



## **SCHEDULE A – SCOPE OF WORK**

This schedule forms part of the contract for consulting services for  
Project: Cell Two Development - Foothill Boulevard Regional Landfill  
Between the Owner: **Regional District of Fraser-Fort George**  
And the Consultant: *Insert Consultant Name after award*  
Dated: *Insert Agreement Date after award*

### **1. CONTEXT**

The Scope of Services are provided in the following project context:

#### **1.1 Owner**

The Owner of the Project is the Regional District of Fraser-Fort George (RDFFG or Regional District).

#### **1.2 Stakeholders**

The design and construction of Cell Two for the RDFFG Landfill (the “Project”) involves the coordination of many participants from within the Regional District’s organization (the “Stakeholders”). The Regional District will assign a design committee (the “Design Committee”) and may elect to include additional resources to the list of Stakeholders and/or break the listed groups into sub-groups as required to successfully deliver the Project.

#### **1.3 Design Committee**

This Project involves an Owner assigned Design Committee composed of the RDFFG, Colliers Project Leaders and other owner procured consultants who will participate in the Cell Two design meetings as required to successfully deliver the Project.

#### **1.4 Project Manager**

The Owner shall designate a specific Project Manager for this Project who shall be a single source of contact for the Owner for coordinating the work of the Specialty Consultant to implement the objectives of the Owner.

#### **1.5 Project Team**

The Project Team means RDFFG, the Regional District’s Consultants, the Design Committee, the Project Manager, the successful proponent, and the successful proponent’s sub-consultants.



## **1.6 Project Schedule for Phases**

The Owner has designated a completion date of November 1, 2026. The Proponent is to provide a proposed workplan (seclude) as described in Section 4.2 of the RFP.

## **2. DESIGN CONSULTANT'S TEAM**

### **2.1 Responsibility and Definition**

- a. The word "Consultant" used throughout this document means the firm, individual or company engaged by the Owner and taking the primary responsibility for executing the contract and its subcontracted firms, individuals or companies involved with assisting to meet the contract objectives.
- b. The Consultant is responsible for executing the scope of work defined in this Schedule A, Sections 2 through 5.

### **2.2 Design Leader**

- a. The Proponent will designate a Design Leader as the Proponent's principal representative for the Project who shall not be changed without the prior written consent of the Client.
- b. The Design Leader will be the Prime Consultant and will be responsible for designing and monitoring the construction of the project and leading the Design Team. As defined in *Schedule A – Scope of Work*, the Design Leader shall be responsible for managing the Proponent and advising on the evaluation and selection of any specialty consultants required to deliver the required services to the project and shall lead the delivery of services throughout the project.
- c. The Design Leader shall be responsible for the design of the project from preliminary design through to tender documents, supporting the tendering and monitoring construction through substantial performance, total completion and the warranty phase.

### **2.3 Management of Sub-Consultants**

The Consultant and the Regional District shall engage the services of the sub-consultants as provided for in the Consulting Services Agreement Contract. The Consultant shall coordinate the work of the sub-consultants listed in the Contract and engaged by the Consultant and region that relate to the work of the Consultant.

The Consultants and the sub-consultants together form the 'Design Team'.

## **3. SCOPE OF WORK**

### **3.1 General Project Requirements**

- a. The Owner intends to engage a Professional Designer as "Consultant" to provide the identified services for the *Foothills Boulevard Regional Landfill RDFFG Cell Two Development* during field review and assessment of existing conditions, design work and



construction.

Due to funding constraints the Owner would like to have the project design as a phased construction approach.

- b. The Consultant shall be expected to provide the Owner with practical, professional, reliable and effective design consulting services and field review and inspection services solutions.
- c. The listing of services in Section 3-5 is not intended to be limiting in any manner. For each of the services, provide a detailed description of the field services to be provided including frequencies and durations. If other services are necessary to provide a complete scope of work for the category of testing and inspection, provide a description of those services as well.
- d. If any material testing is required, the Consultant shall be expected to provide materials testing using a CSA certified laboratory and certified field staff.
- e. All testing shall be completed by qualified personnel in accordance with appropriate test procedures and the applicable specifications for the Project.
- f. The Owner makes no guarantees as to the quantity of testing that will be required. As such, the Owner may modify the required quantities or cancel the Quality Program at any time without penalty to the Owner.

The Consultant shall:

- a. Coordinate services of subconsultants (if applicable).
- b. Attend in-person meetings at the Regional District office or at the Foothills Boulevard Landfill location with the Project Team and other specialist consultants (if applicable) as outlined below:

Meeting Type	Frequency	Duration	Phase
Information Gathering Workshop	One	half day	Due Diligence
Substantial Completion Walkthrough	One	half day	Closeout
Final Deficiency Walkthrough	One	half day	Closeout
Deficiency Correction walkthrough	One	half day	Closeout
Warranty Inspection	One	half day	Warranty

*Note: construction field inspection trips have not been included in the table above as these will be determined at a later date*

- c. Review all applicable statutes, regulations, codes and by-laws
- d. Coordinate public consultations including but not necessarily limited to:
  - ii. First Nations
  - iii. Ministry of Environment and Climate Change Strategy
  - iv. City of Prince George Administration and Council
  - v. Environmental Assessment Process, if required
  - vi. Public Meetings, if required
- e. Provide Quality Plan (Quality Management & Quality Assurance) of the work being undertaken in accordance with the requirements of good professional practice, the



requirements dictated by the registration or certification of equipment, facilities and personnel utilized in performing the work and any other specific requirements outlined in this RFP.

- f. Carry out site reviews, inspections, sampling and testing (on-site or in-situ) and review the results of all tests to verify that the Contract work is proceeding in accordance with the Contract Documents;
- g. Report any adverse results immediately to the Owner's Project Manager, identifying the impacts of non-conforming tests, to minimize the time required to correct contractor deficiencies;

### **3.2 Occupational Health and Safety**

- a. The Consultant shall conform to the Owner's Health and Safety Requirements. The Consultant shall maintain health and safety processes that comply with or exceed the following minimum standards:
  - i. maintain all required health and safety licenses and permits in compliance with applicable legislative requirements for the duration of the Work;
  - ii. implement processes to assess hazards and implement control measures;
  - iii. confirm and document their Workers' ability and competency to assess and control task hazards that may impact the Workers employed by the Consultant or their Subconsultants, and other Workers in the Consultant's Workplaces or on the Project site;
  - iv. train their Workers and retain evidence that each of their Workers has been trained and is competent to perform their Work safely; and
  - v. require all the Workers employed by them or their subconsultants to receive site safety orientation, participate in the Projects site safety program, and retain documented evidence of such orientation and participation.
- b. Require their subconsultants to maintain the health and safety standards identified in Section 1 for their own Workers.
- c. Retain documented evidence of compliance with the Consultant's health and safety requirements and shall produce such evidence when requested by the Owner.

## **4. WORK BY PHASE**

### **4.1 Preliminary Design Phase**

The Consultant shall:

#### Due Diligence

- a. conduct non-invasive investigations, testing, surveys, and any other activities at the project site to eliminate or reduce the risk of any unforeseen conditions. This will be done in conjunction with the review of any or all existing previous studies or investigations completed by the Regional District. These activities include but not limited to;



- i. review of existing conditions;
  - ii. review of existing documents;
  - iii. examination of the existing infrastructure at the Foothills Boulevard Regional Landfill including the leachate system, the landfill gas system, existing surface water infrastructure and site access infrastructure;
  - iv. code and functional considerations;
- b. attend one in-person information gathering workshop with Regional District and the Stakeholders. At this workshop, attendees will review the project site and client's objectives. The Design Team will gather the additional information and feedback provided and refine, modify and customize initial assumptions as required based on the results of the workshop to meet the specific needs and requirements of the Project, 'Project Requirements'.
- c. after the workshop and site visit based on the feedback and information received, the Design Leader will create and submit a **Design Brief Report** confirming the current condition of the landfill site and supporting infrastructure, and the Project Requirements for the new landfill cell development, including but not limited to:
  - i. permits,
  - ii. regulations,
  - iii. estimated construction costs,
  - iv. required testing and inspection costs

#### Conceptual Design

- a. following the acceptance of the Design Brief Report, the Design Team will create and provide a conceptual design for the Project, including plan sketches and elevations based on the Design Brief and Project Requirements for the Design Committee's review. The conceptual design should include the following:
  - i. a site plan of the entire Cell Two including the following in relation to the progressive development of Cell Two:
    1. individual sub-cell design and volumes
    2. fill sequencing
    3. anticipated timelines of capacity
    4. order of magnitude costing for each sub-cell and overall cell two.
    5. proposed phase approach showing individual sub-cell volumes and anticipated timelines of capacity as well as fill sequencing,
  - ii. Slope Grades and Access Roads;
  - iii. Surface water management devices;
  - iv. Liner construction specifications;
  - v. Leachate collection system specifications;
  - vi. Landfill gas collection system specifications;
  - vii. Aesthetics and vector control measures;
  - viii. The incorporation of existing Landfill infrastructure where required;
- b. attend one (virtual) conceptual design review workshop with the Regional District and the Stakeholders.  
***Note: there will be a requirement for Design Leader to present the conceptual design and requirements to RDFFG Board.***
- c. Schedule and attend preliminary meeting(s) with all regulatory officials to obtain planning information and to verify the requirements for the Project's permitting applications;
- d. coordinate the design development with the Design Team; and



- e. allow for one virtual review meeting to finalize the conceptual plans;

The Project Manager will review the conceptual plans with the Regional District and provide written feedback to the Design Team on the selected alternative or a combination of the desirable attributes of the proposed options. The Design Team may only proceed to the Schematic Design Phase after receiving the written feedback and approval from the Project Manager.

*Preliminary Design Phase Deliverables:*

- i. *Design Brief Report,*
- ii. *Conceptual with description, pros and cons*
- iii. *order of magnitude costing*

## **4.2 Schematic Design Phase**

Definition: Schematic Design develops the form, size, character and initial design details of the Project based on the approved conceptual design, includes additional details as requested by the Regional District and any Authorities Having Jurisdictions

Purpose: To prepare a Schematic Design for all components of the Project.

In this phase, the Consultant shall:

- a. coordinate services of all consultants;
- b. attend bi-weekly virtual design review meetings with the Project Team and other specialist consultants;
- c. review all Project-applicable statutes, regulations, codes and by-laws and where necessary review the same with the authorities having jurisdiction;
- d. review all applicable Project Site studies and surveys (including, without limitation, geotechnical and environmental), coordinate the Schematic Design with the recommendations made in these reports;
- e. continue to review and confirm that the proposed Schematic Design is in conformance with the owner's requirements;
- f. arrange and prepare minutes for pre-consultation meetings with authorities having jurisdiction to define the Project approval requirements (including formal consultation if required).
- g. provide expertise on sustainable design taking into account energy and environment conservation principles, identify sustainable design features, and integrate agreed upon design principles into the Schematic Design;
- h. review and coordinate with the Regional District and authorities having jurisdiction to determine required needs and ongoing coordination items as it relates to Project Site access requirements that may impact the Schematic Design;
- i. based on the approved conceptual design, project schedule and construction budget, and Regional District's preferences, develop Schematic Designs for Regional District review, including Schematic Design documents to illustrate the scale and character of the Project and how the parts of the Project function, including but not limited to:
  - i. Civil earthworks for the development of Cell Two, including fill plans and a schedule of quantities;
  - ii. Leachate collection and treatment;



- iii. Landfill gas capture and tie-ins to existing infrastructure;
  - iv. Surface water capture;
  - v. Grading and access requirements; and
  - vi. Mechanical and Electrical design to support leachate, landfill gas capture and surface water collection.
- j. prepare all permits application documents and lead the submission of the applications to authorities having jurisdiction for the Project;
- Note: it is the Regional District's expectation that the consultant will handle all permit applications related to this project including but not limited to:***
- i. Operational Certificate Amendments (MOECCS);
  - ii. Design Approvals (MOECCS);
  - iii. Municipal Considerations;
  - iv. DOCP Development / Amendment;
- k. submit a Schematic Design Report brief detailing calculations, design rationale and outline specifications to describe the size and character of the entire Project including civil systems, materials and existing infrastructure elements and issues requiring replacement and/or renovation, including operational and performance characteristics;
- l. prepare and submit a Class C Construction Cost Estimate;
- m. provide value engineering/analysis and cost reduction strategies and recommendations to align the Schematic Design documents to the approved construction budget, implement necessary document revisions.

*Schematic Design Phase Deliverables*

- i. *Schematic design report,*
- ii. *Schematic design,*
- iii. *Class C construction cost estimate*

#### **4.3 Detail Design / Design Development Phase**

Definition: Detail Design Development specifies the actual form, size, character and design details of the project, and includes all professional disciplines and fixes the budget and construction schedule of the project.

Purpose: To produce detailed designs for cell development.

In this phase, the Design-Builder shall:

- a. coordinate services of consultants as applicable;
- b. continue to attend bi-weekly design review meetings with the Project Team and specialist consultants;
- c. continue to review and confirm that the proposed design is in conformance with the Owner's Requirements;
- d. further develop and prepare the design documents for Regional District's review and approval, consisting of drawings and other documents appropriate to the size of the Project, as listed below:
  - i. site plan;
  - ii. plans;
  - iii. elevations;





- iv. sections;
- v. any other documents that may be required, to describe the size and character of the entire Project.
- e. continue to review applicable statutes, regulations, codes and by-laws as the design of the Project is developed;
- f. if necessary, provide value engineering / analysis and cost reduction strategies and recommendations to align the Design Development documents to the approved construction budget, implement necessary document revisions;
- g. continue to design in accordance with sustainable design strategies determined in previous phases; and obtain Regional District's (Project Manager) approval before proceeding with the Construction Documents
- h. prepare and submit a Class B Construction Cost Estimate;

*Design Development Phase Deliverables*

- i. *Design Development Drawings,*
- ii. *Design Development Report (updated schematic report),*
- iii. *Class B construction cost estimate*

#### **4.4 Construction Documents Phase**

Purpose: To prepare all necessary construction drawings including site plans, descriptions, elevations, sections and construction details for all professional disciplines, on the basis of the approved final Design Development documents, and suitable for tendering (Issue for Tender or IFT Documents) and submission to authorities for approval.

In this phase, the Consultant shall:

- a. coordinate services of consultants as applicable;
- b. continue to attend biweekly design review meetings with the Project Team and other specialist consultants;
- c. finalize statutes, regulations, codes and by-laws applicable to the design with the authorities having jurisdiction and facilitate the consents, approvals, licenses and permits necessary for the Project;
- d. assemble, prepare, and take responsibility for the submission of all remaining documents requested by the authorities having jurisdiction;
- e. prepare for Regional District's review and approval, construction documents consisting of drawings and specifications setting forth in detail the requirements for the Project;
- f. actively respond to and resolve any outstanding conditions in the permitting application process to facilitate and ensure permit issuance;
- g. prepare and submit a Class A construction cost estimate, and recommend to the Regional District design adjustments to meet the approved construction budget;
- h. verify specified materials and equipment are available within the required schedule;





- i. provide evidence of execution of required Quality Control procedures (as hereinafter defined);
- j. prepare full Request for Tender front end document for Regional District's review and posting on BC Bid.

*Construction Documents Phase Deliverables*

- i. *Issue for Tender Documents,*
- ii. *Class A construction cost estimate,*
- iii. *Request for Tender Front End Documents,*

#### **4.5 Construction Procurement / Tendering Phase**

The Consultant shall:

- a. Review all questions from bidders and prepare addendums for Regional District review and posting.
- b. Assist the Owner in reviewing submitted bids or proposals from Contractors and providing input towards the recommendation of a successful bidder. If proposals received exceed the approved budget for the total cost of the work, including consulting fees and all applicable taxes the Consultant shall, without extra charges, revise the scope and quality of the work to bring the cost within the approved budget limits and make changes to the drawings and specifications accordingly for the purpose of re-issuing for tender.

#### **4.6 Construction Phase – Contract Administration**

The Consultant shall:

- a. Attend site meetings during construction to review the progress and compliance of the work as per item h in Section 3.1.
- b. Carry out site inspections and provide regular progress reports for all work carried out, to monitor and report on key elements of all construction work through to completion of the specified. It is expected that a minimum of one site inspection per month will be conducted during construction unless additional inspections are required by the Owner.
- c. Prepare monthly site inspection reports for the Owner team.
- d. Prepare necessary clarifications and site instructions in written and graphic form.
- e. Review and approve all submittals, shop drawings, test reports and samples for general conformance with recognized industry standards, the Owner's project requirements and the Contract Documents.
- f. Review the contractor Shop and Field Quality Assurance and Control Plans.
- g. Prepare change orders as necessary.
- h. Review and approve payment draw, claims and issue progress certificates.
- i. Where applicable, ensure that sub-consultants visit the site during their phase of the work and issue necessary clarifications and instructions to all parties.
- j. Provide ongoing review of the work including witnessing of major testing.
- k. Take immediate and necessary action to instruct contractors to stop work and mediate any workmanship and materials that fail to meet the above requirements.



- I. Determine the date of Substantial Performance of the work.

#### **4.7 Closeout and Warranty**

The Consultant shall:

- a. Prepare and follow up on all deficiency reports and coordinate the completion of the work.
- b. Verify the contractor's application for final payment.
- c. Receive from the contractor and forward to the Owner the written warranties and related maintenance documentation.
- d. Provide a review of the completed scope of work immediately prior to the expiration of the warranty period.
- e. Prior to the end of the extended warranty for labour and/or materials the Consultant shall review the work for defects or deficiencies and notify the contractor in writing of any defects or deficiencies.

### **5. QUALITY MANAGEMENT**

#### **5.1 Quality Plan**

The Consultant shall develop a Quality Plan that complies with the Quality Management practices defined by the Project, which shall at least:

- a. Confirm the Owner's quality requirements.
- b. Preparing a design to meet the Owner's quality requirements.
- c. Identifying appropriate quality standards that will govern construction.
- d. Provide a consolidated listing of project-specific design and system performance criteria that have been as basis for design of the project.

**END OF SCHEDULE A**