

Request for Proposals Lillooet Landfill – Landfill Criteria Conformance Review and Upgrading Plan



Issue date:	March 30, 2017
Closing time:	4:00 PM, April 26, 2017
Closing location:	SLRD Office
Contact:	Marc Sole

Squamish-Lillooet Regional District

Request for Proposals

Engineering Services – Landfill Criteria Review and Upgrading Plan

Issue date: March 30, 2017

Closing Time: 4:00 PM, April 26, 2017

REGIONAL DISTRICT CONTACT PERSON: All enquiries related to this Request for Proposals (“RFP”), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Regional District’s option.

Marc Sole, Utilities and Environmental Services Coordinator
 Squamish-Lillooet Regional District
 Box 219, Pemberton, BC V0N 2L0
 Fax: 604-894-6526
 E-mail: msole@slrd.bc.ca

DELIVERY OF PROPOSALS:

Proposals may be sent by courier, mail, or e-mail. Proposals are to be submitted to the Closing Location as follows:

Squamish-Lillooet Regional District
 1350 Aster Street,
 Pemberton, B.C. V0N 2L0
 Attention: Marc Sole, Utilities and Environmental Services Coordinator
 (the “Closing Location”)
 E-mail: PDF files msole@slrd.bc.ca

It is strongly recommended that Proponents verify receipt of their Proposal prior to the Closing Time.

PROPOSANTS’ MEETING: a Proponents’ meeting will be held at the Lillooet Landfill (405 Landfill Road, Lillooet, BC) on Tuesday, April 11, 2017, at 12:00 PM.

PROPONENT SECTION:

For hard-copy Proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, submitted as part of the Proposal. The originally signed copy of this page must be mailed or otherwise delivered to the Closing Location, but may be received after the Closing Time, provided a copy has been received by the Regional District via email or fax by the Closing Time.

The enclosed Proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this Proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our Proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Definitions and Administrative Requirements Section, and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by statements and representations made in our Proposal.

<i>Signature of Authorized Representative:</i>	Legal Name of Proponent (and Doing Business As Name, if applicable):
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone, fax or email address (if available):</i>

1 DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- “Contract” means the written agreement resulting from this Request for Proposals executed by the Regional District and the Contractor;
- “Consultant” means the successful Proponent to this Request for Proposals who enters into a written Contract with the Regional District;
- “must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;
- “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposals;
- “Proposal” means the document submitted by the Proponent;
- “Regional District” or “SLRD” means the Squamish-Lillooet Regional District;
- “Request for Proposals” or “RFP” means the process described in this document; and
- “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a Proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Regional District. Provisions in Proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

Proponents are advised to fill out and return the attached Receipt Confirmation Form attached to this RFP as Appendix A. This form may be delivered by fax or email and will facilitate the further receipt by the Proponent of Addenda to the RFP, if any.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete Proposals received and marked before closing time will be considered to have been received on time. Late Proposals may not be accepted and may be returned to the Proponent. In the event of a dispute, the Proposal receipt time as recorded at the closing location shall prevail whether accurate or not. Proponents are strongly advised to verify receipt of their Proposal by the SLRD prior to the Closing Time.

5. Eligibility

- Proposals may not be evaluated if the Proponent's current or past corporate or other interests may, in the Regional District's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact Person listed on page 2 prior to submitting a Proposal.
- Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of Proposals will be by the staff of the Regional District but may include contractors or consultants of the Regional District. All personnel will be bound by the same standards of confidentiality. The Regional District's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Regional District may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to reissue the RFP or terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing with the Regional District, which may, at the SLRD's option, be conducted via telephone or email.

9. Alternative Solutions

If alternative solutions are offered, the Proponent should consult with the Regional District Contact Person on page 2 prior to submitting the Proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become irrevocable. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Regional District for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Regional District, if any. Regardless of whether or not the Regional District elects to reject all Proposals, the Regional District will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other cause of action whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it has no cause of action, for any reason whatsoever, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time. The accuracy and completeness of Proposals shall be the sole responsibility of each Proponent and any errors or omissions shall be corrected at the Proponent's expense.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- in Canadian dollars;
- inclusive of all fees;
- exclusive of disbursements, for which a detailed estimate shall be provided by the Proponent; and
- inclusive of all applicable taxes, broken out.

16. Completeness of Proposal

By submission of a Proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Consultant at no charge.

17. Subcontracting

- Using a subcontractor (who should be clearly identified in the Proposal) may be acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the Proposal.
- Subcontracting to any firm or individual whose current or past corporate or other interests may, in the Regional District's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals may not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 2 prior to submitting a Proposal.
- Where applicable, the names of approved subcontractors listed in the Proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of the Regional District.

18. Acceptance of Proposals

- This Request for Proposals should not be construed as an agreement to purchase goods or services. The Regional District is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent.
- Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful the Proponent will enter into a Contract with the Regional District in substantially the terms set out in Appendix C.

21. Liability for Errors

While the Regional District has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The Regional District reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All Proposals submitted to the Regional District become the property of the Regional District. They 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* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Regional District in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of Proposals. Without limiting the generality of the foregoing by submission of a Proposal, **the Proponent agrees to hold in confidence all information supplied by the Regional District in relation to this Request for Proposals.**

25. Reciprocity

The Regional District may consider and evaluate any Proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Regional District, including the members of the evaluation team and any elected officials of the Regional District, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Regional District herein or otherwise.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Regional District with personal information of employees or subcontractors who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those persons before forwarding such personal information to the Regional District. Such written consents are to specify that the personal information may be forwarded to the Regional District for the purposes of responding to this RFP and use by the Regional District for the purposes set out in the RFP. The Regional District may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Regional District.

2 INVITATION AND INSTRUCTIONS

The Squamish-Lillooet Regional District (SLRD) is requesting Proposals from qualified firms to provide a Landfill Criteria Conformance Review and Upgrading Plan for the Lillooet Landfill in Lillooet, BC. The project is intended to ensure the SLRD's compliance with the BC Ministry of Environment's Landfill Criteria for Municipal Solid Waste (Second Edition, published June 2016).

2.1 REQUEST FOR PROPOSAL (RFP) DOCUMENT

The RFP document package is available:

1. In Portable Document Format (PDF) from the SLRD website at www.slrd.bc.ca or, at www.bcbid.gov.bc.ca by browsing for opportunities by organizations and selecting Squamish-Lillooet Regional District, OR;
2. In hard copy, **by request**, from the SLRD office at 1350 Aster Street, Pemberton, BC, between the hours of 8:00 AM to 4:30 PM, Monday to Friday.

2.2 QUESTIONS

Questions regarding this RFP are to be directed to:

Marc Sole
Utilities and Environmental Services Coordinator
Squamish-Lillooet Regional District
PO Box 219, 1350 Aster Street
Pemberton, BC, V0N 2L0
msole@slrd.bc.ca
1-800-298-7753
604-894-6371 Ext.236

2.3 ACKNOWLEDGMENT LETTER

Upon receiving the RFP documents, Proponents should sign one copy of the Acknowledgement Letter, attached as Schedule "A", and scan and email or fax (604-894-6526) the signed letter to the attention of Marc Sole. Failure to sign and return a copy of the Acknowledgement Letter may result in a Proponent failing to receive amendments or addenda regarding this RFP.

2.4 PROPONENT'S MEETING

A proponent's meeting will be held at the Lillooet Landfill on Tuesday, April 11, 2017, at 12:00 PM. The Lillooet Landfill is located at 405 Landfill Road, Lillooet, BC. The coordinates are [50.722182, -121.932427](https://www.google.com/maps/place/50.722182,-121.932427).

2.5 OPENING AND CLOSING DATES

Proposals may be submitted from the date this RFP is posted until the closing date. Proposals must be received as set out by **4:00 PM, April 26, 2017**. Proposals received after the closing date and time will not be accepted.

3 PROJECT OVERVIEW & OBJECTIVES

3.1 INTRODUCTION

The Squamish-Lillooet Regional District (SLRD) is requesting submissions for engineering services for the Lillooet Landfill at 405 Landfill Road, Lillooet, BC V0K 1V0. The objective is to obtain a Landfill Criteria Conformance Review and Upgrading Plan, which will satisfy the requirements of the Ministry of Environment’s Landfill Criteria for Municipal Solid Waste (referred to as the “Landfill Criteria”).

The goal of this project is to provide the SLRD with a study and plan that satisfies the requirements of the provincial Landfill Criteria while also offering guidance and budgeting estimates for future site work at the Lillooet Landfill.

The Lillooet Landfill was operated as a private landfill from 1986 until 1992, when the SLRD acquired the site. This landfill has been operated in accordance with a Design and Operating Plan developed by Gartner Lee Limited in 1993 and updated by Sperling Hansen and Associates in 2004.

The provincial Landfill Criteria, published in June 2016, requires that all landfill sites must submit a Landfill Criteria Conformance Review and Upgrading Plan during the next solid waste management plan review or within five years of the issuance of the criteria, whichever is soonest, as outlined in Section 2.2.

3.2 TERMS OF REFERENCE

- The SLRD desires to retain an experienced engineering firm or qualified professional registered in British Columbia (i.e. P.Eng.) to develop a Landfill Criteria Conformance Review and Upgrading Plan that satisfies the requirements of the Ministry of Environment’s Landfill Criteria for Municipal Solid Waste (Second Edition).
- The SLRD requires that the Upgrading Plan include financial estimates for all identified site upgrades.
- The proponent will be required to provide sufficient technical justification for any site-specific exemptions to the criteria, as outlined in Section 2.1.1 of the Landfill Criteria.

3.3 SCOPE OF SERVICES

In general terms the Proponent will provide the following engineering services:

- Meet with SLRD staff and the operations and maintenance contractor at the Lillooet Landfill to perform a site visit. The SLRD is able to facilitate additional site visits if required.
- Identify specific site works not in compliance with the Landfill Criteria and discuss with SLRD staff. Please note that the SLRD will provide copies of all available drawings and operating plans for the site. The SLRD does not warrant the accuracy of the drawings;
- Review and apply the Landfill Criteria for Municipal Solid Waste during development of the Landfill Conformance Review and Upgrading Plan.
- Provide sufficient technical justification for any potential site-specific exemptions to the criteria identified during the review.
- Prepare a cost analysis for all identified site upgrades needed to comply with the Landfill Criteria.
- Submit the Landfill Conformance Review and Upgrading Plan to SLRD staff. Revise the conformance review study and Upgrading Plan as required and resubmit for final approval.
- Specify an hourly rate for additional review that may arise following submission of the Landfill Conformance Review and Upgrading Plan to the Ministry of Environment.

4 IMPORTANT CONSIDERATIONS

4.1 PROJECT TIMING

The SLRD intends to choose a successful Proponent no later than May 11, 2017. The Landfill Conformance Review and Upgrading Plan must be completed by August 31, 2017.

The SLRD proposes the following schedule:

- Mid-Late May 2017 – retain services of the Proponent and any sub-consultants/contractors, as required.
- May-August 2017 – Develop and finalize the Landfill Conformance Review and Upgrading Plan.

4.2 AVAILABLE MATERIALS

The SLRD can provide all site drawings and operating plans in its possession. The SLRD does not guarantee or warrant the accuracy or completeness of this information. It is the responsibility of each Proponent to ascertain the compliance of site works at the Lillooet Landfill with the Landfill Criteria and to develop their conformance review and Upgrading Plan based on their onsite observations and data collection.

4.3 PROPONENT INFORMATION

Proposals should include a summary of the Proponent’s skills, qualifications and ability to deliver on the identified objectives in Section 3. The Proponent should be able to demonstrate the following skills:

- Experience providing engineering services for solid waste landfills, including projects involving compliance with provincial criteria and regulations;
- Ability to work within a set budget;
- Understanding of challenges with small communities with limited resources;
- Creative and dynamic approach to the process;
- Public relation and community engagement experience.

4.4 REFERENCES AND PROFESSIONAL RESPONSIBILITY

Proponents will submit evidence of previous successful performance in comparable work, including the name of the project, scheduled and actual completion date, key individuals involved, client references, and original budget, final cost and claims settled and/or outstanding.

5 BUDGET AND FEE STRUCTURE

5.1 COSTS BREAKDOWN

A financial Proposal detailing all costs/commissions, terms and schedule of payments, is to be included with the Proposal submission. The financial Proposal is to include a scope of work with pricing based on hourly rates and separated into the following components:

- a) Landfill Conformance Review Development
- b) Upgrading Plan Development
- c) Travel Time/ Disbursements
- d) Office/staff expenses
- e) Taxes

The Proponent must specify in the Proposal the fees required to satisfy all terms referenced in section 3, Project Overview & Objectives. Proposal pricing should include an hourly rate to reasonably account for adjustments that may be negotiated or considered necessary or unnecessary to complete the services or requirement of a Contract.

5.2 TERMS OF PAYMENT

The Proponent must specify in the Proposal the terms of payment required for the duration of the project.

5.3 FINANCIAL COMPLIANCE

The Proponent’s financial Proposal must be in accordance with all provincial and local government laws and regulations, as well as Squamish-Lillooet Regional District Policies to be provided.

6 PROPOSAL REQUIREMENTS

All Proposals should include, but are not necessarily limited to, the following information:

- a) Timeline and Milestones
- b) Project Objectives (section 3)
- c) Proponent Information (section 4)
- d) Budget and Fees (section 5)

7 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.

- a) Title Page, including Request for Proposal title, Proponent’s name, address, phone number, email address and contract representative;
- b) One page Letter of Introduction, identifying the Proponent, the size of the firm and location of the office from which the work will be conducted, to be 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) The body of the Proposal, including pricing (i.e. the Proponent’s “response” to the RFP);
- d) Any additional information that a Proponent may choose to provide.

8 DOCUMENTS

The successful Proponent will be required to provide the SLRD with all documents related to the project in electronic format and/or in hard copy.

9 EVALUATION OF PROPOSALS

Evaluation of Proposals will be by SLRD staff, in consultation with others as may be required (please refer to item 6. on page 3). Proposals will be evaluated based on the following criteria to determine best overall value to the SLRD:

- All deliverables presented;
- Fee Proposal for total fee, rates, charges, and taxes;

- History of successful project completion and general reputation in the industry including similar project experience;
- Quality and completeness of Proposal submission within determined time, including familiarity and understanding of the project;

The evaluation criteria may be applied on a comparative basis vis-à-vis each Proposal and the objectives of the project. No totals, weights or scores will be provided to any other Proponent. SLRD staff may, at their discretion, request clarifications or additional information from a Proponent with respect to any Proposal, make such requests to only selected Proponents and consider such clarifications or additional information in evaluating a Proposal.

10 APPENDICES

- SCHEDULE “A” - Letter of Acknowledgment

SCHEDULE “A” - ACKNOWLEDGEMENT LETTER

The undersigned will be sent any amendments or addenda regarding the Lillooet Landfill Criteria Conformance Review and Upgrading Plan – Engineering Services Request for Proposals.

Signature

Company Name

Name(please print)

Address

Title

City

Phone Number

Fax Number

Date

E-Mail Address

We presently intend to _____ provide/ _____ not provide a Proposal as requested.

Return immediately to:
Marc Sole, Utilities and Environmental Services Coordinator
Squamish-Lillooet Regional District
P.O. Box 219, 1350 Aster Street
Pemberton, BC, V0N 2L0
msole@slrd.bc.ca
Fax: 604-894-6526