



# **REGIONAL DISTRICT of Fraser-Fort George**

## **REQUEST FOR PROPOSALS ES-25-01**

### **Consulting Services 2025-2026 Waste Characterization Study**

**Date Issued:** January 23, 2025

**Closing Location:** Regional District Office  
3<sup>rd</sup> Floor, 155 George Street,  
Prince George, BC V2L 1P8

**Closing Date:** February 26, 2025  
**2:00 pm (Pacific Standard Time)**  
**No Public Opening**

**Inquiries:** Email Graham Thornton at [graham.thornton@rdffg.bc.ca](mailto:graham.thornton@rdffg.bc.ca)

**Note:** Late submissions will not be considered



**REQUEST FOR PROPOSALS**

**ES-25-01**  
**Consulting Services**  
**2025 – 2026 Waste Characterization Study**

**RFP DOCUMENTS**

RFP documents may be obtained on, or after the Issue Date as follows:

- 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);
- b) on the BC Bid website at [www.bcbid.gov.bc.ca](http://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 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, Project Manager, [graham.thornton@rdffg.bc.ca](mailto:graham.thornton@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**

**DELIVERY OF PROPOSALS AND CLOSING DATE:**

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 by email or by direct delivery 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 February 26, 2025.

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

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](mailto:purchasing@rdffg.bc.ca). The subject line should read **"ES-25-01 Consulting**



**Services 2025 – 2026 Waste Characterization Study.”** (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 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  
3rd Floor, 155 George Street  
Prince George, BC V2L 1P8
2. Request for Proposals,  
ES-25-01  
Consulting Services – 2025 - 2026 Waste Characterization Study
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.

**Questions relating to the RFP must be emailed directly to the Project Manager:**

Graham Thornton  
[graham.thornton@rdffg.bc.ca](mailto:graham.thornton@rdffg.bc.ca)

**Deadline for question submissions is 5:00 p.m. (local time) February 19, 2025.**

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.



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**TABLE OF CONTENTS**

<b>1.0</b>	<b>SUMMARY OF OPPORTUNITY.....</b>	<b>6</b>
1.1	BACKGROUND:.....	6
1.2	WASTE REDUCTION INITIATIVES:.....	6
<b>2.0</b>	<b>RFP PROCESS RULES .....</b>	<b>7</b>
2.1	DEFINITIONS .....	7
2.2	ACCEPTANCE OF TERMS AND CONDITIONS.....	8
2.3	SUBMISSION OF PROPOSAL.....	8
2.4	ERRORS, OMISSIONS, CLARIFICATIONS .....	8
2.5	LATE PROPOSALS .....	8
2.6	CHANGES TO PROPOSALS .....	9
2.7	CONFLICT OF INTEREST .....	9
2.8	REJECTION OF PROPOSAL .....	9
2.9	LIABILITY FOR ERRORS.....	10
2.10	LIMITATION OF LIABILITY .....	10
2.11	OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION.....	10
2.12	CONFIDENTIALITY.....	11
2.13	NOT A TENDER.....	11
<b>3.0</b>	<b>PURPOSE .....</b>	<b>11</b>
<b>4.0</b>	<b>SCOPE OF WORK .....</b>	<b>12</b>
4.1	INFORMATION REVIEW .....	12
4.2	SAMPLING METHODOLOGY .....	12
4.3	FIELD SAMPLING.....	12
4.4	REPORTING .....	13
<b>5.0</b>	<b>PROPOSAL FORMAT .....</b>	<b>13</b>
<b>6.0</b>	<b>PROPOSER INFORMATION .....</b>	<b>14</b>
6.1	QUALIFICATIONS AND EXPERIENCE .....	14
6.2	KEY PERSONNEL .....	14
6.3	PROFESSIONAL RESPONSIBILITY .....	15
<b>7.0</b>	<b>PROPOSAL EVALUATION .....</b>	<b>15</b>
7.1	PROPOSAL EVALUATION.....	15
7.2	SELECTED PROPOSER NEGOTIATIONS .....	15
7.3	TERMINATION OF NEGOTIATIONS AND/OR RFP PROCESS .....	15
7.4	COMPLIANCE WITH RFP REQUIREMENTS.....	15
<b>8.0</b>	<b>SELECTION AND EVALUATION .....</b>	<b>16</b>
8.1	SELECTION CRITERIA.....	16
8.2	EVALUATION CRITERIA: .....	16
<b>9.0</b>	<b>CONTRACT.....</b>	<b>17</b>
9.1	FORM OF CONTRACT .....	17
9.2	NOTIFICATION.....	17
9.3	CONTRACT DURATION .....	17
9.4	CONTRACT PRICE.....	17
<b>10.0</b>	<b>FINANCIAL PROPOSAL .....</b>	<b>17</b>
10.1	TERMS OF PAYMENT .....	18
10.2	COST CONTROL .....	18



APPENDIX "A" ACKNOWLEDGEMENT LETTER .....	19
APPENDIX "B" GOODS AND SERVICES TAX INFORMATION .....	20
APPENDIX "C" CONFLICT OF INTEREST DISCLOSURE STATEMENT .....	21



## 1.0 SUMMARY OF OPPORTUNITY

The Regional District of Fraser-Fort George invites Proposals from experienced consultants for the undertaking of a three-season waste characterization study at the Foothills Boulevard Regional Landfill (the Site). The objective of the study is to understand the waste stream composition arriving at the Site and how it varies between the seasons. The Site receives waste from a number of sources including municipal curbside collection services, commercial haulers serving Prince George and area, and rural waste transfer station facilities.

### 1.1 Background:

The Regional District of Fraser-Fort George provides local government services to approximately 104,000 people in four municipalities and seven electoral areas covering a geographic area of 52,000 km<sup>2</sup>. Approximately 75% of the population lives in the City of Prince George with an additional 8,000 people residing in the municipalities of Mackenzie, McBride and Valemount. The remainder reside in seven Electoral Areas.

The Regional District website ([www.rdffg.bc.ca](http://www.rdffg.bc.ca)) provides additional information concerning its services.

The Regional District operates the Foothills Boulevard Regional Landfill, located within the municipal boundaries of the City of Prince George. The Site has been identified in the Regional District's Regional Solid Waste Management Plan as the long-term receiving facility for municipal solid waste from a network of regional transfer stations and municipal and commercial collection services.

At present, 18 transfer stations feed into the Landfill facility, including the two regional transfer stations in the Robson Valley and one in Mackenzie.

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

2019	2020	2021	2022	2023
73,529	73,785	79,139	74,417	72,658

### 1.2 Waste Reduction Initiatives:

An integrated regional solid waste management program commenced in 1994 with the introduction of three R's education and promotion programs, multi-material recycling services, home and centralized composting services, and upgrades and regionalization of landfill and transfer station services.

The Regional District has operated a yard waste composting facility at the Site since 1995. Feedstock is delivered to the composting facility primarily by individual and commercial landscapers, tree maintenance companies, and the public.

On July 1, 2017, the Regional District introduced a fine for commercial haulers for loads of solid waste that contain corrugated cardboard. It was noted in previous waste characterization studies



that the commercial sector is the largest contributor to the amount of waste generated and represents the greatest potential for diversion.

On September 1, 2020, Phase 1 of the DLC diversion program was initiated, starting a 10-month education period about future surcharges to be implemented.

On July 1, 2021, Phase 2 of the DLC diversion program was initiated, introducing a 50% surcharge on mixed DLC loads. This was put in place to encourage loads to be separated by material type and diverted away from the landfill and towards recycling options.

On January 1, 2022, Phase 3 of the DLC diversion program began, further increasing the mixed DLC load surcharge to 100%.

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

On May 31, 2024, the Regional District suspended all recycling collection at all 18 transfer stations. The Regional District has now partnered with RecycleBC and opened three primary depots on Sept 16, 2024, at the Mackenzie, Quinn Street, and Valemount transfer stations. It is anticipated that additional sites will be onboarded in 2025, along with the return of fibre collection at many of the rural transfer stations.

## **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 [www.bcbid.ca](http://www.bcbid.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.

“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.

## 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 the cover page 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: [graham.thornton@rdffg.bc.ca](mailto:graham.thornton@rdffg.bc.ca).

All requests for clarification or inquiries must be made by February 19, 2025, 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 addendums.**

## 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 “C”).

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 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.

## 2.9 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.

## 2.10 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.

## 2.11 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.

#### 2.12 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.

#### 2.13 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 first Waste Characterization Study was completed in February 2007. The study was initiated to collect baseline data on the current regional disposal trends prior to updating the Regional Solid Waste Management Plan in 2008. The baseline data allows the Regional District to track changes in the waste stream as a result of improvements or changes in recycling opportunities and the implementation of new stewardship programs.

This is the fifth waste characterization study undertaken by the Regional District and the objective of the study is to expand on the findings of the 2023 study and to determine the seasonal variations of the waste stream arriving at the site. The Site receives waste from several sources including municipal curbside collection services, commercial haulers serving Prince George and area, and rural waste transfer station facilities.

Along with understanding the waste stream flowing into the landfill, it is also anticipated that a number of other benefits will be achieved. These include but are not limited to:

- Clearer understanding of the current waste generation and recycling habits of residents and businesses and understanding what type of materials are coming into the landfill as a whole.
- Comparing various regional sources of solid waste (rural transfer stations) to each other as a way of monitoring regional variations in waste disposal behaviours.
- Developing an understanding of the effectiveness of current waste diversion programs such as:



- landfill policies and fee structures,
- curbside service policies and fee structures,
- education programs,
- Multi-Material Recycling program,
- private recycling services, and
- Provincial Extended Producer Responsibility initiatives.
- Identification of future waste reduction opportunities.
- Site specific information allowing updated modelling of future landfill gas generation.
- Identification of seasonal variations in the waste stream across the regional district.

#### **4.0 SCOPE OF WORK**

At a minimum, the scope of work for this project includes:

- Information review
- Development of sampling methodology
- Coordination of field sampling at the Foothills Boulevard Regional Landfill facility for Spring (April-June), Summer (July-September), and Winter (Dec-Feb) of 2025/2026.
  - Sampling events should be spaced so that they give a true indication of variations in waste composition from season to season
- Compilation and presentation of data by the March 2026 board meeting with a final report.

##### **4.1 Information Review**

The following documents are available on the RDFFG website to assist in the preparation of your Proposal:

- Regional Solid Waste Management Plan – 2015
- Foothills Boulevard Regional Landfill Annual Report – 2023
- Waste Characterization Study - Foothills Boulevard Regional Landfill – 2023
- Demolition, Land Clearing & Construction Waste Diversion Study – 2018
- Assessment of Full-Service Levels for the Regional District Transfer Station Network – 2019

##### **4.2 Sampling Methodology**

Methodology to be used for the Waste Characterization Study will be consistent with that which was employed for the Waste Characterization Study - Foothills Boulevard Regional Landfill conducted for the Regional District of Fraser-Fort George by Technology Resource Inc. in 2018. It is critical that the methodology and resulting data obtained be comparable to the methods and data in the previous studies and contain enough data points for results that have medium to high statistical significance.

The successful proponent shall obtain information from people working within the waste sector such as Regional District of Fraser-Fort George staff and waste haulers to assist them in organizing the collection schedule and sampling events.

##### **4.3 Field Sampling**

The successful proponent shall assume full responsibility for completion of the Waste Characterization Study including the hiring and supervision of labour, supply of all materials and equipment required to sample and measure, and worksite safety considerations.



The Regional District will work with the successful proponent to establish a field sampling location at the Foothills Boulevard Regional Landfill.

#### 4.4 Reporting

The successful proponent will prepare four separate reports. One report for each of the three seasons covered in this study. A separate fourth report will be prepared compiling the three 2025 studies with the 2023 fall waste characterization study. Each report should also have individual community profiles for each member municipality in the regional district. The fourth report will be presented to the Regional Board by the successful consultant.

The report documents will represent an important tool for the Regional District in understanding waste generation habits, identifying strengths and weaknesses in current waste reduction services and revealing opportunities for new waste reduction initiatives. It will also aid the Regional District in understanding the performance of waste reduction services provided by others.

The data will be presented in a format that will allow the Regional District to complete the following future tasks without having to reorganize how data is presented.

- an assessment of future infrastructure requirements
- an assessment of current EPR programs

In addition, we require a summary table by EPR category as follows:

- E-waste (televisions, computers, printers and peripherals)
- Tires
- Refundable beverage containers
- Pharmaceuticals and pharmaceutical containers
- Empty or less than ¼ full containers for paint and other products covered under the existing Product Care program
- Cell phones
- Batteries
- Fluorescent lights and tubes
- Used oil
- Antifreeze
- Small appliances
- Thermostats
- Smoke and CO alarms

#### 5.0 **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. An Executive Summary of the key features of the Proposal.
- e. The body of the Proposal, including the work plan and schedule.
- f. Additional information that a proponent may choose to provide.
- g. Completed and signed Appendix “B”, Good and Services Tax Information.
- h. Completed and signed Appendix “C”, Conflict of Interest Disclosure Statement.
- i. Three references that may be contacted for the purpose of confirming your company’s experience.
- j. **All amendments and 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.**

## **6.0 PROPONENT INFORMATION**

### **6.1 Qualifications and Experience**

- The successful proponent will have at least five years’ experience as a bona fide prime consultant in the business of solid waste management, transfer station and compost operations, as well as organics diversion and curbside collection management. Proponents will submit evidence of previous successful performance in comparable work.
- Proponents will provide complete information on experience of key personnel to be involved in the project and references from work on similar projects.
- Proponents may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.
- Proponents should demonstrate excellent project management knowledge.

The proponent must include in the Proposal a list of the personnel on the project team, their project role, and curriculum vitae for each member of the team. Sub-consultants, if any, must be identified.

The proponent must include a statement of qualifications and relevant experience in support of the Proposal.

### **6.2 Key Personnel**

The successful Proponent will be required to maintain key members of the project team as proposed throughout the term of the Contract including, but not limited to the team lead, key staff and sub-consultants. Any proposed change to the project team must be agreed upon in writing by the Regional District. The proponent must include a minimum of three references for projects of a similar nature complete with contact information in the Proposal. A brief description of the projects completed for each reference should be provided.





### 6.3 Professional Responsibility

Only qualified and experienced consultant professionals 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 Consulting Services – 2023 Waste Characterization Study described herein.

## 7.0 **PROPOSAL EVALUATION**

### 7.1 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.

### 7.2 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.

### 7.3 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.

### 7.4 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).



## 8.0 SELECTION AND EVALUATION

### 8.1 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.

### 8.2 Evaluation criteria:

<b>ES-25-01 – Consulting Services – 2025-2026 Waste Characterization Study</b>	
<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>
Qualifications, Relevant Experience and References	20
Work Plan, Methodology and Project Schedule	40
Project Budget	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 (20 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 (40 points)*

This includes the evaluation of:

- thoroughness of the project approach reflected in the work plan and project schedule,
- The level of effort reflected in total work hours and assignments of the team developed to complete the project
- The timing of project tasks, milestones, and phases and how each will be completed
- The inclusion of project management pillars including how the consultant will address potential cost overruns, time management to meet each task and the risk factors involved in such a project that might affect the project's completion
- Timing of project tasks outlined in the project schedule.

#### *(c) Project Budget (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 inclusion of any potential cost overruns, including additional public meetings, board presentations and additional consultation required to complete the project





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

- Does the submission follow the directions within the Proposal call and layout?
- Is the Proposal neat, easy to read, and address all areas of the Proposal call thoroughly?

**9.0 CONTRACT**

**9.1 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, 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 \$2,000,000 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.

**9.2 Notification**

Approval of a Proponent and the award of a Contract is expected to occur by March 20, 2025. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

**9.3 Contract Duration**

This Contract will commence on April 1, 2025, with the Regional District's acceptance of the successful proponent's Proposal and conclude March 31, 2026, with the submission of a final report. 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.

**9.4 Contract Price**

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

**10.0 FINANCIAL PROPOSAL**

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. Also, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified.



10.1 Terms of Payment

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

10.2 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.



**APPENDIX “A”**  
**ACKNOWLEDGEMENT LETTER**

The undersigned has received a full set of RFP ES-25-01 Documents.  
Consulting Services – 2025-2026 Waste Characterization Study

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

I/We presently intend ☐ to provide ☐ not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to:

Graham Thornton, Environmental Services Program Analyst  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Email: [graham.thornton@rdffg.bc.ca](mailto:graham.thornton@rdffg.bc.ca)



**APPENDIX “B”**  
**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



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**APPENDIX “C”**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**ES-25-01**  
**Consulting Services**  
**2025 – 2026 Waste Characterization Study**

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