



REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS ES-24-15

Aerial Survey Services Regional Landfills

Date Issued: September 11, 2024

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Closing Time: October 2, 2024
2:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Darwin Paton, Environmental Services Technologist
Project Manager
Email: dpaton@rdffg.bc.ca
Deadline: September 20, 2024, 5pm

Note: Late submissions will not be considered



REQUEST FOR PROPOSALS

ES-24-15 Aerial Survey Services – Regional Landfills

The Regional District of Fraser-Fort George (Regional District) is requesting Proposals from a qualified company to provide aerial survey services for three landfill facilities within the Regional District.

RFP DOCUMENTS

RFP documents may be obtained on, or after September 11, 2024 as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.bc.ca;
- b) on the BC Bid website at www.bcbid.gov.bc.ca;

All subsequent information regarding this RFP, including amendments, Addendum(s) 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 reserves the right to accept or reject any or all proposals. Facsimile proposals and electronic proposals will **NOT** be accepted.

Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix "A", and email the signed Acknowledgement Letter to, Janet Todoruk, Administrative Coordinator at jtodoruk@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments, Addendum(s), or answers to questions. Their Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent's failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent's failure to comply with the requirements of an addendum to this RFP.

DELIVERY OF PROPOSALS AND CLOSING TIME:

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent.

The Regional District will accept Proposals submitted either by direct delivery (hand delivery, courier or by post/mail) or electronically to the Closing Location and Time as outlined below.

Proposals will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3rd floor, 155 George Street, Prince George, BC (the "**Closing Location**"), **no later than 2:00 p.m. on October 2, 2024** (the "**Closing Time**").



Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the Closing Time will not be considered.

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

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read **“ES-24-15 Aerial Survey Services – Regional Landfills.”**. (The maximum file size able to be received by the Regional District is 35 MB); **or**
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent format; **or**
- Hard copy format, including three complete Proposal copies.

If submitting in a mail format (USB or hard copy), proponents should submit the Proposal 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
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Request for Proposals,
ES-24-15 Aerial Survey Services
Regional Landfills
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 will 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.



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1.0 SUMMARY OF OPPORTUNITY

The Regional District of Fraser-Fort George is requesting Proposals from qualified professionals to provide aerial survey services at Regional Landfills.

The Regional District owns and operates three Regional Landfills within the boundaries of the Regional District. They are the Foothills Boulevard Regional Landfill in Prince George, the Mackenzie Regional Landfill in Mackenzie, and the Legrand Demolition and Construction Waste Landfill in the Robson Valley.

Aerial Surveys are carried out to determine, with high accuracy, current ground elevations. In the case of landfills, the change in ground elevations from the previous aerial survey in order to accurately estimate the volumes and location of materials placed within the time interval between surveys.

2.0 RFP PROCESS RULES

2.1 Definitions

“Addendum(s)” means all additional information regarding this RFP including amendments to the RFP.

“BC Bid” means the BC Bid website located at <https://bcbid.gov.bc.ca>

“Board” means the Board of the Regional District.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District.

“Must” means a requirement that must be met in order for the Proposal to receive consideration.

“Place of Work” means the designated site or location of the Work identified in the Contract Documents.

“Project Manager” means the Regional District’s representative.

“Proponent” means the person submitting a Proposal.

“Proposal” means a submission in response to this request for Proposals.

“Regional District” means the Regional District of Fraser-Fort George.

“Request for Proposals” or “RFP” means the request for proposals described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).



“Should”, or “May” means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

“Subcontractor” means a person or entity having direct contact with the Contractor to perform a part or parts of the Work at the Place of the Work

“Work” means the total construction and/or related professional services required by the Contract Documents.

“Work area” means the physical area in which the required tasks described herein are to be carried out.

2.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(s).

2.3 Submission of Proposal

Proposals must be submitted before Closing Time using one of the submission methods set out on page three of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

2.4 Errors, Omissions, Clarifications

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.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request clarification from the Project Manager, by email to: dpaton@rdffg.bc.ca.

All requests for clarification or inquiries must be made by **5:00pm on September 20, 2024** in order that Addendum(s), 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 on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.

It is the sole responsibility of the Proponent to check for Addendum(s).

Those questions that are determined to be of a common interest to all potential proponents will be summarized and posted as Addendum(s) on the website.



2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

2.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

2.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix “D”).

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may 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 a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; 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 a consultant involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process. (collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- (a) names and contact information of the Proponent and the person for which the advance opinion is requested;
- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- (c) copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.



2.8 Subcontractors

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “B”.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

2.9 Rejection of Proposal

The Regional District may, in its sole discretion, 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.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District’s intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.



2.10 Liability for Errors

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. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

2.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

2.12 Ownership of Proposals and Freedom of information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

2.13 Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.



2.14 Not a Tender

This RFP is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a “Contract A”.

3.0 PURPOSE

The purpose of this project is to conduct Aerial Surveys at three regional landfills and provide the Regional District with all the required data, maps, PDFs and Ortho photos to industrial standards of accuracy. Submission of all the required data, maps, PDFs and Ortho photos will be digital format. All data, maps, pdfs and Ortho photos will be presented on USB mass storage devices. Two hard copies of the map sheets will also be required for all sites as per Appendix E – Survey Specifications.

Both Unmanned Aerial Vehicle (UAV) and Airplane generated technologies will be considered within this Invitation to Tender.

4.0 SCOPE OF WORK

The scope of work includes:

- Supplying Aerial Survey Services at three regional landfills as specified in the Appendix E, Survey Specifications;
- Supply all Materials and Labour to produce all the required maps, data, drawings, photos and other work required as specified in Appendix E, Survey Specifications

5.0 FINANCIAL PROPOSAL

The Proponent must specify in the Proposal, the fees required to satisfy the terms of reference, (Scope of Work), for the project, the work plan and methodology. The Proponent must clearly identify and detail all of the costs in the various stages of the work plan, with taxes (GST) and disbursements clearly identified as separate line items. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

6.0 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title page, including RFP number and title, Proponent 's name and address, telephone number, email address, and contact representative.
- b. One-page letter of introduction **SIGNED** by the authorized signatory of the Proponent.
- c. Table of contents including page numbers.
- d. Executive Summary with key features of the Proposal, including any suggested changes and reasons or justifications for the suggested changes.
- e. Body of the Proposal, i.e. the “Proponent’s Response”, including:
 - i. Project Team
 - ii. Work Plan, methodology and schedule



- iii. Financial proposal
- f. Completed Appendix “B”, List of Subcontractors.
- g. Completed and signed Appendix “C”, Good and Services Tax Information.
- h. Completed and signed Appendix “D”, Conflict of Interest Disclosure Statement.
- i. Three references that may be contacted for the purpose of confirming your company’s experience.
- j. **All Addendum(s), if any, issued for this RFP. Each amendment and Addendum(s) should be signed by the Proponent and included with the Proposal and will form part of the Proposal and Contract.**

7.0 PROPONENT INFORMATION

7.1 Qualifications and Experience

The Proponent must include the following in the Proposal with respect to each member of the project team:

- the list of the personnel on the project team;
- their project role;
- a statement of qualifications;
- relevant experience with level of complexity; and,
- a curriculum vitae (maximum three pages) for each member of the team, with items with relevant areas highlighted.

Subcontractors, if any, must be identified in the project team information above and in the ‘List of Subcontractors’ document in Appendix “B”.

7.2 References

The Proponent must include a minimum of three references, complete with contact information, in the Proposal for projects similar to the Aerial Survey Services project. A brief description of the projects completed for each reference should be provided.

7.3 Professional Responsibility

Only qualified and experienced Contractors 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.

8.0 PROPOSAL EVALUATION

8.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP, and to determine that which is most favourable to the interests of the Regional District. Proposals will be assessed by a committee formed by the Regional District.



8.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

8.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

8.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are **not** in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

9.0 **SELECTION AND EVALUATION**

9.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.



9.2 Evaluation criteria:

| ES-24-15 – Aerial Survey Services – Regional Landfills | |
|---|---------------|
| EVALUATION CRITERIA | WEIGHT |
| Qualifications, Relevant Experience and References | 30 |
| Work Plan, Methodology and Project Schedule | 30 |
| Financial Proposal | 30 |
| Quality of Proposal including format | 10 |
| Total | 100 |

The Proposal submission should be clear, concise, and complete.

(a) *Proponents Qualifications, Relevant Experience, and References* (30 points)

The length and quality of experience of:

- the person named in the Proposal as the Proponent's project manager assigned to the field work,
- the Proponents firm doing similar projects, and
- the team assigned by the Proponent's firm to work on this project.

(b) *Work plan, Methodology, and Project Schedule* (30 points)

This includes the evaluation of:

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

(c) *Financial Proposal* (30 points)

This includes the amount of detail given to project relevant line items and the overall proposed project cost to the Regional District and the ability to market and sell materials to offset Regional District costs.

(d) *Quality of Proposal including format* (10 Points)

10.0 CONTRACT

10.1 Form of Contract

The proponent will be required to enter into a 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, Goods and Services Tax Information, all appendices, amendments and Addendum(s), 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 a WorkSafeBC Clearance Letter.



- Meet a number of insurance provisions including Commercial General Liability in an amount of at least \$3,000,000 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.

10.2 Notification

Approval of a Proponent and the award of a Contract is expected to occur by October 17, 2024. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

11.0 **CONTRACT PRICE**

All prices for the work should be stated in Canadian dollars. Taxes should be shown as separate line items. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

12.0 **WORK PLAN AND PROJECT SCHEDULE**

The Proponent must provide a work plan in the Proposal. The work plan is to include a schedule of events, reporting milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task. Survey schedules must be discussed and agreed upon with the Regional District Project Manager but may require adjustment due to weather and/or facility operating hours.

13.0 **DOCUMENTS**

The successful Proponent will be required to provide all documents related to the contract to the Regional District in electronic format. All submitted drawings will be in pdf and other listed formats as described in Appendix E. All text documents will be in Microsoft Word format.

14.0 **FACILITY OPERATING HOURS**

Operating hours at the Regional Landfills are as follows:

FOOTHILLS:

| | |
|-------------------------|-------------|
| Monday to Friday | 7 am – 5 pm |
| Saturday & Sunday | 9 am – 5 pm |
| Holiday Operating Hours | 9 am – 5 pm |

(Easter Monday, Victoria Day, Labour Day and Thanksgiving Day ONLY).

MACKENZIE:

| | |
|-------------------------|-------------|
| Monday to Friday | 9 am – 5 pm |
| Saturday & Sunday | 9 am – 3 pm |
| Holiday Operating Hours | 9 am – 4 pm |

(Easter Monday, Victoria Day, Labour Day and Thanksgiving Day ONLY).

The Contractor will conduct all activities during operating hours.



15.0 PROJECT MANAGER

All questions concerning RFP ES-24-15 – Aerial Survey Services – Regional Landfills, are to be directed to the Project Manager.

Darwin Paton, Environmental Services Technologist
Regional District of Fraser-Fort George
Telephone: 250-960-4400
Email: dpaton@rdffg.bc.ca

16.0 APPENDICIES

APPENDIX “A” – Acknowledgement Letter
APPENDIX “B” – List of Subcontractors
APPENDIX “C” – Good and Services Tax Information
APPENDIX “D” – Conflict of Interest Disclosure Statement
APPENDIX “E” – Survey Specifications
APPENDIX “F” – Drawings



APPENDIX "A"
ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of RFP ES-24-15, Aerial Survey Services – Regional Landfills Documents.

Authorized Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

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

Return immediately to:

Janet Todoruk, Environmental Services Administrative Coordinator
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

jtodoruk@rdffg.bc.ca



APPENDIX “B”
LIST OF SUBCONTRACTORS

The Contractor advises that they will be sub-contracting the following parts of the work to the Subcontractor(s) listed below. In the Contractor’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors will not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

| Legal Name of Subcontractor | Address of Subcontractor | Work to Be Performed by Subcontractor |
|------------------------------------|---------------------------------|--|
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APPENDIX "C"
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 _____

Signature of Authorized Person

Print Name

Title

Date



APPENDIX “D”
CONFLICT OF INTEREST DISCLOSURE STATEMENT

ES-24-15
Aerial Survey Services
Regional Landfills

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:

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:



APPENDIX “E” **SURVEY SPECIFICATIONS**

Aerial Surveys are carried out to determine, with high accuracy, current ground elevations to determine, in the case of landfills, the change in ground elevations from the previous aerial survey in order to determine exact volumes and location of materials placed within the time interval between surveys.

Submission of all the required data, maps, PDFs and Ortho photos will be digital format for all data, maps, PDFs and Ortho photos on USB mass storage devices. 3 hard copies of the Map sheets (Item 7 below) will also be required for all sites.

All surveys will be to current industry standards. The following requirements will be the minimum standard to which the contractor will carry out the work;

- 1) All graphic and/or digital information will be provided at a 1:2000 scale.
- 2) Contours will be generated for both treed and cleared areas for each site.
- 3) All AutoCAD files will be in .DWG format and produced from AutoCAD 2018 or a more recent version.
- 4) Photographs produced from each site will be in TIFF format.
- 5) AutoCAD drawings (.DWG) are to be provided for each site.
- 6) PDF copies of photos and AutoCAD Maps are to be provided from each site. They will include;
 - a. The scale
 - b. UTM Coordinates of the site
 - c. Legend describing map details
- 7) Three Map sheets will be provided for each site and will include as follows;
 - a. One showing property boundary, (see Appendix F)
 - b. One showing property boundary and working area (areas of elevation change since date of last survey)
 - c. One showing property boundary with working area and contours in one-meter intervals of the facility
 - d. Physical Map sheets to be provided will be at a 1:1000 scale and will be 24” by 36” in size
- 8) Level of repeatable accuracy is to be provided for both the horizontal and vertical plane will be stated.
- 9) All aerial surveys within this Invitation to Tender will be carried out using the same technology, Fixed Wing Aircraft or Unmanned Aerial Vehicle, (UAV: drone).
- 10) Other associated file types may be required to complete the specified works and should be considered in the above. For Example Only; ECW, JPEG, EWW, PRJ, TFW, etc.

All available information pertaining to the carrying out of the above surveys will be supplied to the successful bidder. All sites have been previously surveyed. All surveys will be of a resolution expected of professional aerial survey standards being used for highly accurate topographical content and volume calculations.

Areas of Survey will match those shown in Appendix F.



APPENDIX “F”
DRAWINGS

C-01 – Foothills Boulevard Regional Landfill

C-02 – Mackenzie Regional Landfill

C-03 – Legrand Demolition and Construction Waste Landfill

The Foothills Boulevard Regional Landfill is located at 6595 Foothills Boulevard, Prince George BC.
Google Earth coordinates: 53 59'22.23"N 122 49'05.93"W



Foothills Boulevard Regional Landfill
Located at 6595 Foothills Boulevard, Prince George, BC

The Mackenzie Regional Landfill is located approximately 4 km out of Mackenzie BC on Dump Road, Mackenzie BC. Google Earth coordinates: 55 18'22.62"N 123 05'52.93"W



