



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2235001**

**for**

## **Waste Composition Study**

**Issue Date:**

January 24, 2022

**Closing Date of**

**February 22, 2022 at 3:00 PM local time**

**CONTACT:** All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by February 4, 2022 and directed, in writing, to [vanessa.schilling@scrd.ca](mailto:vanessa.schilling@scrd.ca), who will respond if time permits with a Q&A on BC Bid by February 11, 2022. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at [www.bcbid.ca](http://www.bcbid.ca)). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

### **CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TABLE OF CONTENTS**

|  | <b>Page</b> |
|--|-------------|
| 1. GENERAL TERMS & CONDITIONS.....                                       | 3           |
| 2. INTRODUCTION.....   | 7           |
| 2.1 Purpose .....  | 7           |
| 3. SITUATION/OVERVIEW.....   | 7           |
| 3.1 Background.....  | 7           |
| 3.2 Project Objectives.....  | 7           |
| 3.3 Scope.....   | 8           |
| 4. CONTRACT .....  | 9           |
| 4.1 General Contract Terms and Conditions.....                           | 9           |
| 4.2 Term .....   | 10          |
| 4.3 Service Requirements .....   | 10          |
| 4.4 Related Documents.....   | 10          |
| 5. REQUIREMENTS .....  | 10          |
| 5.1 Capabilities .....   | 10          |
| 5.2 Approach (Project Methodology, Work Plan, Tasks, and Schedule) ..... | 11          |
| 5.3 Sustainable Social Procurement .....                                 | 12          |
| 5.4 Value Added .....  | 12          |
| 5.5 Price.....   | 13          |
| 6. PROPOSAL FORMAT .....   | 13          |
| 7. EVALUATION.....   | 13          |
| 7.1 Mandatory Criteria .....   | 13          |
| 7.2 Weighted Criteria.....   | 14          |
| 7.3 Price Evaluation.....  | 14          |
| Appendix 1 – Sorting Categories.....                                     | 15          |

## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

**“Addenda”** 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);

**“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 the RFP executed by the Regional District and the successful Proponent;

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

**“Must”**, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

**“Proponent”** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

**“Proposal”** means a written response to the RFP that is submitted by a Proponent;

**“Request for Proposals”** or **“RFP”** means the solicitation 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 Addenda; and

**“Should”**, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**“SCRD”**, **“Regional District”**, **“Organization”**, **“we”**, **“us”**, and **“our”** mean Sunshine Coast Regional District.

### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location 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.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The Regional District limits the maximum size of any single email message to 20MB or less.

(iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

(iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Regional District Electronic Mail System or BC Bid.

g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **1.4 SIGNATURE REQUIRED**

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

#### **1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES**

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8

[vanessa.schilling@scrd.ca](mailto:vanessa.schilling@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to

subscribe to BC Bid's email notification service to receive notices of Addenda.

#### **1.6 WITHDRAWAL OR REVISIONS**

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### **1.7 CONDUCT OF THE CONTRACT**

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [vanessa.schilling@scrd.ca](mailto:vanessa.schilling@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### **1.8 CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent 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 there might be a conflict of interest, the Proponent should consult with the Regional District Contact 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 or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### **1.9 CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <https://www.scrd.ca/go/terms> and such other terms and conditions to be finalized to the satisfaction of the

Regional District, if applicable.

#### **1.10 SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### **1.11 INVOICING AND PAYMENT**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

#### **1.12 PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### **1.13 IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

#### **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

#### **1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

#### **1.17 AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

#### **1.18 COST OF PROPOSAL**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

#### **1.19 PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

#### **1.20 EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

#### **1.21 ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those

conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

#### **1.22 MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

#### **1.23 INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

#### **1.24 COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

#### **1.25 CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

#### **1.26 LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an accurate representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

#### **1.27 TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and

- b) New West Partnership Trade Agreement.

#### **1.28 LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

#### **1.29 REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, 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; and any such Party is not eligible to submit a tender.

#### **1.30 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

#### **1.31 CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

#### **1.32 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

#### **1.33 DEBRIEFING**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.



## 2. INTRODUCTION

### 2.1 Purpose

The Sunshine Coast Regional District is seeking a qualified Contractor who can provide professional services to complete a Waste Composition Study of residential and commercial solid waste. The Regional District has \$100,000 available for this project, including taxes. Proposal pricing will include all factors that will affect the cost of the proposal, including estimates of delivery, travel, support, and others.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Regional District is the regional government serving the residents of the lower Sunshine Coast and includes five Electoral Areas, two municipalities, the shíshálh Nation, and the Sk̓wx̓wú7mesh Nation. The Regional District is governed by a Board of Directors of elected officials from each local authority.

The Regional District's solid waste management system provides transfer and disposal services to residents, agencies, and businesses in the region. The system includes:

- 1 landfill with a public drop-off area (Sechelt Landfill)
- 1 transfer station (Pender Harbour Transfer Station)
- 3 recycling facilities
- 1 facility for residential yard and garden green waste

The Regional District's goals with respect to solid waste management are outlined in the [2011 Solid Waste Management Plan](#), which includes an aspirational target of 69% diversion. Waste composition studies are an important tool to measure progress towards this goal and identify types of waste that can be targeted for future diversion initiatives.

In 2014, the Regional District completed its first waste composition study. This study included municipal solid waste originating from single-family dwelling residential refuse collection services from all local governments who provide this service on the Sunshine Coast. In 2015, a waste composition study was completed of municipal solid waste disposed at the public drop-offs areas in roll-off bins at the Sechelt Landfill and at the Pender Harbour Transfer Station. To learn more about the 2014 and 2015 studies, please visit <https://www.scrd.ca/waste-composition>.

No further waste composition studies have been completed in the Regional District since 2015.

### 3.2 Project Objectives

The objective of this project is to complete a waste composition study and a Regional District waste system report. The dates to complete the sampling will be May and October 2022 to align with the dates of prior waste composition studies.

The focus of the study is to establish current data on the composition of solid waste from the following sources:

- Residential curbside garbage delivered to the Sechelt Landfill from:
  - Regional District Electoral Areas B (Halfmoon Bay), D (Roberts Creek), E (Elphinstone) & F (West Howe Sounds).
  - District of Sechelt.
  - Town of Gibsons.

- Sechelt Indian Government District.
- Roll-off garbage bins at the Pender Harbour Transfer Station (self-haul from residential and small commercial sectors combined).
- Commercial tipping pad at the Pender Harbour Transfer Station.
- Roll-off garbage bins at the Sechelt Landfill (self-haul from residential and small commercial sectors combined).
- Industrial, commercial, and institutional garbage delivered to the active face of the Sechelt Landfill.

These Waste Composition studies are intended to provide the Regional District, other local governments, businesses, and institutions information on how to enhance their waste management and recycling programs. The Regional District will use the information generated from this study to inform decisions on its performance and guide its solid waste management practices. The final report will be published on the Regional District's website.

### **3.3 Scope**

To conduct waste composition sampling and analyses of the region's waste streams in 2022 from the sources outlined in Section 3.2 at the Pender Harbour Transfer Station and the Sechelt Landfill.

#### **3.3.1 Contractor Responsibilities**

The Contractor's responsibilities will include the following:

- Service Level
  - Coordinate, host and take minutes for all meetings between the Contractor and the Regional District.
  - Provide all materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the work described.
  - Ensure training, health, and safety of its staff and its sub-contractors involved in the study. All personnel should be equipped with appropriate safety gear and trained in their use.
  - Comply with the current Ministry of Environment and Climate Change Strategy requirements, site safety procedures, and regulations at all times.
  - Adhere to the approved safety plan of Regional District waste disposal sites.
  - Provide a minimum of two weeks' notice prior to the date of any planned sampling activities at designated waste disposal or transfer facilities to allow for site operators to confirm availability and prepare.
  - Coordinate activities directly with the facility operators with support from Regional District staff. The Regional District will coordinate the initial contact with the facility operators and assist in arranging an on-site orientation prior to the start of work.
  - Coordinate the sampling work with facility operators and any involved third parties.
  - Handle waste for sorting on-site.
  - Select suitable loads for sampling. The 2014 and 2015 waste composition studies utilized approximately 100 kilograms of randomly selected waste. This study should be comparable in size.
  - Maintain a clean and neat workplace, and final clean-up of the sorting area.
- Reporting
  - Follow reporting requirements, as agreed upon between the Contractor and the Regional District.



### **3.3.2 Regional District Responsibilities**

Responsibilities of the Regional District include the following:

- Providing information to the Contractor about the Regional District's solid waste management programs.
- Providing the safety plan of Regional District waste disposal sites for the staff on-site.
- Providing the categories of materials to be identified through sampling. See Appendix 1.
- Coordinate the initial contact between the Contractor and the SCRD facility operators and assist in arranging an on-site orientation prior to the start of work.
- Emptying the bin loads of garbage into a designated area for the Contractor to complete the waste composition study work.
- Reviewing the drafts of the final report and provide feedback.

### **3.3.3 General Project Milestones**

Kick-Off Meeting

- Location: At the Regional District's office (1975 Field Road, Sechelt) or via video call.
- Purpose: Initial discussions with Regional District staff will include confirming work plan and schedule, discuss reporting requirements, planning site orientation, and discussing staffing and labour requirements.

Regular Progress Review Meetings

- Location: Via video call.
- Purpose: To discuss progress to date, any issues with sampling procedures and agreement of work plan to completion.

Completion of Sampling

- All sampling for Study 1 will need to be completed by May 31, 2022.
- All sampling for Study 2 will need to be completed by October 31, 2022.

Submission and Approval of Report

- Submission of draft report including all raw and aggregated data for each sampling event in a format presented to and approved by the Regional District.
- The draft report on Study 1 sampling should be submitted by June 20, 2022.
- The draft report on Study 2 sampling should be submitted by November 18, 2022.
- The Regional District will complete up to two rounds of review of the draft report.
- Draft report should include an executive summary that is similar to that of the 2014 and 2015 waste composition study reports that allows for a comparison.
- Submission of final report including all raw and aggregated data should be provided within 30 days of completion of the Regional District's final review. The Report needs to be submitted in the following formats:
  - Three bound hardcopies
  - MS Word electronic copy
  - PDF electronic copy
- Provide a presentation of the Final Report to representatives of the Regional District Board.

## **4. CONTRACT**

### **4.1 General Contract Terms and Conditions**

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: <https://www.scrd.ca/go/terms>

## 4.2 Term

The contract needs to be completed on or before January 31, 2023. The anticipated start date for this contract would be on March 1, 2022 or as soon as possible after that date.

## 4.3 Service Requirements

The Contractor's responsibilities will include the following:

- Meet the project objectives in Section 3.2;
- Providing labour, supervision, material and supplies to perform the services assigned to the Consultant in Section 3.3.
- Perform all project management duties related to this project.
- Obtain and review all relevant documentation to perform the services.
- Provide a draft copy of all deliverables to the Regional District for review.
- Provide a presentation of the Final Report to representatives of the Regional District Board.
- Delivery of three bound hard copies, one MS Word electronic copy, and one digital (PDF) copy of the Final Report.
- Conduct regular progress meetings between Regional District staff and the Contractor's team.
- Provide minutes of all meetings between Regional District staff and the Contractor's team.

## 4.4 Related Documents

- 2014 Waste Composition Study - residential refuse collection
  - [Final Report](#)
  - [Detailed Analysis Part 1](#)
  - [Detailed Analysis Part 2](#)
- 2015 Waste Composition Study - roll-off bins at the Sechelt Landfill and Pender Harbour Transfer Station
  - [Final Report](#)
  - [Detailed Analysis Part 1](#)
  - [Detailed Analysis Part 2](#)

## 5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District's expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

### 5.1 Capabilities

#### 5.1.1 Relevant Experience

Proponents **should** provide an overview of both the firm and proposed project staff's qualifications and experience of previous successful performance in comparable work. Specifically, please outline:

### **Project Firm Qualifications and Experience**

- Provide relevant corporate expertise, experience, references on projects of similar size, scope and nature to the work described in this RFP.
- If applicable, please list relevant subcontractors and supplies including their roles, expertise, experience, reference and Respondent's history with each.

### **Project Staff Qualifications and Experience**

#### **Staff Qualifications**

- Provide sufficient information to understand and evaluate roles, qualifications, etc. of the proposed project staff.

The Contractor will not change key team member of firms without the prior written permission of the Regional District; however, such permission by the Regional District will not be unreasonably withheld. The Regional District reserves the right to request reasonable changes to key team members to suit the requirements of the project.

#### **Staff Experience**

- Provide evidence of relevant experience of the proposed project staff on projects of similar size, scope and nature to the work described in the RFP, including associated references and their current contact information.
- A minimum of the completion of 2 waste composition studies within the past 10 years.

#### **5.1.2 References**

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

### **5.2 Approach (Project Methodology, Work Plan, Tasks, and Schedule)**

Proponent **should** provide details on the following, which will be considered the method of which the service will be provided after the Proponent is selected.

#### **5.2.1 Service Provision**

The Proponent **should** include how they will conduct the work. This includes:

- Methodology as to how the work will be completed and should include at a minimum:

- Describe sampling methodologies and procedures for Study 1, including the proposed sample size.
- Describe sampling methodologies and procedures for Study 2, including the proposed sample size.
- Describe data recording and analysis methodologies.
- Provide a work plan for the scope of work including key tasks, milestones, and dates for contract commencement.
- Provide a high-level breakdown of all the equipment and resources.
- Describe how you will meet or exceed the Regional District requirements.

### **5.2.2 Safety Plan**

The Proponent **should** provide a safety plan to describe how they will perform the work safely; this plan will need to take into consideration the safety of all persons on site (e.g. Regional District employees and contractors, and the general public).

Describe at a minimum:

- Entering and exiting the site(s);
- Performance of work;
- Personal protective equipment;
- Safety considerations for all persons on site; and
- Other safety considerations.

### **5.3 Sustainable Social Procurement**

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
  - promoting a Living Wage
  - Using fair employment practices;
  - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
  - a. Being locally owned;
  - b. Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

### **5.4 Value Added**

The Proponent may include ideas beyond the scope of this RFP that provide added benefit to the Regional District, but which were not specifically requested in this RFP. Unless otherwise stated, it is understood that there will be no extra charge for these additional services. If, however, additional services are offered at additional costs, an explanation of the additional service costs should be included and identified in the Fee Proposal.

### 5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs for each major milestone of the project described as well as an all-inclusive cost for all the project; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs. Prices quoted will be deemed to be:

- in Canadian dollars ;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

## 6. PROPOSAL FORMAT

Proponents **should** ensure that they fully respond to all requirements in the RFP to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## 7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

|  |
|--|
| <b>Mandatory Criteria</b>  |
| The proposal must be received at the Closing Location before the Closing Time. |

| <b>Mandatory Criteria</b>  |
|--|
| The proposal must be in English.   |
| The proposal must be submitted using one of the submission methods set out on the cover page of the RFP.   |
| The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP. |
| Three references must be included  |

### 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

| <b>Weighted Criteria</b>                    | <b>Weight (%)</b> |
|---|-------------------|
| Project Firm Qualifications and Experience  | 10                |
| Project Staff Qualifications and Experience | 15                |
| Approach – Methodology                      | 15                |
| Approach – Work Plan, Tasks and Schedule    | 15                |
| Safety Plan                                 | 5                 |
| Sustainable Social Procurement              | 10                |
| Value Added                                 | 10                |
| Price                                       | 20                |
| <b>TOTAL</b>                                | <b>100</b>        |

### 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.



## Appendix 1 – Sorting Categories

Sorting Categories for the Residential Curbside Garbage

| Category                                   |                  | Sub-Category   |
|--|------------------|--|
| Organics                                   | Organics         | Food scraps and kitchen waste                            |
|  |                  | Yard and garden waste                                    |
|  |                  | Food soiled paper  |
| Curbside Printed and Paper Packaging (PPP) | Fibre            | Printed paper  |
|  |                  | Cardboard (OCC)  |
|  |                  | Other paper packaging - not containing liquids when sold |
|  |                  | Other paper packaging - containing liquids when sold     |
|  | Metal Packaging  | Metal containers   |
|  | Plastics         | Plastic packaging  |
| Depot Printed and Paper Packaging (PPP)    | Glass            | Non-refundable glass                                     |
|  | Plastics         | Plastic Bags and overwrap                                |
|  |                  | Polystyrene Foam (white or coloured)                     |
|  |                  | Other flexible plastic packaging                         |
|  | Refundables      | Glass  |
|  |                  | Plastics   |
| Metal                                      |                  |  |
| Other Stewardship Material (EPR)           | HHW              | Batteries  |
|  |                  | Product care   |
|  | Electronic waste | CESA/EPRA  |
| Residuals                                  | Other            | Building materials                                       |
|  |                  | Wood - non building                                      |
|  |                  | Metal - non building                                     |
|  |                  | Household hygiene  |
|  |                  | Home medical waste                                       |
|  |                  | Refuse   |
|  |                  | Fines  |
|  |                  | Textiles   |
|  |                  | Electronic waste - other                                 |
|  |                  | HHW - other  |
|  |                  | Pet waste  |
|  | Plastics         | Film-all other film plastic                              |
|  |                  | Other plastics   |
|  |                  | Styrofoam - all other                                    |

## Sorting Categories for Roll-off Bins

| Category                                   |                       | Sub-Category   |
|--|-----------------------|--|
| Organics                                   | Organics              | Food scraps and kitchen waste                            |
|  |                       | Yard and garden waste                                    |
|  |                       | Food soiled paper  |
| Curbside Printed and Paper Packaging (PPP) | Fibre                 | Printed paper  |
|  |                       | Cardboard (OCC)  |
|  |                       | Other paper packaging - not containing liquids when sold |
|  |                       | Other paper packaging - containing liquids when sold     |
|  | Metal packaging       | Metal containers   |
|  | Plastics              | Plastic packaging  |
| Depot Printed and Paper Packaging (PPP)    | Glass                 | Non-refundable glass                                     |
|  | Plastics              | Plastic Bags and overwrap                                |
|  |                       | Polystyrene Foam (white or coloured)                     |
|  |                       | Other flexible plastic packaging                         |
|  | Refundables           | Glass  |
|  |                       | Plastics   |
|  |                       | Metal  |
| Other Stewardship Material (EPR)           | Hhw                   | Batteries  |
|  |                       | Product care   |
|  | Electronic waste      | Cesa/epra  |
| Residuals                                  | Other                 | Building materials - wood                                |
|  |                       | Building materials - metal                               |
|  |                       | Building materials - gypsum/drywall                      |
|  |                       | Building materials - textiles                            |
|  |                       | Building materials - other                               |
|  |                       | Wood - non building                                      |
|  |                       | Metal - non building                                     |
|  |                       | Household hygiene  |
|  |                       | Home medical waste                                       |
|  |                       | Refuse   |
|  |                       | Fines  |
|  |                       | Textiles   |
|  |                       | Electronic waste - other                                 |
|  |                       | Hhw - other  |
|  |                       | Furniture (not including plastic furniture)              |
|  |                       | Pet waste  |
|  |                       | Plastics   |
|  | Other plastics        |  |
|  | Styrofoam - all other |  |