provided to the successful Consultant and interview the RDF operator (SSG Holdings), major contractors (e.g. drywall, roofing and metal recyclers) and RDNO operations staff as needed.
2. Develop a table of contents and an outline for each DOCP, including number and contents of drawings and types of operational plans and their contents (e.g. environmental monitoring and storm water and landfill gas and leachate management plans) for approval by the RDNO, using as a guide the OCs and 2016 BC Landfill Criteria.
3. Focus on the GVRDF first, including a section on the proposed lateral expansion of this site, since it will be considered in the 2017 Solid Waste Management Plan (SWMP) Update expected to begin in April. The lateral expansion section must include information necessary to present to the Regional Solid Waste Advisory Committee so that the expansion becomes part of the SWMP Update, and other information regarding the need for additional adjacent land (to be reported In-Camera initially). MOE involvement is imperative for this task.
4. Develop a list of items needed to complete the draft DOCPs (to fill information gaps) and recommend methods to obtain the information (e.g. additional monitoring, geotechnical and hydrogeological investigations).
5. Develop a drawing set for each DOCP for review by the RDNO. New aerial photos and contour drawings (.tiff and .dwg files) will be available in July 2017. As-built information is available to establish base drawings for each site.
6. Develop draft DOCPs and review them with RDNO SWM staff. This includes finalizing the drawing sets and a capital works financial plan for each site. A tool that will be made available for financial calculations is the new Life Cycle Cost Assessment Model currently being developed for all of the RDNO SWM infrastructure.

7. Develop presentation materials (posters, etc) for the GVRDF expansion plan to make available for meetings: Advisory Committee, Board of Directors and public.
8. Finalize DOCPs and submit to the MOE along with a detailed cover letter that highlights the main changes to each Plan by mid-December 2017. A meeting with the MOE during development and prior to submission of the DOCPs is imperative, especially for the GVRDF DOCP. Finalization of the GVRDF DOCP will take place after consultation is completed (as part of the SWMP Update process). If for some reason the GVRDF expansion plan is not accepted by the Board of Directors due to, among other things, extensive public dissent, the DOCP will have to be reassessed and possibly amended before submission to the MOE. This may result in an amended schedule for submission of the GVRDF DOCP.

E. MEETINGS

The Consultant will be required to prepare agendas, schedule, attend, and record minutes for any meeting requirements with RDNO staff for this project. As a minimum, the Consultant should allow for the following meetings:

1. Project initiation, site visits and data collection meeting (assume two (2) days total)
2. Progress meetings to review outlines, drawings and draft DOCPs as needed. Assume at least two (2) face-to-face, three (3) hour meetings at the RDNO office.
3. One meeting with MOE staff to review the changes contemplated for each DOCP and to discuss how the new BC Landfill Criteria has been used in order to make their approval of the documents more streamlined.
4. One meeting with the Regional Solid Waste Advisory Committee to review the GVRDF Expansion plan and ready this plan for presentation to the public.
5. One meeting with the public during the SWMP Update consultation process.

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. Staff encourage the consultant to be in frequent communication via email or phone to provide project updates.

F. PROJECT DELIVERABLES AND SCHEDULE

The RDNO requires the DOCPs to be provided in a format that can be reviewed regularly by RDNO staff and updated as required. The Consultant will therefore deliver documents as follows:

1. Electronic versions of the draft DOCPs in Word to allow comments to be made in 'tracked changes' and PDF versions of tables and drawings/figures. The Consultant is to schedule a minimum of two (2) weeks for RDNO staff review.
2. Two (2) paper copies, a PDF version and a version that can be edited (Word for documents, Excel for data, tables and graphs, dwg or shape files for drawings and jpeg or tiff for photos) of the final Plans including attachments.

The Consultant is to propose a schedule based on a reasonable work plan detailed in their proposal with the delivery deadline for the DOCPs to the MOE no later than December 15, 2017.

All documents delivered to the RDNO electronically or otherwise for this project must follow the file naming convention used by the RDNO: date (i.e. YYMMDD_document type (RPT, SS, MEM) _author_subject (in abbreviated form).

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, Manager Regional Engineering Services
RDF DOCP Updates, #2017-E361.621.2

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