



**REGIONAL DISTRICT
of Fraser-Fort George**

**DESIGN & OPERATIONS PLAN
LEGRAND REGIONAL LANDFILL**

**REQUEST FOR PROPOSALS
ES-16-14**



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.rdfg.bc.ca>

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REQUEST FOR PROPOSALS

ES-16-14

DESIGN & OPERATIONS PLAN - LEGRAND REGIONAL LANDFILL

1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals from qualified firms to prepare a Design & Operations Plan for the Legrand Regional Landfill. The scope of the work involves integrating existing plans and studies associated with the continued operation and planning of the site into a single comprehensive plan, which will be utilized to identify and generate capital cost estimates for key long-term infrastructure projects required at the landfill.

Two (2) complete copies of your proposal must be submitted in a sealed package labeled **“RFP ES-16-14 Design & Operations Plan - Legrand Regional Landfill”** to the General Manager of Financial Services by 10:00 a.m. local time, Wednesday, June 29, 2016. The responding organization or individual must have their name and full mailing address clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened to the proponent. Facsimile proposals will not be accepted.

Request for Proposal Documents may be obtained on or after Wednesday, June 8, 2016:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca;
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) In a hard copy format from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 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) (tax 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. Facsimile proposals and electronic proposals will NOT be accepted.

Proposals must be sent to:

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:

Mrs. Petra Wildauer
General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400 / 1-800-667-1959
Fax: 250-562-8676
Email: pwildauer@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 interest 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 Acknowledgment Letter to the attention of Mrs. Petra Wildauer, 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

3.1 Introduction

The Regional District of Fraser-Fort George (Regional District) operates and owns the Legrand Regional Landfill (the Site), a select solid waste landfill, located approximately 1 km southwest of Highway 16. Location of the Site is shown on the location map attached.

This facility is in operation since 1976. Materials accepted for disposal include demolition and construction waste and land clearing debris from the municipalities of McBride and Valemount and surrounding area. Disposal is by appointment only.

3.2 Background

Legrand Regional Landfill operations are carried out under a Landfill Permit issued by the Ministry of Environment on June 30, 1987. The permitted landfill area covers approximately 79 hectares, of which approximately four hectares is used for waste disposal. The site has historically been unmonitored, presumably receiving variable domestic and commercial waste from the Robson Valley area. Since 2004, use of the Site was limited to landfilling of select demolition and construction waste materials, and access to the landfill was restricted, available by appointment only. The facility receives approximately 2% of the regional solid waste stream.

The following documents have been identified as relevant to this facility which are to be embodied into the Design & Operations Plan:

1. 2015 Regional Solid Waste Management Plan (RDFFG, 2016)

2. 2015 Annual Groundwater Monitoring Report Legrand Demolition and Construction Waste Landfill (SNC Lavalin, 2015)
3. 2010 Annual Groundwater Monitoring Report Legrand Demolition and Construction Waste I Landfill (AMEC, 2010)

4.0 PURPOSE

The Regional District requires a Design and Operations Plan (D & O Plan) for the Legrand Select Regional Landfill to address current and future increases of construction and demolition waste disposal. The D & O Plan is to provide guidance on the available airspace being filled in the most efficient and environmentally sound way including descriptions of all principle design and operating practices at the landfill.

The D & O Plan is intended to be a living document with updates and changes being incorporated as required due to changes in regulatory requirements and/or best management practices applicable to a select landfill site. Recommendations in the 2015 Regional Solid Waste Management Plan are driving the development of the D & O Plan. The D & O Plan should include existing fill, closure, post-closure, groundwater and surface water management aspects, and integrate and optimize current monitoring programs.

5.0 SCOPE OF WORK

The successful proponent will provide a Design & Operations Plan, including a report and drawings, which will present the finalized conceptual design for the entire Site. As the Plan is intended to be the master document for the Site it will accomplish the following:

- meet the requirements of the Landfill Permit issued in June 1987, by developing a Design & Operations Plan that provides and optimizes existing fill, closure, post-closure, groundwater and surface water management plans, and embeds and optimizes current monitoring programs,
- provide an operating manual for the site operator,
- identify any relevant aspects pertinent to potential future environmental impacts and liability, and
- identify key infrastructure elements/projects associated with the continued Site operation, expansion, progressive closure and post-closure activities.

6.0 PROJECT SCHEDULE

The Regional District of Fraser-Fort George requires the successful proponent to provide a draft of the Design & Operations Plan with final conceptual and/or pre-design cost estimates no later than October 31, 2016. Revised conceptual capital cost estimates for the infrastructure projects identified as part of this plan are to be included in the final plan. The final Design & Operations Plan must be submitted by November 30, 2016 to allow for inclusion into the 2017 Regional District of Fraser-Fort George budget.

7.0 CONTRACTOR INFORMATION

7.1 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, landfill gas management, and landfill site engineering 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 Design & Operations Plan 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 RFP encourages proponents to demonstrate their experience, technical expertise and creativity in the area of short and long-term landfill site development.

7.2 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of two million dollars (\$2,000,000).

7.3 Occupational Health and Safety

The proponent will be required to comply with the *Workers' Compensation Act*.

7.4 References

The proponent must include a minimum of three (3) references complete with contact information in the proposal for projects similar to the Design & Operations Plan. A brief description of the project completed for each reference should be provided.

7.5 Professional Responsibility

Only qualified and experienced engineering 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 Legrand Regional Landfill described herein. The successful proponent will be required to seal all documents issued for this project.

8.0 FEE STRUCTURE

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 fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

8.1 Terms of Payment

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

8.2 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.

9.0 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 November 30, 2016.

10.0 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 RFP title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
- b. One (1) 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 pricing, i.e. the "Proponents Response".
- f. Additional information that a proponent may choose to provide.

11.0 DOCUMENTS

The successful proponent will be required to provide all documents to the project to the Regional District in hard copy and an electronic format. All design drawings will be in an AutoCAD 2007 or higher format. All text documents will be in a Microsoft Word format.

The successful proponent will be provided with the documents listed under Section 3.2 and is expected to return these documents to the Regional District at the conclusion of the project.

12.0 PROJECT MANAGER

All questions concerning RFP ES-16-14 are to be directed to the Project Manager after June 8, 2016.

Mrs. Petra Wildauer, General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400
Fax: 250-562-8676
Email: pwildauer@rdffg.bc.ca

13.0 TIME SCHEDULE

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

Issue RFP	June 8, 2016
Proposal Due Date	June 29, 2016
Selection of Proponent	July 21, 2016

14.0 EVALUATION OF PROPOSALS

The contract award will be based on the professional qualifications, experience, local knowledge, work plan methodology and schedule, price, 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.

Evaluation Criteria

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

a. *Consultant's Qualifications and Experience – 25 points*

The length and quality of experience of

- the person named in the proposal as the consultant's project manager,
- the consulting firm doing similar projects, and
- the team assigned by the consulting firm to work on this project.

b. *Methodology – 35 points*

This includes the evaluation of

- thoroughness of the project approach reflected in the work plan and project schedule,
- level of effort reflected in total work hours of the team assigned to complete the project, and
- timing of project tasks outlined in the project schedule.

c. *Project Budget – 25 points*

This includes the amount of detail given to project relevant line items and the overall proposed project costs.

d. *Quality of Proposal, including format – 15 points*

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*.

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:

Petra Wildauer
General Manager of Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676



SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____ in the year of 2016 by and between the Regional District of Fraser-Fort George, hereinafter called the "Regional District" and _____ hereinafter called the "Contractor".

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

1. The Contractor will:
 - a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Service Agreement Documents for the project entitled "Design & Operations Plan – Legrand Regional Landfill",
 - b) Commence to actively proceed with the Work of the Contract on _____.
2. The Contractor will pay to the Regional District 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, 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 3, this Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this 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 or by telegram as follows:

The Contractor at _____.

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 Agreement.

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

Chair

Date

Corporate Officer

Date

SIGNED ON BEHALF OF
CONTRACTOR

Authorized Signature

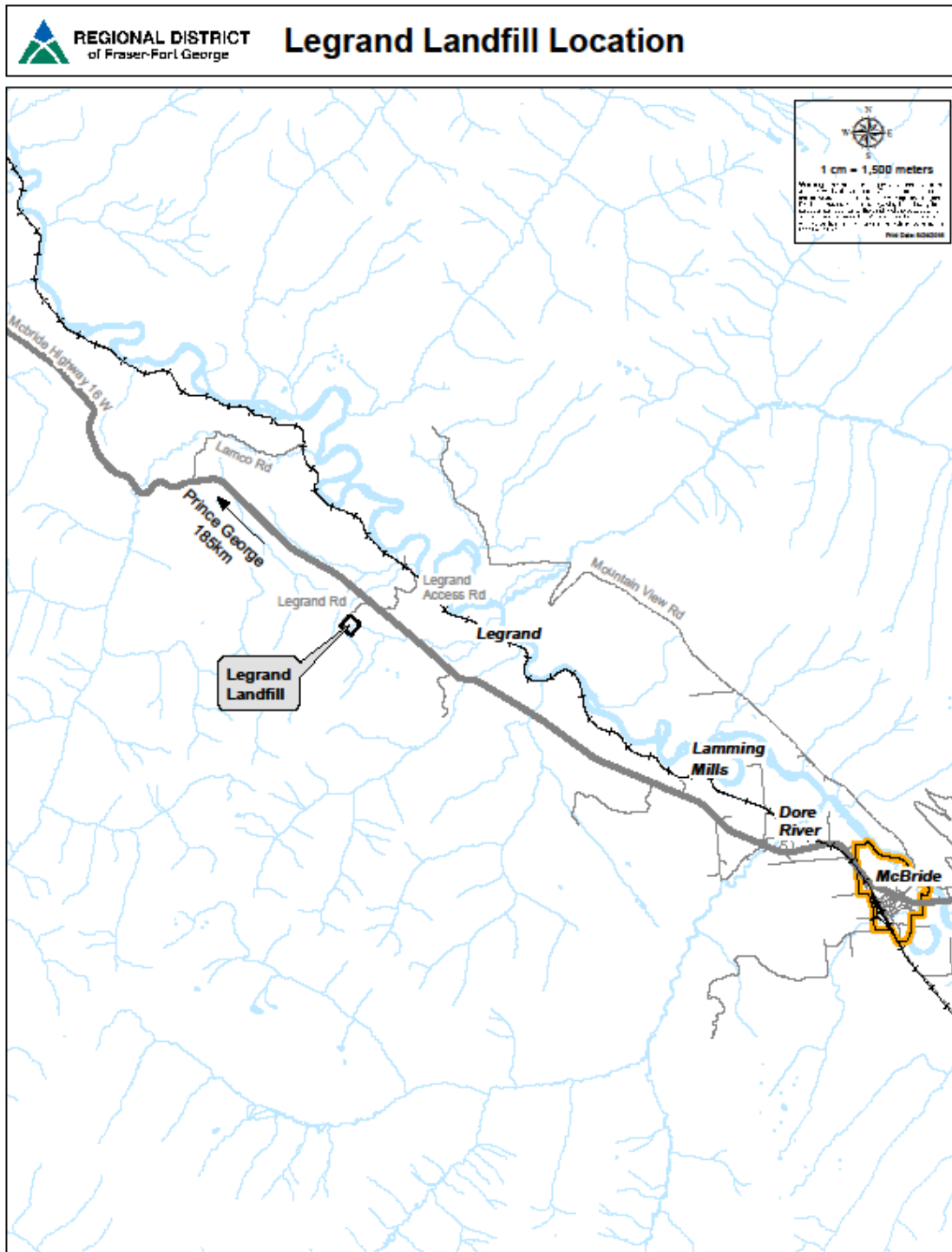
Date

(Name and Title) (Please print)

APPENDICES



LEGRAND LOCATION MAP



LEGRAND SITE VOLUME ESTIMATES



LEGRAND LANDFILL PERMIT

