



REGIONAL DISTRICT of Fraser-Fort George

2018 WASTE CHARACTERIZATION STUDY

**REQUEST FOR PROPOSALS
ES-18-04**



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.rdffg.bc.ca>

TABLE OF CONTENTS

1. INVITATION AND INSTRUCTIONS.....	2
2. PURPOSE	4
3. SCOPE OF WORK.....	5
4. CONSULTANT INFORMATION	7
5. FEE STRUCTURE.....	8
6. WORK PLAN AND SCHEDULE	8
7. FACILITY OPERATING HOURS.....	8
8. PROPOSAL FORMAT	8
9. DOCUMENTS.....	9
10. PROJECT MANAGER.....	9
11. EVALUATION OF PROPOSALS.....	9
12. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION	9
13. NOTICE OF AWARD.....	9

1. INVITATION AND INSTRUCTIONS

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.

Three (3) complete copies of your proposal must be submitted in a sealed package labeled "**RFP ES-18-04 2018 Waste Characterization Study**" to the General Manager of Financial Services, by 2:00 p.m. local time, March 30, 2018.

Proposals must be returned with the organization or individual's name, full mailing address, "**RFP ES-18-04 2018 Waste Characterization Study**" clearly marked on the outside of a **sealed** envelope **as well as** on the outside of the Courier envelope if being sent by courier.

Request for Proposal Documents may be obtained on or after March 12, 2018:

- 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 at www.bcbid.gov.bc.ca, or
- C) In a hard copy format from the Service Centre at, 155 George Street, Prince George, BC, between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding Statutory holidays.

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. Proposals submitted by fax, electronically or not in original Regional District format will **NOT** be accepted. Late proposals will not be accepted and will be returned unopened to the proponent.

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:

Ms. Rachael Ryder
Waste Diversion Program Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4481
Fax: 250-562-8676
Email: rryder@rdffg.bc.ca

Regional District's Right to Reject Proposals

The Regional District reserves the right to reject any and all proposals; the lowest will not necessarily be accepted.

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.

No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposals.

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 bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its proposal for matters relating to the Agreement or in respect of the competitive process, and the bidder, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the bidder.

If a Proposal contains a defect or fails in some way to comply with the requirements of the Request for Proposals document, 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 discretion to reject any proposal submitted by a bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder (or in the case of a proposal submitted by a bidder 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.

By submitting this proposal the bidder further confirms that neither the bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the bidder 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 reserves the right to reject any proposal submitted by a bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

INTRODUCTION AND 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 sub-regional transfer stations in the Robson Valley.

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

2013	2014	2015	2016	2017
80,352	75,094	73,394	72,922	73,025

1.1 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 upgrade 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 individuals and commercial landscapers, tree maintenance companies, and the public.

The Regional District has prepared a feasibility study concerning potential expansion of the centralized composting service offered in Prince George. A source separated organics collection and processing service is being contemplated.

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,

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

2. 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 will allow 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 third 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. 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 2018
- Compilation and presentation of data
- Provision of final reports by July 31, 2018

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 – 2016
- Waste Characterization Study - Foothills Boulevard Regional Landfill – 2013
- Waste Characterization Study - Foothills Boulevard Regional Landfill – 2007
- Waste Characterization Study – Residential Automated Collection System – 2007

3.1 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 2007 and 2013. 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.

3.2 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.

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 reveal 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. CONSULTANT INFORMATION

4.1 Qualifications and Experience

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.

4.2 Insurance

The Consultant, without limiting its obligations or liabilities, and at its own expense, must 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 30 days' advance written notice of cancellation or material change. The Consultant must 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:

1. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 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, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
2. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$2,000,000.
3. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence

4.3 Occupational Health and Safety

The proponent will be required to comply with the *Workers' Compensation Act*. The proponent will ensure that their workers are supervised and well trained.

Prior to commencing sampling work, the successful proponent will be required to supply a copy of their Health and Safety Plan to the Regional District.

4.4 WorkSafeBC

The Consultant shall abide by all provisions of the *Workers Compensation Act* and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The Consultant must be a registrant in good standing at all times with WorkSafeBC for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafeBC Clearance letter confirming all assessments have been paid and the Consultant is in good standing.

4.5 References

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

5.1 Terms of Payment

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

5.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures he will employ to effectively manage the project budget.

6. 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.

Proposed methods and work plans shall be approved by the Regional District no later than June 1, 2018. Sampling will occur at the Landfill during June 2018.

The completion date for this project is July 31, 2018.

7. FACILITY OPERATING HOURS

Summer operating hours of the Foothills Boulevard Regional Landfill are Monday to Friday 7:00 a.m. to 7:00 p.m., Saturday 7:00 a.m. to 7:00 p.m. and Sunday 10:00 a.m. to 7:00 p.m. Arrangements can be made for proponents wishing to work outside of the facilities regular operating hours.

8. 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.
-

9. 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 Office Excel 2010 or Microsoft Office Access 2010 format.

10. PROJECT MANAGER

All questions concerning RFP ES-18-04 are to be directed to the Project Manager on or after March 12, 2018.

Ms. Rachael Ryder, Waste Diversion Program Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: (250) 960-4481
Fax: (250) 562-8676
Email: rryder@rdffg.bc.ca

11. EVALUATION OF PROPOSALS

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.

11.1 Evaluation Criteria:

Consultant Qualification and Experience	30 points
Work plan, Methodology, and Schedule	30 points
Price	30 points
Quality of Proposal including format	<u>10 points</u>

Total 100 points

12. 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 in relationship to this project 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*.

13. NOTICE OF AWARD

The successful proponent will be notified of acceptance of its proposal by notification in writing delivered to the address on the proposal. No other communication will constitute acceptance of any proposal.