



**REGIONAL DISTRICT  
of Fraser-Fort George**

**REQUEST FOR PROPOSALS  
ES-23-13**

**Engineering Consulting Services for  
Cell Two Development  
Foothills Boulevard Regional Landfill**

<b>Date Issued:</b>	May 12, 2023
<b>Closing Location:</b>	Regional District Office 3 <sup>rd</sup> Floor, 155 George Street, Prince George, BC V2L 1P8
<b>Optional Info Session:</b>	<b>Thursday, May 25, 2023</b> 10:00 am (Pacific Standard Time) Virtual
<b>Closing Date and Time:</b>	<b>Friday, June 16, 2023</b> <b>2:00 pm (Pacific Standard Time)</b> <b>No Public Opening</b>
<b>Inquiries:</b>	Email Darwin Paton at <a href="mailto:dpaton@rdffg.bc.ca">dpaton@rdffg.bc.ca</a>
<b>Note:</b>	Late submissions will not be considered

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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>

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## **1.0 INTRODUCTION AND BACKGROUND**

The Regional District of Fraser-Fort George (Regional District) is inviting proposals from qualified firms to provide engineering consulting services for the predesign, design, development process support, construction management services and commissioning support for Cell Two at the Foothills Boulevard Regional Landfill.

The Foothills Boulevard Regional Landfill (FBRL) receives 99% of the municipal solid waste from the Regional District and operations are carried out under Operational Certificate No. MR-01697 issued in 2005 by the Ministry of Environment, BC (Ministry).

The property boundary for the landfill site encompasses an area of 87.3 hectares. The current landfill area, Cell 1, encompasses 25 hectares within the permitted landfill property. Garbage disposal in Cell 1 commenced in 1976 and is now approaching its design capacity. The landfill is expected to reach full capacity between 2027 and 2028.

The development of Cell Two will enable the Foothills Boulevard Regional Landfill to continue receiving Garbage, thus serving the residents of the Regional District of Fraser-Fort George, the City of Prince George and other member municipalities, for next few decades to come.

Cell Two will be an engineered facility, adhering to all current and applicable provincial, federal, and municipal legislation and regulations. The anticipated overall design for Cell Two will encompass approximately Twenty (20) or more hectares.

This will be a multi-year project and will involve the successful Engineering Consulting Firm to complete but not be limited to:

- Predesign, and design work of Cell 2, allowing for phased development.
- Required Approvals and Permitting Support.
- Environmental Assessment Process, as required.
- Public Consultation, as required.
- Any Design, Operations, Closure and Post Closure Plan, Amendment, or Development required for Ministry Approval of Cell 2.
- Construction Tender Development and Process Support.
- Construction Oversight.
- Construction Management Services and,
- Site Commissioning upon completion.

The following documents have been identified as relevant to this project:

On Regional District Website:

1. [2021 Foothills Blvd Regional Landfill Annual Report](#)
2. [2015 Regional Solid Waste Management Plan](#)
3. [2022 Foothills Volume Assessment](#)
4. [2010 Integrated Landfill Management Plan](#)

The following documents will be made available to the successful proponent once the contract is awarded:

- 1) 2010 Hydrogeological Assessment
- 2) 2016 Landfill Criteria for Municipal Solid Waste
- 3) Operational Certificate MR-01697
- 4) Ground Water Monitoring Well Logs
- 5) Pre-design Entrance Relocation
- 6) Any available supportive documents as required.



## 2.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals for providing engineering consulting services for the predesign, design, development process support and construction management services and commissioning support for Cell Two at the Foothills Boulevard Regional Landfill.

### 2.1 Request for Proposals Documents:

RFP Documents may be obtained on, or after, Friday, May 12, 2023

- a) in a PDF (Public Document Format) file format from the Regional District's website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca), or
- b) on the BCBid website @ [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca), or

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their proposal, the proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest or any proposal will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all proposals.

### 2.2 Proposal Submissions and Closing Date

Proposals must be in English and must be submitted using the submission methods below. The submission must include a Cover Page (Schedule B) that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.

The Regional District will accept Proposals submitted by email or by delivery directly to the Regional District main office. All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on **June 16, 2023**.

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing date and time will be considered disqualified and will be returned to the Proponent.

Submissions must be directly delivered to the Regional District in either:

1. Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to: [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca).

The Subject line should read:

***"ES-23-13 - RFP - Engineering Consulting Services - Cell Two Development - FBRL - [Proponent Name]"***,

(The maximum file size able to be received by the Regional District is 35 MB); **or**

2. Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent, format; **or**
3. If submitting in a mail format (USB copy), proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):



1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals  
ES-23-13 - Engineering Consulting Services - Cell Two Development - FBRL
3. Responding Proponent's name and address.

To be considered, proposals must be signed by an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this RFP. Any proposal received by the Regional District that is unsigned will be rejected.

**Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.**

**The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP.** 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.

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.

## 2.3 Errors, Omissions, Clarifications

**All questions relating to this RFP will be directed to Darwin Paton:**

Darwin Paton, Environmental Services Technologist  
Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Email: [dpaton@rdffg.bc.ca](mailto:dpaton@rdffg.bc.ca)

## 2.4 Addenda

The Client may amend, supplement or otherwise modify this RFP at any time and from time to time, only by written addenda. For certainty, written or oral responses to any enquiry will not be deemed to amend, add to or alter the RFP in any way unless issued in the form of a formal written addendum. Addenda will be posted to BC Bid.

By submitting a proposal under this RFP, a proponent will be deemed to have received all addenda, or to have elected to submit without regard for the addenda. No adjustment to a submission will be permitted after the Closing Date and Time on account of any addenda not received, and the Client will have the authority to accept the submission of a proponent that did not receive all addenda.

**NOTE:** the last day that requests for clarification or inquiries may be made is **Friday June 2, 2023** in order that addenda if necessary, are issued in time for all proponents to complete their proposal submission and have it delivered to the Regional District office prior to the closing time and date of the RFP.



## 2.5 Amendments to Proposals

Submitters may amend their submissions prior to the Submission Deadline by either:

1. Email format with the amendment attached to the email in a PDF, or equivalent, format and emailed to: [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

The subject line should read:

*"ES-23-13 - RFP - Engineering Consulting Services - Cell Two Development - FBRL - [Proponent Name]" AMENDMENT #,*

(The maximum file size able to be received by the Regional District is 35 MB); or

2. If submitting in a mail format (USB copy), proponents should submit the amendment in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street, Prince George, BC V2L 1P8

Request for Proposals

ES-23-13 - Engineering Consulting Services - Cell Two Development – FBRL AMENDMENT

Responding Proponent's name and address.

## 2.6 Withdrawal of Proposals

At any time throughout the opportunity process until the execution of a written contract for provision of the Deliverables, a submitter may withdraw a submission. Following the Submission Deadline, a notice of withdrawal must be sent to the opportunity contact and must be signed by an authorized representative of the submitter. The Regional District is under no obligation to return withdrawn submissions.

## 2.7 Regional District's Right to Reject Proposals

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. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect or fails in some way to comply with the requirements of this RFP, 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 right to reject a proposal based on potential or perceived conflict of interest.

The Regional District reserves the discretion to reject any proposal where:

- a) one or more 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; or



- b) in the case of a proposal submitted by a proponent 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.

When submitting a proposal, the proponent is required to complete a Conflict of Interest Disclosure Statement (Schedule D).

The Regional District reserves the right to reject any proposal submitted by a proponent who is, or whose principals are, at the time of proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

## 2.8 Claim for Compensation

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP.

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 proponent agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing their proposal for matters relating to this RFP or in respect of the competitive proposal process, and the proponent, by submitting a proposal, waives any claim for loss of profits if a contract is not entered into with the proponent.

## 2.9 Information Session

An information session will be held by Zoom video Conference call. The information session is optional attendance, however highly recommended that all bidders participate.

**Date: May 25, 2023**

**Time: 10:00AM PST**

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Join Zoom Meeting

<https://colliersprojectleaders.zoom.us/j/99256232154?pwd=aHBybmR3RkYjcXdvSVd6L1h5V1FaUT09>

Meeting ID: 992 5623 2154

Passcode: 239015

One tap mobile

+17789072071,,99256232154#,,, \*239015# Canada

+17806660144,,99256232154#,,, \*239015# Canada

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[Calendar invite download](#)



## 2.10 RFP Schedule

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

RFP Schedule	
Milestone	Date
RFP issued	May 12, 2023
Information Conference Call (optional)	May 25, 2023
Deadline for Proponent questions	June 2, 2023
Closing Date and Time – Submission Due	June 16, 2023
Anticipated Contract Award	July 20, 2023

## 3.0 **PURPOSE**

The Regional District intends to engage a qualified engineering consulting firm for the design, development, and construction of Cell Two at the Foothills Boulevard Regional Landfill.

Cell Two will be an engineered facility, adhering to all current and applicable provincial, federal, and municipal legislation and regulations.

The services will include but not be limited to, the predesign, design, development process support, construction management services and commissioning support for the staged development of Cell Two.

For this project time is of the essence as the available air space in Cell One is finite and Cell Two must be completed and commissioned with full Ministry approval prior to Cell One being closed.

## 4.0 **PROPOSAL SUBMISSION**

### 4.1 Proposal Format:

Proponents are asked to respond in a similar manner. The following format and sequence should be used 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) An Understanding the Project section to convey your understanding of the Client and the project.
- f) A Corporate Qualifications section to convey the capability of your firm to deliver the project.
- g) A description of the Proponent's Team to convey the capability of the team you have assigned to deliver the project.
- h) A Project Delivery section to convey your plan and approach to deliver the project successfully as further described in Section 11.





- i) At least three project profiles for Reference Projects similar to this Project.
- j) The body of the proposal, including the Financial Proposal, i.e. the “Proponent’s Response”.
- k) Goods and Services Tax Information form, (Schedule C2).
- l) Conflict of Interest Disclosure Statement (Schedule D).
- m) All amendments and addenda, if any, issued for this RFP. Each amendment and addendum must be signed by the proponent and included with the proposal and will form part of the proposal and contract documents.

#### 4.2 Technical Proposal Contents:

##### **Section A: Executive Summary and Mandatory Criteria**

Provide the following:

- 1. An executive summary of the proposal (maximum 1 page).
- 2. A completed **Schedule B – Cover Page** (Mandatory)
- 3. A completed **Schedule C1 – Financial Proposal Submission Form** (Mandatory)
- 4. A completed **Schedule C2 – Goods and Services Tax Information** (Mandatory)
- 5. A completed **Schedule D – Conflict of Interest Disclosure Statement** (Mandatory)
- 6. A current WorkSafe BC Clearance Certificate (Mandatory)

##### **Section B: Understanding of the Project**

Provide the following information to convey your understanding of the Client and the project. Refer to Reference Projects in Section F to illustrate your points as needed. (maximum 2 pages):

- 1. Describe your understanding of the Client organization, its mandate and how the proposed project helps the Client deliver on its mandate.
- 2. Describe your understanding of what factors in the design will contribute to the success of the project and the Client’s mission.
- 3. Describe your vision for the right balance between scope, quality and cost.
- 4. Describe the key challenges that you anticipate the Client will encounter.
- 1. 5. What trends in design for the Client’s sector has your firm observed over the past ten years and how do you expect the design for this sector to change over the next ten years? You may refer to reference projects in Section E to illustrate your observations.

##### **Section C: Corporate Qualifications**

Provide the following information to convey the capability of your firm to deliver the project (maximum 1 page):

- 1. Information about your firm:
  - Year founded
  - Names of Partners
  - Current number of staff in the province
  - Current number of staff in the office from which this project would be served



#### **Section D: Proponent's Team**

Provide the following information to convey the capability of the team you have assigned to deliver the project (maximum 5 pages not including resumes):

1. Provide an organization chart to identify the individuals assigned to the project and their roles including at least the following.
  - (a) Executive Sponsor
  - (b) Design Project Leader
  - (c) Design Engineer (if different from Design Project Leader)
  - (d) Field Engineer (for onsite construction inspections, if different from (b) and (c))
  - (e) Other Sub-consultants
  - (f) Cost Consultant
2. For each person listed in the organization chart:
  - (a) Describe each member's responsibilities and why you chose them to be part of your team. What makes each team member a great fit for this project?
  - (b) List the reference projects (provided in Section F) that each person was involved with and their role (at least one and no more than three reference projects per person).
3. Describe how the team has been structured to give the capability and capacity to provide the quality of services described in this RFP.
4. Provide resumes for all project team members (not included in maximum page count).

#### **Section E: Project Delivery**

Provide the following information to convey your plan and approach to deliver the project successfully (maximum 6 pages not including the schedule). Illustrate your responses with reference projects, the details of which are to be included in Section F. You may refer to reference project included in support of Sections C or D, or to a maximum of three additional reference projects.

1. A preliminary schedule for design activities, permit applications and Client approval activities in compliance with the project milestone dates.
2. A description of the way the project team will manage its schedule to achieve the Client's project milestone dates.
3. A description of the way your firm would respond and contribute to the process of aligning the design with the construction budget if the construction cost estimate exceeds the construction budget at any point in the design phase.
4. An explanation of your firm's approach to design coordination between disciplines that differentiates you from other firms.
5. A description of your internal quality assurance and quality control processes that will be applied during production of the construction documents and how these will achieve adherence to Client requirements and reduce the potential for coordination errors during construction.
6. The method the Design Project Leader will use to document and track the client's requirements embodied in the design development report so that key elements do not get lost as the project moves through the construction documents phase.



7. Give examples of decision-support material you have provided to other clients to convey information so that they can make prompt decisions on issues that emerge on-site. (Such examples are not counted in the maximum page count for this section.)
8. An explanation of the method the Design Project Leader will use to convey their ideas so that they are clearly understood by the client group who are not accustomed to reading Engineering drawings.

#### **Section F: Reference Projects**

In this section, provide at least three project profiles for reference projects identified in other Sections, with each project submitted using the form provided as ***Schedule E – Similar Project Information Form***.

##### **4.3 Fee Proposal**

Complete, sign and submit the ***Schedule C1 – Financial Proposal Submission Form***. This form must be signed by an authorized officer of the Engineering Firm.

#### **5.0 PROPOSAL EVALUATION**

##### **5.1 Evaluation Committee**

The evaluation of proposals will be undertaken on behalf of the Client by an evaluation committee (the Evaluation Committee) appointed by the Client. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee may in its discretion decide are required.

##### **5.2 Four Stage Evaluation**

Proposals will be evaluated in multiple stages:

##### **Evaluation of Mandatory Criteria**

Proposals that do not meet the mandatory criteria will be rejected.

##### **Evaluation of Technical Criteria**

Subject to the Evaluation Committee's right to reject an unacceptable proposal under Section 5.3, the Evaluation Committee will evaluate and score the proposal information provided. For each criterion, each proposal will be assessed, and points will be awarded on the basis of the extent to which the requirements of the RFP documents are satisfied and the comparative merit of the individual proposal as compared to the Client's requirements.

##### **Interviews/Reference Checks of Short-Listed Proponents**

The Evaluation Committee may choose to develop a short list of Proponents to be invited to participate in the third stage.

The Evaluation Committee may consult with references provided by the short-listed Proponents.

The Evaluation Committee may invite the short-listed Proponents for an interview.

Based on the information obtained in interviews and feedback from references, the technical ratings may be adjusted.

##### **Evaluation of Cost Criteria**

Points will be awarded based on the percentage difference between the Proponent's financial offer and the lowest responsive financial offer. The lowest responsive financial offer will receive the full awarded points and other financial offers will be allocated points pro-rata to the extent they exceed



the lowest responsive financial offer. The formula used to calculate the awarded points as well as an example is provided below.

$$\text{Full points} - \left[ \frac{(\text{Proposed Fee}) - (\text{Low Cost Responsive Fee})}{(\text{Low Cost Responsive Fee})} \right] \times \text{Full Points} \\ = \text{Awarded Points}$$

Example: A Proponent's financial offer is \$2,000 and the lowest financial offer is \$1,500. The lowest financial offer would be awarded the full points (20 points in this example) while the Proponent that offered \$2,000 would be awarded 13.33 points.

$$20 - \frac{(\$2,000.00 - \$1,500.00)}{\$1,500.00} \times 20 = 13.33 \text{ awarded points}$$

### 5.3 Rejection of Unacceptable Proposals

The Evaluation Committee may reject a proposal, including a proposal from a Proponent that complies with the Mandatory Requirements, if the proposal does not score more than 65% on the technical evaluation at any stage.

A proposal may be rejected at the sole discretion of the Evaluation Committee if the proposal price exceeds the available budget.

### 5.4 Evaluation Criteria and Weighting

1. The Evaluation Committee will evaluate eligible proposals to determine which proposal is most advantageous to the needs of the Client.
2. The following criteria will be applied by the Evaluation Committee in scoring each Proposal.
3. The Evaluation Committee may consider other criteria that it identifies as relevant during the evaluation process provided that any criteria considered will be applied evenly and fairly to all proposals that are eligible for evaluation.

#### 5.4.1 Criteria for Understanding of the Project

1. The Evaluating Committee seeks a Proponent that will readily grasp the Client's requirements and will lead the Client to the best solutions considering its operational, social, environmental, and financial objectives.
2. All other things being equal, Proponents will be scored higher if they demonstrate that they:
  - a. Understand the Client's operations and the sector in which the Client operates.
  - b. Understand how the infrastructure will be used by the Client to further its objectives.
  - c. Understand the Client's priorities among scope, quality, functionality, schedule, and cost.
  - d. Have completed projects like this project and be able to provide leadership in navigating the challenges.
  - e. Are fully informed of trends in design for projects like this project to bring information on best practices in the design of the project and in delivery of the services.

#### 5.4.2 Criteria for Corporate Qualifications & Referenced Projects

1. The Evaluating Committee seeks a Proponent that is an established firm that has the depth of resources and capacity to support this project.



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2. All other things being equal, Proponents will be scored higher if they demonstrate:
    - a. That they regularly undertake projects of a similar scale and complexity,
    - b. A depth of resources,
    - c. That they understand the Client's operations and the sector in which the Client operates.
    - d. That they have completed similar projects and can apply lessons on those other projects to this project.
    - e. The similar projects were completed on budget.
    - f. The similar projects were completed on schedule.
    - g. The clients of similar projects were satisfied with the experience of the project and the final result. (Demonstrated through reference checks.)
- 5.4.3 Criteria for Proponent's Team
1. The Evaluating Committee seeks a Proponent that has assigned an appropriate team with sufficient resources, and available back-up resources that are equal to the capability of the assigned team members.
  2. All other things being equal, Proponents will be scored higher if they demonstrate that:
    - a. Team structure, roles and responsibilities are clear,
    - b. All team members, especially the Design Project Leader and Discipline Project Leaders have the expertise and experience in their domains necessary to lead this project to success.
    - c. There are appropriately skilled and experienced backup resources that can be deployed as needed.
    - d. The Proponent's Executive Sponsor has an appropriate oversight role and the ability to deploy and direct resources as needed.
    - e. The project team members are able and motivated to respond to the needs of the Client and the project and deliver the quality of service expected.
    - f. The team members have demonstrated creativity in responding to client requirements in similar projects.
    - g. Only qualified and experienced environmental consultants 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 the services described herein.
- 5.4.4 Criteria for Proposed Project Delivery
1. The Evaluating Committee seeks a Proponent that has a clear, well-structured plan that will lead the Client to a successful project, has assigned an appropriate team with sufficient resources.
  2. All other things being equal, Proponents will be scored higher if they demonstrate:
    - a. A well-considered design schedule that is aggressive but provides enough time to get the design right and gives the Client enough time for its own reviews.
    - b. A clear escalation process, including application of additional resources to get the project back on schedule if there is slippage.



- c. A clear process for iteratively testing that the design is capable of being constructed on budget and for adjusting the design as it is progressively elaborated to keep it on budget.
- d. A rigorous quality assurance plan to coordinate the work of sub-consultants to minimize the occurrence of coordination errors after the project is tendered.
- e. A rigorous quality assurance plan to track the incorporation of the Client's requirements into the design and highlight any design decisions that would fail to meet the Client's requirements.
- f. A process to give the Client options for design decisions with sufficient information about the options to allow the Client to make effective decisions.
- g. The ability to convey designs and the impact they have on operations to stakeholders who are not design savvy so that they have a clear understanding of the design.
- h. A process for assessing the impact of material selection on delivery time, construction cost, maintenance cost, and repair and replacement cost.

#### 5.5 Weighting of Criteria

The Evaluation Committee will use the following point distribution for scoring Proposals:

Criterion	Section Evaluated	Maximum Points
Mandatory Criteria	A	Pass/Fail
Understanding of the project	B	15
Corporate Qualifications	C, F	10
Proponent's Team	D, F	25
Project Delivery	E, F	25
Fee	Fee Proposal	25
<b>Total score</b>		<b>100</b>

#### 5.6 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information with respect to any proposal. The Evaluation Committee may make such requests to only selected proposals without making the same requests for all proposals. The Evaluation Committee may consider such clarifications or additional information and may re-score a proposal.

#### 5.7 Reference Checks

1. The Evaluation Committee may develop a short list of Proponents for completion of reference checks.
2. The Evaluation Committee may delegate members to consult with the references provided by the short-listed Proponents to assess any aspect of the Proposal.
3. The Evaluation Committee may ask questions of each Reference without asking the same questions to other References.
4. The Client reserves the right to conduct its own inquiries and consult with other references not listed in the Proposal, including references from within the Client's organization.
5. As a result of the reference checks, the Evaluation Committee may adjust the score of any criteria.



## 5.8 Interviews

1. The Evaluation Committee may develop a short list of Proponents to be invited to interviews.
2. Before the interview, the Proponent may be given direction on topics to present or respond to during the interview.
3. The Evaluation Committee may have specific questions for Proponents arising out of the review of the Proposal and the feedback from references and is not required to ask the same questions of each Proponent.
4. As a result of the interviews, the Evaluation Committee may adjust the score of any criteria.

## 5.9 Selection

1. The Evaluation Committee will rank the Proponents and will select the Preferred Proponent.
2. If two or more proponents have the same final score for the combined technical and financial scores, the proponent with the higher technical score will be selected as the preferred proponent.

## 6.0 **CONTRACT**

### 6.1 Form of Contract

The proponent will be required to enter into a Regional District service agreement prior to commencing work and subject to negotiation between the Regional District and the Proponent. The contract will include this RFP, Conflict of Interest Disclosure Statement, all appendices, amendments and addenda, as well as the successful Proponent's submission.

The successful Proponent will also have to meet the following requirements:

- Be compliant with BC Occupational Health and Safety statutes and supply documentation supporting such.
- Meet a number of insurance provisions including Commercial General Liability in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage if automobile use is required.
- All materials produced will become the exclusive property of the Regional District.

### 6.2 Award of Contract

A contract for ES-23-13 (the "Contract") is expected to be awarded to the successful proponent (the "Consultant") on July 20, 2023. All proponents will be advised, in writing, as to the awarding of the Contract.

The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

### 6.3 Contract Duration

This Contract will commence August 2023, with the Regional District's acceptance of the successful proponent's proposal, and conclude December 31, 2026, with the submission of final reports and drawings. A possible extension of this contract may be considered if agreeable to both parties. The Regional District retains the right of approval or rejection of any contract extension.





## **7.0 SCOPE OF WORK**

The scope of the work will be carried out for the duration of this contract. The scope of work is defined in Schedule A.

## **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.

### **8.3 Invoicing and Payment**

If an Agreement is awarded, invoices should be sent to the designated Project Manager for review prior to submission to the Regional District and should include at a minimum:

- a. Purchase Order number (if applicable)
- b. Project document name and contract number
- c. Regional District contact full name (First and Last)
- d. Proponent contact information (name and phone number)
- e. GST number
- f. WCB number
- g. Detailed description of work performed
- h. Applicable taxes shown as separate line item
- i. Receipts attached for travel expenses

## **9.0 DOCUMENTS**

The successful proponent will be required to provide all documents related to the contract to the Regional District in hard copy and an electronic format. All drawings will be in an AutoCAD 2010 or higher format. All text documents will be in a Microsoft Word format.





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## **SCHEDULE A: SCOPE OF WORK**

See attached.



## **SCHEDULE B: COVER PAGE**

### **1. Proponent Information**

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
District, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

### **2. Acknowledgement of Non-Binding Procurement Process**

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Regional District and the proponent unless and until the Regional District and the proponent execute a written agreement for the Deliverables.

### **3. Ability to Provide Deliverables**

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

### **4. Non-Binding Pricing**

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Financial Proposal Form (Schedule C1) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

### **5. Addenda**

The proponent is deemed to have read and accepted all addenda issued by the Regional District and posted through the Regional District's website or the *BC Bid® website* prior to the Deadline for Issuing Addenda.

### **6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

### **7. Conflict of Interest**

When submitting a proposal, the proponent is required to complete, sign, and include with their



proposal a Conflict of Interest Disclosure Statement, Schedule D.

Proponents must declare all potential Conflicts of Interest, as defined in section 7 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (i) participated in the preparation of the proposal; **AND** (ii) were employees of the Regional District within twelve (12) months prior to the Submission Deadline.

**8. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Regional District to the advisers retained by the Regional District to advise or assist with the RFP process, including with respect to the evaluation this proposal.

I have the authority to bind the proponent;

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*

**[End of Schedule B]**



## **SCHEDULE C1: FINANCIAL PROPOSAL SUBMISSION FORM**

### **Engineering Services for the Regional District of Fraser-Fort George**

Complete this form and include in Fee Proposal file.

Name of Proponent:	
Address:	
Phone:	
e-Mail:	

#### **1. Fixed Fee**

For the Engineer's services as detailed in "Request for Proposal – Engineer Services for Regional District of Fraser-Fort George, the fee including all disbursements but excluding GST / PST, shall be:

Total Fixed Fee in numerals:	\$ .00
Total Fixed Fee in words:	Dollars and 0 Cents

#### **2. Total Fee Allocation:**

The fixed fee will be allocated to the phases of the project as follows:

Phase	Fixed Fee (\$)	% of Total Fee
Preliminary Design	\$	%
Schematic & Detailed Design	\$	%
Tender Documents	\$	%
Tender Phase Support	\$	%
IFC & Construction Administration	\$	%
Project Close Out	\$	%
Disbursements*	\$	%
<b>Total</b>	<b>\$</b>	

\* Provide fee/cost for five trips to Prince George as outlined in Schedule A section 3.1. The disbursements will be reimbursable meaning the Regional District will only pay for what the proponent spends on a cost plus 5% basis. Invoices to include reimbursement back-up documentation.





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## **SCHEDULE C2: GOODS AND SERVICES TAX INFORMATION**

Supplier:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number

Are you a GST Registrant?

Yes \_\_\_\_\_

No \_\_\_\_\_

If YES, please indicate your registration number: \_\_\_\_\_

If NO, Please fill in the following (check appropriate box):

☐

Supplier qualifies as a small supplier under s.148 of the legislation

☐

Other: Specify \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**[End of Schedule C2]**



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## **SCHEDULE D: CONFLICT OF INTEREST DISCLOSURE STATEMENT**

### **PROCUREMENT PROCESS Engineering Consulting Services for Cell Two Development Foothills Boulevard Regional Landfill**

Proponent Name: \_\_\_\_\_

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

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By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

**[End of Schedule D]**



## **SCHEDULE E: SIMILAR PROJECT INFORMATION FORM**

On separate copies of **this Form**, provide the required project information for the required number of projects of a similar type, size and complexity the Proponent has completed.

Example No: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

### **Project Details**

Project Value (\$): \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Prime Consultant: \_\_\_\_\_

Project Size: \_\_\_\_\_

Mechanical Trade: \_\_\_\_\_

Electrical Trade: \_\_\_\_\_

Description of the project: (project complexity, project completed on time and on budget? etc.)

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### **Client Project Reference:**

Project Reference Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Reference Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Prime Consultants Reference:**

Project Reference Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Reference Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**[End of Schedule E]**





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## **APPENDIX 1 – FIGURES**

The following figures are attached for reference only

Figure 1 – Foothill Boulevard Regional Landfill Site Location Map .....	26
Figure 2 – Landfill Air photo with Infrastructure .....	27

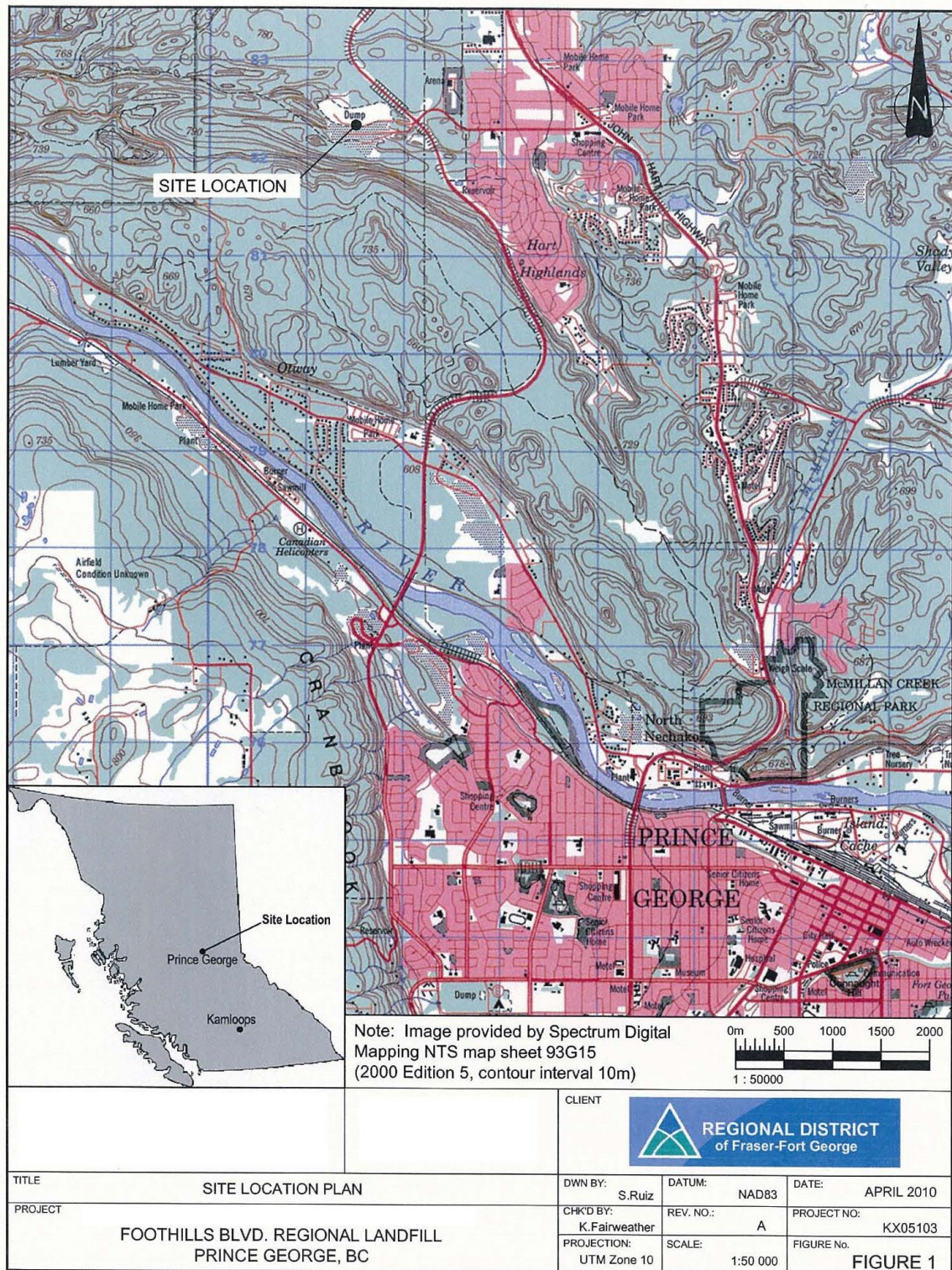


Figure 1 – Foothill Boulevard Regional Landfill Site Location Map



## POLLUTION CONTROL INFRASTRUCTURE FOOTHILLS BOULEVARD REGIONAL LANDFILL

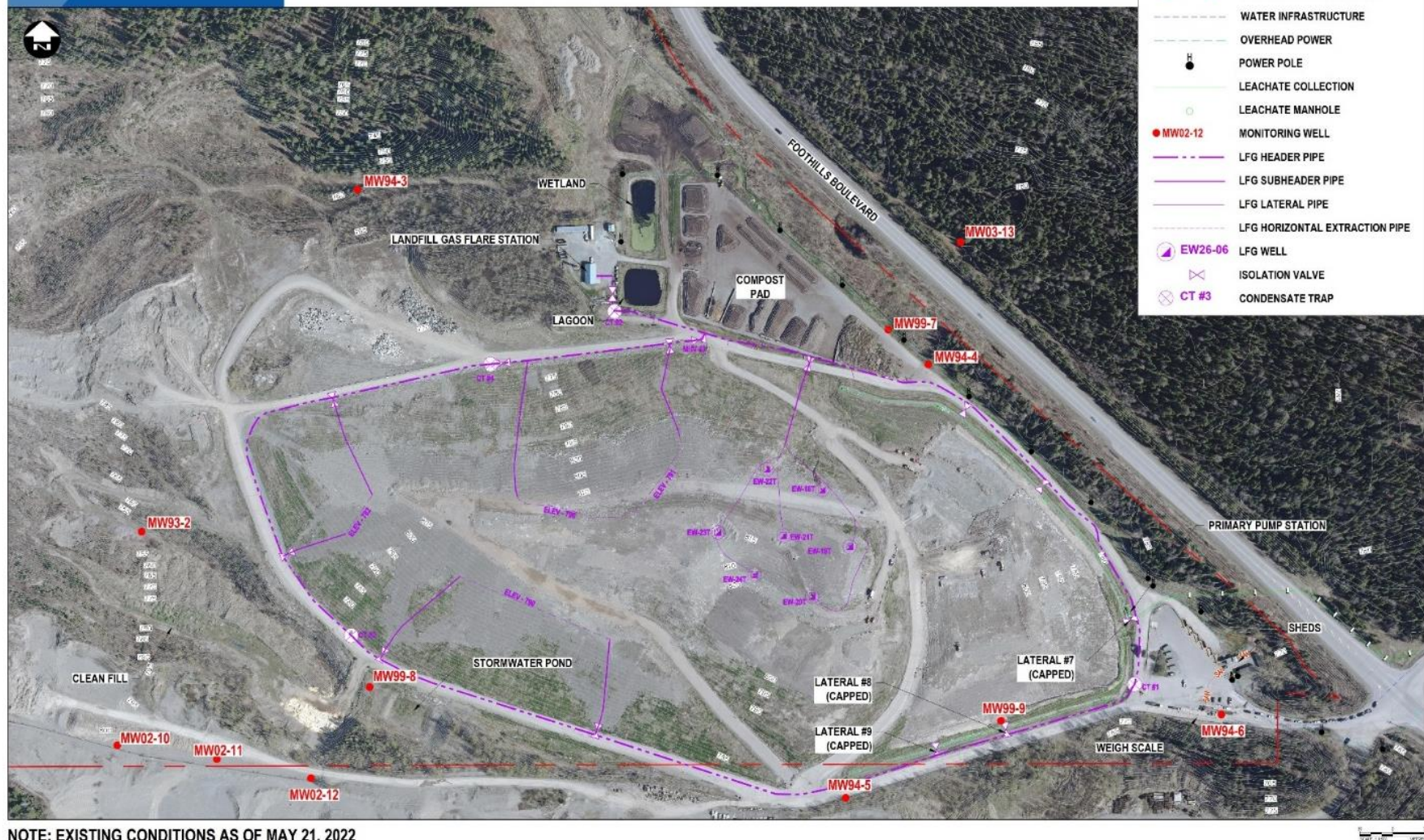


Figure 2 - Landfill Air photo with Infrastructure