



**REGIONAL DISTRICT
of Fraser-Fort George**

**REQUEST FOR PROPOSALS
ES-24-02**

**Engineering Consulting Services for
2024 Well Field Review and Expansion
Foothills Boulevard Regional Landfill**

- Date Issued:** January 10, 2024
- Closing Location:** Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca
- Closing Time:** **January 30, 2024**
2:00 pm (Pacific Standard Time)
No Public Opening
- Inquiries:** Darwin Paton, Environmental Services Technologist
Project Manager
dpaton@rdffg.bc.ca
- Note:** Late submissions will not be considered



TABLE OF CONTENTS

1.0 INTRODUCTION 3

2.0 INVITATION AND SUBMISSION INSTRUCTIONS..... 4

3.0 RFP PROCESS RULES 5

4.0 PURPOSE 9

5.0 SCOPE OF WORK 10

6.0 FINANCIAL PROPOSAL..... 11

7.0 PROPOSAL FORMAT 12

8.0 PROJECT TEAM INFORMATION 12

9.0 PROPOSAL EVALUATION..... 13

10.0 SELECTION AND EVALUATION 14

11.0 CONTRACT 15

12.0 CONTRACT PRICE 15

13.0 DOCUMENTS 15

14.0 WORK PLAN AND PROJECT SCHEDULE 16

15.0 FACILITY OPERATING HOURS 16

16.0 REGIONAL DISTRICT PROJECT MANAGER..... 16

17.0 Time Schedule 16

APPENDICES 17

Appendix “A” ACKNOWLEDGEMENT LETTER..... 18

Appendix “B” CONFLICT OF INTEREST DISCLOSURE STATEMENT 19

Appendix “C” GOODS AND SERVICES TAX INFORMATION 20

Appendix “D” LIST OF SUBCONTRACTORS 21

Appendix “E” FIGURES 22

Appendix “F” TABLES..... 30



**Request For Proposals
ES-23-24
Engineering Consulting Services for 2024 Well Field Review and Expansion
Foothills Boulevard Regional Landfill
Contract Duration: March 1, 2024 – December 31, 2024**

1.0 INTRODUCTION

The Regional District of Fraser-Fort George is requesting Proposals from qualified firms to provide engineering consulting services for the review and expansion of the existing landfill gas well field and collection system at the Foothills Boulevard Regional Landfill. To optimize and improve the existing system, expand the landfill gas system in consideration of future development, utilization, and the closure of Cell 1.

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

The property boundary for the landfill site encompasses an area of 87.3 hectares. The landfill area, Cell 1, to be considered in this project, encompasses 25 hectares within the permitted landfill property. Garbage disposal in Cell 1 commenced in 1976. Cell One is anticipated to reach capacity within five (5) years.

In 2002, an area of 5.6 hectares received final closure including an active landfill gas collection system and leachate recirculation system.

The current landfill gas well field consists of twenty-four vertical landfill gas wells. This includes eight (8), vertical landfill gas wells which were installed in 2011 and sixteen, (16) vertical gas wells that were installed in 2020/2021. The landfill gas wells are connected to a network of laterals and sub headers, through the main header, complete with four (4) condensate traps to the abstraction plant and enclosed flare. Eighteen (18) nested perimeter probes are installed to monitor potential off-site migration. It should be noted, that the original sixteen (16), 2002 vertical landfill gas extraction wells were decommissioned in 2020/2021/2022 as part of the remediation project in the eastern phase of Cell 1 to optimize available airspace and extend the life of the landfill.

In 2019, the Regional District entered into a biogas purchase agreement and committed to providing landfill gas in continuous quality and quantity. With the remaining capacity and site life limitations of Cell 1 and aging infrastructure in the area of the 2011 landfill gas wellfield expansion, an update to the 2021 review and assessment of the existing well field is required to determine potential improvements of the active landfill gas collection system.

In 2015, a leachate connector was constructed to discharge the landfill leachate into the municipal sewer system and has been operational since May of 2020, allowing for the decommissioning of the leachate recirculation system and the air space in this area to be optimized. This also provides an opportunity to optimize the future expansion of the landfill gas well field in this area.

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

On the Regional District Website, rdffg.ca

- 2022 Foothills Blvd Regional Landfill Annual Report
- 2018 Waste Characterization Study
- 2015 Regional Solid Waste Management Plan
- 2020 Greenhouse Gas Emissions Reduction Report

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

- 2008 Interim Phase 1 Landfill Gas Development Plan
- 2010 Integrated Landfill Management Plan
- 2018 Landfill Gas Generation Assessment
- 2012 Landfill Gas Management Facilities Design Plan



- Individual Gas Well Performance detail, 2015 to 2023
- 2022 GHG Emission Reduction Report
- 2023 Site Life Assessment
- 2023 Aerial Survey Map
- Any available supportive documents as required.

2.0 INVITATION AND SUBMISSION INSTRUCTIONS

2.1 Request for Proposals (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, or
- b) on the BCBid website @ www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including addendum(a) 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.

2.2 Proposal Submissions and Closing Time

Proposals must be in English and submitted using one of the submission methods below.

The submission must include a Title page that identifies the RFP and Proponent information, and a letter of introduction that includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.

The Regional District will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the Regional District main office at 155 George Street, Prince George, BC.

All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on Tuesday, January 30, 2024.

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

Submission methods:

- Email format
- Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read "**ES-24-02 – Engineering Consulting Services for 2024 Well Field Review and Expansion - Foothills Boulevard Regional Landfill - [Proponent Name]**", (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 with three (3) complete Proposal copies.



Mail or courier (USB or hard copy formats), 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):

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

Request for Proposals: ES-24-02 Engineering Consulting Services for 2024 Well Field Review and Expansion - Foothills Boulevard Regional Landfill.

Responding Proponent's name and address.

To be considered, Proposals must include a letter of introduction and 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 are 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 before Closing Time.

The Regional District reserves the right to negotiate with any Proponent at its discretion. The Proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

2.3 Proponents Site Meeting

There will be no mandatory site meeting for this RFP.

2.4 Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent is requested to complete and sign the Acknowledgement Letter (Appendix "A") and email the signed Acknowledgement Letter to the Project Manager, Darwin Paton at dpaton@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 Addendum(a), or answers to questions and 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.

3.0 **RFP PROCESS RULES**

3.1 Definitions

"Addendum(a)" means all additional information regarding this RFP including amendments to the RFP.



“BC Bid” means the BC Bid website located at www.bcbid.gov.bc.ca.

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

“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 Title 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” - is 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 Proposal.

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

“Request for Proposals” or “RFP” means the request for Proposal 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(a).

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

3.2 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(a).

3.3 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.

3.4 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.

All requests for clarification or inquiries must be made to the Project Manager at dpaton@rdffg.bc.ca by Monday, January 22, 2024 in order that addendum(a), 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.

3.5 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.

3.6 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.

3.7 Conflict of Interest

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

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, should request an advance decision by submitting to the Project Manager, not less than ten working days (Tuesday, January 16, 2024) 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. If Proponent has identified an actual, perceived or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict of Interest Disclosure Statement (Appendix "B") to the Project Manager by Tuesday, January 16, 2024.

3.8 Subcontractors

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

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.

3.9 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.

3.10 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.

3.11 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.

3.12 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.

3.13 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.

4.0 PURPOSE

The Regional District intends to engage a qualified engineering consulting firm familiar with landfill gas collection and utilization under legislation in British Columbia. The services will include the review of the existing landfill gas well field and collection system and provide recommendations addressing options to optimize the well field and collection system.



The recommendations for optimizing the well field will consider fill plan modifications and progressive closure opportunities beneficial to the landfill gas collection.

For this project, time is of the essence as the optimization of the remaining air space in Cell 1 is ongoing due to limited remaining site life and the beneficial use project being scheduled to commence in 2025.

5.0 SCOPE OF WORK

The scope of the work will be carried out for the duration of this contract. The scope of work will include but not be limited to the following:

5.1 Review of Existing Conditions

Review of existing landfill gas well field and collection system data, providing recommendation updates that address performance improvements:

- 1) provide recommendations to address legislative requirements to ensure the most effective greenhouse gas emission reduction.
- 2) provide recommendations that consider performance requirements needed for continuous landfill gas quality and quantity for beneficial use.
- 3) provide recommendations with consideration for operational demands of a northern winter environment.

5.2 Well Field Expansion and Optimization Design

The current and future landfill development projects are required for consideration of maintaining the active landfill gas collection system to meet regulatory and beneficial use criteria over an extended timeframe. The following tasks need to be included but are not limited to:

- 1) develop a high-level design for the entire area of Cell 1 including any consideration in improvement of the existing landfill gas wellfield, (see Appendix “E”).
- 2) develop a detailed design for the 2024 landfill gas wellfield expansion, (See 5.3).
- 3) provide recommendations on Cell 1 improvements to assist in enhancing the landfill gas collection system development.

5.3 Detailed Design for Gas Collection System 2024 Expansion

The detailed design of vertical and horizontal extraction wells, laterals and sub-headers should take into consideration:

- 1) The use of highly accurate low flow wellhead assemblies.
- 2) The use of sample ports and cleanouts.
- 3) The incorporation of sub-header isolation valves.
- 4) The incorporation of existing LFG Infrastructure and condensate traps.

Once the draft drawings for the proposed design of the well field expansion are approved, and the detailed design drawings, and specification are final, the construction phase will commence and take place over the summer and fall of 2024.

5.4 Proposal, Construction and Administration Services

The Regional District is committed to advance the well field expansion project within 2024. Any additional timelines should be clearly identified in the Proposal.

- 1) provide Proposal support services throughout the Proposal process, including drawings and specifications, and answering technical questions.



- 2) provide Proposal evaluation support including a letter of recommendation for construction award.
- 3) provide construction management and onsite supervision including material management oversight and construction cost control.
- 4) provide QA/QC for the well field expansion construction project.
- 5) review and approve changes in material and design submittals.
- 6) review progress claims and recommendations of payments.
- 7) review of change orders and scope change management.

The Consultant will develop an Operation and Maintenance Manual (O&M) for the landfill gas field incorporating the information gathered and presented in Section 5. The O&M manual will become part of the final submission at the conclusion of this contract.

5.5 Meetings and Communication

The Regional District of Fraser-Fort George requires scheduled and ongoing communication between the engineering consultant team and Regional District staff throughout the entire project. In addition to in-person meetings at key project milestones which will be identified by the proponent in their proposal, bi-weekly project updates are required. These meetings may take place virtually. The proponent will identify which meetings will be in person and which will be remote. The proponent will provide a detailed list of all meetings in their response.

- kick-off meeting for design phase
- meeting to discuss and finalize the well field expansion
- meeting to finalize Proposal documents for public release (conference call)
- engineering consulting services representative is part of the mandatory site meeting for construction (in person)
- kick off meeting with construction contractor and Regional District at the Foothills Boulevard Regional Landfill (in person)
- any meetings relevant for construction milestones (in-person)

For the magnitude of this project the Regional District emphasizes bi-weekly conference calls between Consultant and Regional District to ensure project progress, cost control, and to maintain project scope and resource allocation. The engineering consultant will provide an agenda and meeting minutes.

6.0 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 costs separately. As well, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

6.1 Terms of Payment

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

6.2 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.



6.3 Invoicing and Payment

If an Agreement is awarded, invoices should be sent to financialservices@rdffg.bc.ca and should include at a minimum:

- 1) Purchase Order number (if applicable)
- 2) Project document name and contract number
- 3) Regional District contact full name (First and Last)
- 4) Proponent contact information (name and phone number)
- 5) GST number
- 6) WCB number
- 7) Detailed description of work performed
- 8) Applicable taxes shown as separate line item
- 9) Receipts attached for travel expenses

7.0 PROPOSAL FORMAT

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- 1) Title Page – including Request for Proposal title and number, Proponent’s name and address, telephone number, fax number, email address and contract representative.
- 2) Letter of Introduction - signed by the authorized signatory on behalf of the Proponent which will bind the Proponent to statements made in response to this RFP.
- 3) Table of Contents - including page numbers.
- 4) Executive Summary - with key features of the Proposal.
- 5) Body of the Proposal, i.e. the “Proponent’s Response”, including:
 - a. Project Team;
 - b. Work Plan, methodology and schedule; and,
 - c. Financial proposal
- 6) Additional information that a Proponent may choose to provide.
- 7) Goods and Services Tax Information form.
- 8) Work Plan and Schedule, (Showing Milestone dates).
- 9) Conflict of Interest Disclosure Statement.
- 10) **All Addendum(a) if any, issued for this RFP. Each amendment and addendum must be signed by the Proponent and included with the Proposal and will form part of the Proposal and contract documents.**

8.0 PROJECT TEAM INFORMATION

8.1 Qualifications and Relevant 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;
- the number of hours each team member will contribute to the project;



- relevant experience with level of complexity; and,
- a curriculum vitae (maximum three (3) 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 "D".

8.2 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 Subcontractors. Any proposed change to the project team must be agreed upon in writing by the Regional District.

8.3 References

The Proponent must include a minimum of three (3) references, complete with contact information, in the Proposal for projects similar to the Engineering Consulting Services for 2024 Well Field Review and Expansion at Foothills Boulevard Regional Landfill. A brief description of the projects completed for each reference should be provided.

8.4 Professional Responsibility

Only qualified and experienced Environmental Consultants will be considered for this project. The successful Proponent will be expected to provide services in accordance with a standard care, skill and diligence maintained by a person (or firm) providing the services described herein.

9.0 PROPOSAL EVALUATION

9.1 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. Proposals will be assessed by a committee formed by the Regional District.

9.2 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.

9.3 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.

9.4 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).

10.0 SELECTION AND EVALUATION

10.1 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.

Evaluation Criteria

ES-24-02 – Engineering Consulting Services for 2024 Well Field Review and Expansion – Foothills Boulevard Regional Landfill	
EVALUATION CRITERIA	WEIGHT
Project Team Qualifications. Relevant Experience and References	30
Work Plan, Methodology and Project Schedule	35
Financial Proposal	25
Quality of Proposal including format	10
Total	100

The Proposal submission should be clear, concise and complete.

(a) *Project Team Qualification, Relevant Experience (30 points)*

This includes, but not limited to, the qualifications and relevant experience of:

- the person named in the Proposal as the Proponent’s project manager;
- the Proponent firm’s experience in doing similar projects;
- the project team, including subcontractors, assigned by the Proponent’s firm to work on this project; and,
- the evaluation of the information received through the reference checks.

(b) *Work Plan, Methodology, and Project Schedule (35 points)*

This includes, but not limited to, the evaluation of the:

- 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 (25 points)*

This includes, but not limited to, the evaluation of the:

- cost summary/fees required to satisfy the scope of work for the project
- amount of detail given to cost summary and the overall proposed project cost per site and year; and,
- level of effort reflected in the total work hours of the team assigned to complete the project.

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

11.0 CONTRACT

11.1 Form of Contract

The Proponent will be required to enter into a Contract 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, addendum(a), as well as the successful Proponent's submission.

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

- a) Be compliant with BC Occupational Health and Safety statutes and supply a WorkSafeBC Clearance Letter.
- b) Meet a number of insurance provisions including Commercial General Liability in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage in the amount of \$2,000,000 if automobile use is required.

11.2 Notification

Approval of a Proponent and the award of a Contract is expected to occur by February 22, 2024. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District

11.3 Contract Duration

This Contract will commence on March 01, 2024, with the Regional District's acceptance of the successful Proponent's Proposal, and conclude December 31, 2024, with the submission of final reports and drawings. A possible extension of this contract may be considered if agreeable to both parties. The Regional District retains the right of approval or rejection of any contract extension.

12.0 CONTRACT PRICE

All prices for the work are to be in Canadian dollars. Taxes are considered extra to the project budget cap and should be shown as a separate line item. Any applicable Federal or Provincial taxes, or levies, must be included in the total contract price.

13.0 DOCUMENTS

The successful Proponent must provide all documents related to the contract to the Regional District in electronic format.

- Drawings will be in an AutoCAD 2018 or higher format and pdf format; and,
- All text documents will be in Microsoft Word format.

14.0 WORK PLAN AND PROJECT SCHEDULE

The Proponent must provide a detailed 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. Some general milestones have been identified below,

Identified Milestones	
Project Start	Upon Award by Regional Board
Design and Contract Development	
Public Tender Period	
Construction and Commissioning	
Post Construction and Reporting	
Project Completion	December 31, 2024

15.0 FACILITY OPERATING HOURS

The successful Proponent will conduct all activities during site operating hours where applicable.

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).	

16.0 REGIONAL DISTRICT PROJECT MANAGER

All questions concerning RFP ES-24-02 – Engineering Consulting Services for 2024 Well Field Review and Expansion – Foothills Boulevard Regional Landfill, are to be directed to the Project Manager.

Darwin Paton, Environmental Services Technologist
Regional District of Fraser-Fort George
Telephone: 250-960-4400
Fax: 250-562-8676 Email: dpaton@rdffg.bc.ca

17.0 TIME SCHEDULE

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

Issue RFP	Wednesday, January 10, 2024
Proposal Due Date	Thursday, January 30, 2024
Selection of Proponent	Thursday, February 22, 2024



APPENDICES

Appendix "A" – Acknowledgement Letter

Appendix "B" – Conflict of Interest Disclosure Statement

Appendix "C" – Goods and Services Tax Information

Appendix "D" – List of Subcontractors

Appendix "E" – Figures

Figure 1 - Foothills Blvd Regional Landfill site location map

Figure 2 - Landfill Air photo with Infrastructure 2023

Figure 3 - Proposed Description of LFG Utilization

Figure 4 - Landfill Gas Management System 2023

Appendix "F" – Tables

Table 1 - 2022 LFG Collection

Table 2 - 2022 LFG Destruction

Table 3 - Landfill Gas Sampling - Live stream, 2018-2019



**Appendix "A"
ACKNOWLEDGEMENT LETTER**

The undersigned has received the full set of Request for Proposal Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

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

Return immediately to:

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



Appendix “B”
CONFLICT OF INTEREST DISCLOSURE STATEMENT

RFP ES-24-02
Engineering Consulting Services for 2024 Well Field Review and Expansion
Foothills Boulevard Regional Landfill

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including subcontractors), 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:

If an actual, perceived or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the Project Manager by Tuesday, January 16, 2024.

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

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed



**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”
LIST OF SUBCONTRACTORS

The Proponent advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Proponent’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 Sub-Contractors must not be changed nor will additional subcontractors be employed except with the written approval of the Regional District.

Subcontractor’s Legal Name	Work to be Performed by Subcontractor



Appendix “E” FIGURES

- Figure 1 - Foothills Blvd Regional Landfill site location map
- Figure 2 - Landfill Air photo with Infrastructure 2023
- Figure 3 - Proposed Description of LFG Utilization
- Figure 4 - Landfill Gas Management System 2023



Figure 1 - Foothills Boulevard Regional Landfill Site Location Map

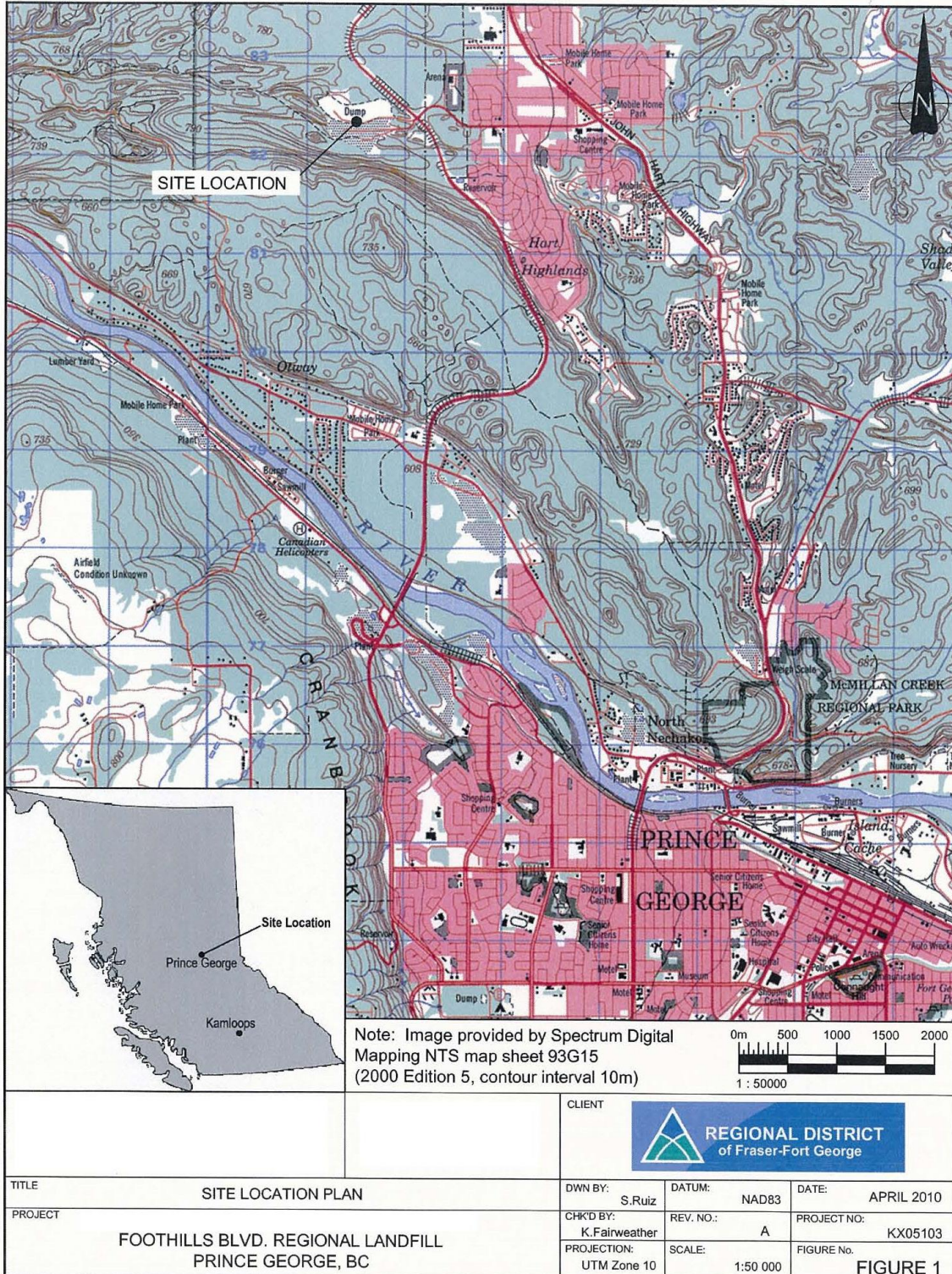
















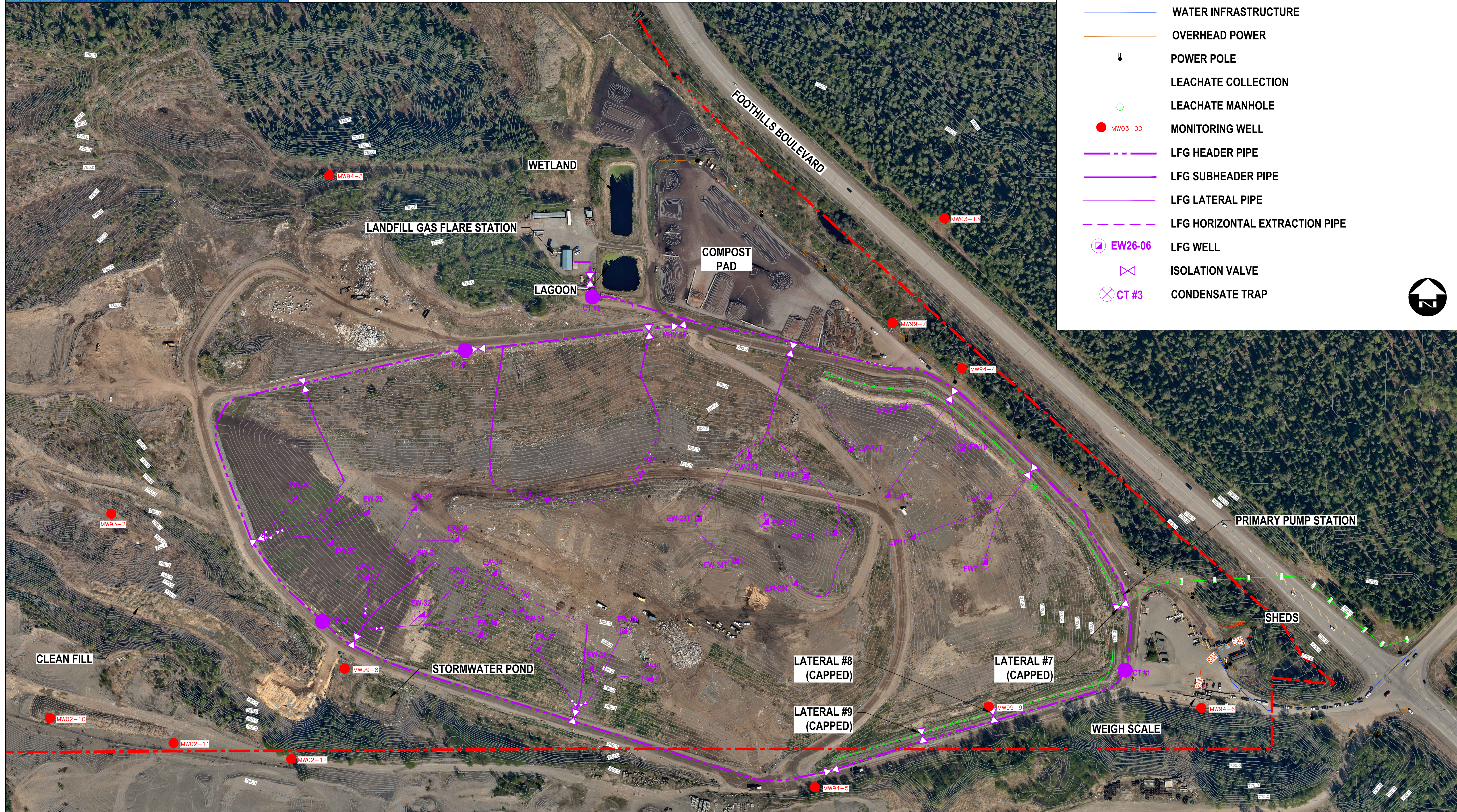




Figure 2 - Landfill Air photo with Infrastructure 2023

POLLUTION CONTROL INFRASTRUCTURE FOOTHILLS BOULEVARD REGIONAL LANDFILL

LEGEND	
	PROPERTY BOUNDARY
	LEACHATE FORCEMAIN
	SANITARY INFRASTRUCTURE
	WATER INFRASTRUCTURE
	OVERHEAD POWER
	POWER POLE
	LEACHATE COLLECTION
	LEACHATE MANHOLE
	MONITORING WELL
	LFG HEADER PIPE
	LFG SUBHEADER PIPE
	LFG LATERAL PIPE
	LFG HORIZONTAL EXTRACTION PIPE
	LFG WELL
	ISOLATION VALVE
	CONDENSATE TRAP



NOTE: EXISTING CONDITIONS AS OF MAY 2023



Figure 3 - Proposed Description of LFG Utilization

Figure 3

Proposed Description of LFG Utilization

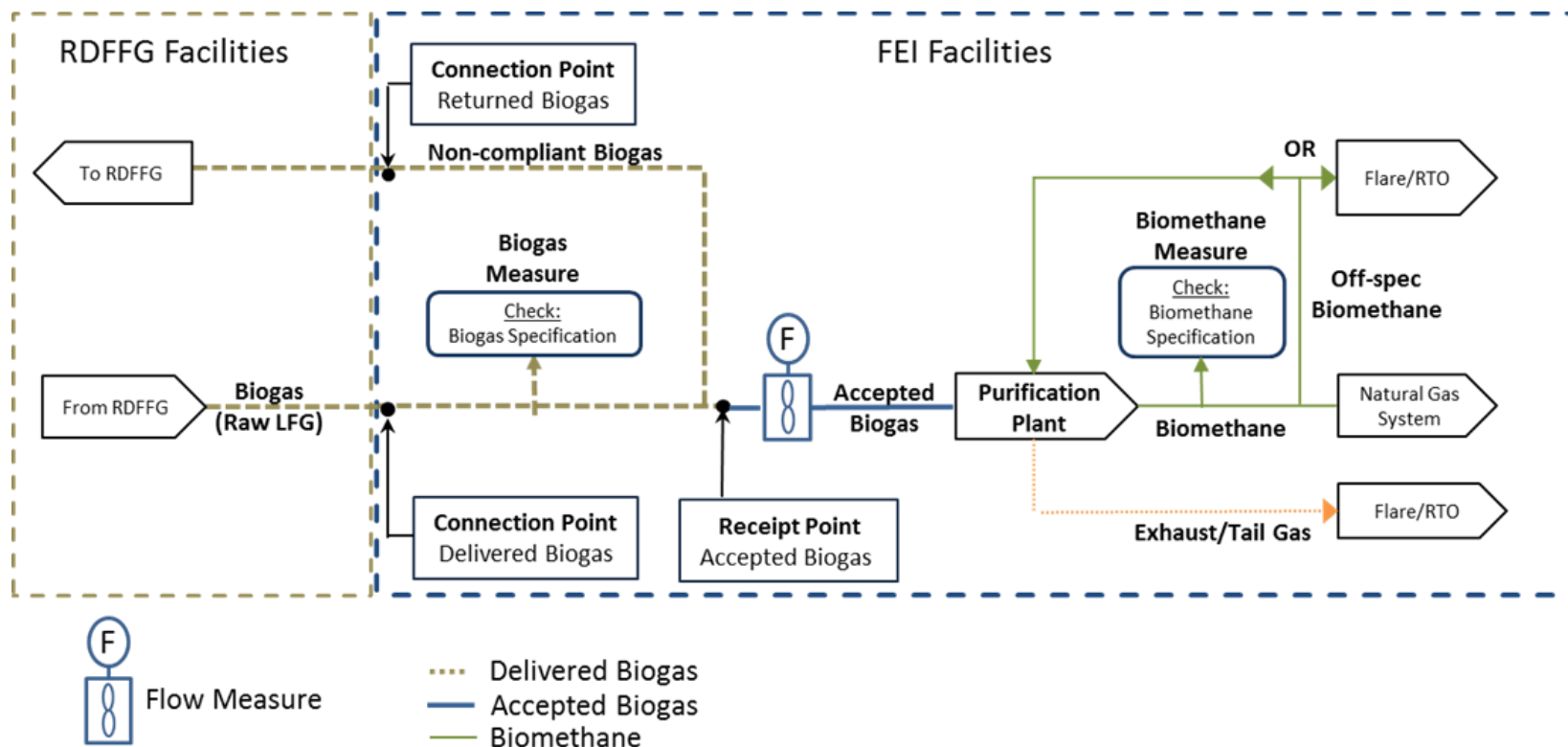




Figure 4 - Landfill Gas Management System 2023



Appendix “F” TABLES

Table 1	- 2022 LFG Collection
Table 2	- 2022 LFG Destruction
Table 3	- Landfill Gas Sampling - Live stream, 2018-2019



Table 1
Foothills Boulevard Regional Landfill Gas Collection 2022

Table 5.1 Landfill Gas Collection Summary 2022

Month	Volume LFG (m3)	Average Methane Content (%)	Operational Hours	Percent Time Operational (%)
January	248,566.53	55.72	538:55	72.44 %
February	308,592.73	55.32	671:34	99.94 %
March	337,052.49	56.02	715:09	96.12 %
April	348,985.42	55.91	719:10	99.88 %
May	343,904.01	56.22	743:44	99.96 %
June	279,563.85	56.38	635:31	88.27 %
July	256,861.27	55.18	576:36	77.50 %
August	325,159.82	53.76	742:27	99.79 %
September	308,399.54	55.26	717:48	99.69 %
October	251,766.26	56.21	587:30	78.97 %
November	308,223.78	55.61	713:56	99.16 %
December	318,684.74	55.40	738:57	99.32 %
Total	3,635,760.44	55.58	8101:17	92.59 %



Table 2
Foothills Boulevard Regional Landfill Gas Destruction 2022

Table 5.2 Landfill Gas Destruction Summary 2022

Month	Volume LFG Flared (m3)	Mass Methane Destroyed (tonnes)	Mass Carbon Dioxide Equivalent Destroyed (tonnes)
January	243,595.20	88.77	2,219.17
February	302,420.88	109.68	2,742.04
March	330,311.44	121.21	3,030.32
April	342,005.71	125.38	3,134.43
May	337,025.93	124.33	3,108.14
June	273,972.58	100.80	2,520.08
July	251,724.04	91.06	2,276.53
August	318,656.62	112.18	2,804.40
September	302,231.55	109.48	2,737.02
October	246,730.94	90.53	2,263.20
November	302,059.30	110.11	2,752.64
December	312,311.04	113.44	2,836.11
Total	3,563,045.23	1,296.96	32,424.07



Table 3
Landfill Gas Sampling - Live stream, 2018-2019

Landfill Gas Sampling Data - Live Stream 2018 to 2019

	Date Sampled	7-Mar-18				26-Jun-18			26-Sep-18			15-Nov-18			
Gas Sample	Units														
Carbon Dioxide	%	38.8	38.8	36.0		39.4	39.8	39.4		37.8	38.4	38.6		37.9	37.9
Methane	%	47.5	47.6	44.6		52.9	54	53.8		51.8	52.2	53		53	52.9
Nitrogen	%	14.1	13.6	17.9		5.4	6.9	5.1		10.8	9.9	9.2		8.7	8.8
Oxygen	%	0.43	0.33	1.7		0.31	0.75	0.25		0.62	0.4	0.11		0.5	0.5
	Date Sampled	24-Apr-19				17-Jul-19				8-Oct-19					
Gas Sample	Units														
Carbon Dioxide	%	37.82	38.24	37.91	38.32		38.34	38.12	38.10	38.32		37.66	38.55	38.48	38.36
Methane	%	54.19	55.24	54.61	55.54		53.85	54.11	54.15	53.83		53.43	52.38	52.27	52.57
Nitrogen	%	7.26	6.14	6.87	5.85		7.51	7.48	7.42	7.49		8.54	8.68	8.83	8.69
Oxygen	%	0.74	0.38	0.61	0.29		0.31	0.30	0.32	0.35		0.37	0.38	0.42	0.39