



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2435205**

**for**

**Sechelt Landfill Operations**

**Issue Date:  
August 27, 2024**

**Closing Date of**

**September 16, 2024, at 12:00 PM local time**

**CONTACT:** All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by September 4, 2024, and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BCBid by September 10, 2024. 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 <https://www.bcbid.gov.bc.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.

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**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.

## INTEND TO BE BOUND

---

### **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.

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

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

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

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

**TABLE OF CONTENTS**

|                                                                               | <b>Page</b> |
|-------------------------------------------------------------------------------|-------------|
| 1. GENERAL TERMS & CONDITIONS .....                                           | 4           |
| 2. INTRODUCTION .....                                                         | 9           |
| 2.1 Purpose .....                                                             | 9           |
| 3. SITUATION/OVERVIEW .....                                                   | 9           |
| 3.1 Background .....                                                          | 9           |
| 3.2 Project Objectives .....                                                  | 11          |
| 3.3 Methodology .....                                                         | 11          |
| 3.4 Proposal Content & Innovation .....                                       | 11          |
| 3.5 Extra Work .....                                                          | 11          |
| 3.6 Term .....                                                                | 11          |
| 4. CONTRACT .....                                                             | 12          |
| 4.1 General Contract Terms and Conditions .....                               | 12          |
| 4.2 Service Requirements .....                                                | 12          |
| 4.3 Related Documents .....                                                   | 14          |
| 5. REQUIREMENTS .....                                                         | 14          |
| 5.1 Capabilities .....                                                        | 14          |
| 5.2 Sustainable Social Procurement .....                                      | 15          |
| 5.3 Approach .....                                                            | 16          |
| 5.4 Price .....                                                               | 17          |
| 6. PROPOSAL FORMAT .....                                                      | 18          |
| 7. EVALUATION .....                                                           | 19          |
| 7.1 Mandatory Criteria .....                                                  | 19          |
| 7.2 Weighted Criteria .....                                                   | 20          |
| 7.3 Price Evaluation .....                                                    | 20          |
| Appendix A: Sechelt Landfill Design, Operations and Closure Plan (DOCP) ..... | 21          |

## 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 <https://www.bcbid.gov.bc.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 and is considered to be the Contractor;

**"Controlled Waste"** means municipal solid waste requiring special handling at the landfill site, and includes but is not limited to waste asbestos, asbestos cement, dead animals, boats, recreational vehicles, tires filled with foam, and the following construction / demolition wastes: roofing, waste wood, asphalt, concrete, dirt and rocks, acceptable gypsum, vermiculite, vinyl floor tile, sheet vinyl flooring with paper backing, ceiling tiles, textured ceiling, stucco, and cement panels;

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

**"Prime Contractor"** means the party responsible for coordinating health and safety activities on a multi-employer worksite.

**"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

[purchasing@scrd.ca](mailto:purchasing@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 [purchasing@scrd.ca](mailto:purchasing@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 [www.scrd.ca/bid](http://www.scrd.ca/bid) 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 \$5,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (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 acute 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.

#### **1.31 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.

#### **1.32 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 Regional District is seeking a Contractor for consideration in the provision of landfill operation services at the Sechelt Landfill.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Sechelt Landfill is located at 4901 Dusty Road, Sechelt, approximately 6.5 kilometers northeast of the village of Sechelt. The Site is located on Crown Land under a License of Occupation. The legal description of the Site is Block C, District Lot 7613, Group 1, New Westminster District.

The Site comprises a non-hazardous solid waste landfill that accepts municipal solid waste from the District of Sechelt, Town of Gibsons, shíshálh Nation Government District, and all of the electoral areas in the Sunshine Coast Regional District. The landfill encompasses an area of approximately 7 hectares, within an overall site area of approximately 9.5 hectares. Site and location maps are provided in Figures 1.1 and 1.2 in Appendix A, Sechelt Landfill Design, Operations and Closure Plan (DOCP).

The Sechelt Landfill has been in operation since 1971. For a detailed chronological sequence of the development of the site please see Section 1.2 of Appendix A. Today it operates as an active landfill site for commercial haulers and the public on the Sunshine Coast. The public drop-off area is similar in design to a transfer station in that residents place their waste into roll-off bins to be hauled up to the active face for burial in the landfill. It also serves as a depot for diverting recyclable materials. Landfill operations have been provided by a contractor, Sicotte Bulldozing Ltd., since 2012. Historical data related to the Scope of Work is presented in Table 1.

Table 1: Summary of materials related to the Scope of Work.

| Description                              | Tonnes |        |        |        |        |        |
|------------------------------------------|--------|--------|--------|--------|--------|--------|
|                                          | 2023   | 2022   | 2021   | 2020   | 2019   | 2018   |
| Total Waste Landfilled                   | 11,866 | 12,308 | 13,611 | 13,361 | 13,563 | 12,894 |
| Metal needed to be compacted to maximize | 654    | 628    | 789    | 853    | 736    | 745    |

|                                                                                  |           |           |           |             |           |            |
|----------------------------------------------------------------------------------|-----------|-----------|-----------|-------------|-----------|------------|
| materials shipped per load                                                       |           |           |           |             |           |            |
| Appliances with refrigerant need to be loaded by machine into 40-yard containers | 832 Units | 586 Units | 639 Units | 1,126 Units | 953 Units | 1062 Units |
| Dead animals                                                                     | 0.33      | 0.43      | 0.63      | 0.28        | 0.65      | 0.88       |

Existing facilities located at the Site include the following:

1. Electric fencing.
2. Maintenance shed for Contractor's use.
3. Scale house and weigh scale.
4. Auxiliary office for Regional District staff.
5. Auxiliary warming hut for site attendants.
6. Special waste depot for household hazardous waste.
7. Ocean Plastics Depot for beach cleanup materials.
8. Public drop-off area.
9. Access roads.

Environmental controls were constructed in 2013 consisting of final cover over the north, east, and southeast slopes of the landfill, along with surface water controls for the Site. Surface water controls consist of surface water ditching on the east side of the site and along the south portion of the west side of the site, a storm water pipe discharging into the Dusty Road ditch on the west side of the site, and a contact water pond and forebay on the west side of the site. Refer to the DOCP in Appendix A for further detail on the site layout and planned progressive closure.

The Site is currently off grid with electricity supplied through two diesel generators. The Site will be connected to BC Hydro grid infrastructure in the coming years, however, timelines for this project are unknown at this time. The Site has no running water. Internet comes from radio towers and Starlink Satellite connection. Cell service is inconsistent across the site.

The Sechelt Landfill is reaching capacity and work is underway to extend the lifespan of the landfill. The contact water pond will be relocated to another location on site in 2024/25 to extend the life of the landfill to mid-2030. Work is also underway to identify and pursue additional landfill expansion opportunities that may extend the life of the landfill into the 2030s. Landfilling operations will become more complicated as the site moves closer to closure. Please be sure to carefully review the DOCP provided in Appendix A to understand the remaining areas that will require filling.

### **3.2 Project Objectives**

The objective of this project is to secure a Contractor to perform landfill operations and manage materials as required at the Sechelt Landfill. The Contractor is expected to do so in such a way that the remaining airspace of the landfill is efficiently utilized, and landfill life is extended as much as possible.

### **3.3 Methodology**

The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget and to ensure quality control. The methodology must discuss how the Work will be completed that is listed in Scope of Work. Include other items identified and what services or interaction is required from/ with the Regional District.

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project, specifically an understanding of the project critical issues and fixed budget.

### **3.4 Proposal Content & Innovation**

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject.

### **3.5 Extra Work**

The Regional District may request to have the Contractor perform additional work over and above what is on the contract and outlined in Sections 4.2 on an as and when required basis. The Contractor will be requested to submit a price quote for the request based on the prices provided in current for the additional services.

### **3.6 Term**

This is for a three (3) year term, commencing on or about January 1, 2025, and concluding on or about December 31, 2027. In addition, the Regional District may in its sole discretion renew the agreement for up to two (2) additional one (1) year terms on the

same terms (except with adjusted number of renewals) and an increase to the remuneration paid by an equivalent to one half of the percentage (net change) in the CPI for consumer prices for the previous year (at December 31 of the previous year). Provided that if the CPI for consumer rates on December 31 of the previous year is a negative result, the effective increase applied will be zero percent (0.0%).

## **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: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

The successful Proponent will be required to invoice on a monthly basis unless otherwise agreed.

### **4.2 Service Requirements**

The Contractor's responsibilities will include the following:

1. Operate and maintain the active landfill area as identified in Figures 1.2 – 5.1 as the approximate limit of waste in Appendix A, including unclosed areas of the landfill that have not received final cover inclusive of requirements outlined in the current DOCP (Appendix A).
2. Compact and cover waste in the Sechelt Landfill, utilizing best practices for landfill management. Note that the SCRD will supply and maintain Iron Grizzly Plates for daily cover.
3. Screen waste at the active face for accepted materials as per SCRD Sanitary Landfill Site Bylaw 405, including immediate reporting of unauthorized materials to SCRD staff and segregation of unauthorized materials when applicable.
4. Maintain all roads at the site, including the public drop-off area, perimeter roads and maintenance and construction of haul roads to the active face as required.
5. Utilize and maintain the preexisting maintenance shed on site for the storage of equipment and supplies as identified in Figure 1.2 of Appendix A.
6. Act as prime contractor for the active face and maintenance shed that is for Contractor's use only.

7. Supply and haul at least three 40-yard roll-off bins containing waste to and from the public drop-off area to the active face as required.
8. Compact 40-yard roll-off bins in the public drop-off area as required to maximize filling.
9. Load appliances into 40-yard roll-off bins as required.
10. Provide site personnel who are trained, available, and working on site during the Hours of Operation and during emergencies outside the Hours of Operation.
11. Ensure a tidy, litter free, and safe site in the areas for which the Contractor is responsible and follow all SCRD procedures and safety practices in all other areas on site.
12. Support and coordinate with the SCRD in all activities required for the operation of the Sechelt Landfill, including emergencies, such as landfill fires, handling Controlled Waste, or events that may result in above average volumes of waste landfilled.
13. Support the SCRD in its goals of waste reduction, diversion of recyclable materials, and maximization of airspace in the Sechelt Landfill.

The Regional District will be responsible for:

1. Oversee the operation and maintenance of the Site and provide appropriate reports to the province and other regulatory agencies as required.
2. Weigh all incoming vehicles and collect tip fees.
3. Monitor incoming loads at the scale and public drop-off area and visually inspect loads for unauthorized materials.
4. Direct customers to proper drop off locations.
5. Report operational problems and emergencies to the Contractor as required.
6. Maintain secure site entrances and the electric fence.
7. Maintain landscaping and vegetated buffers in areas other than the active landfill area.
8. Pick litter in areas other than those managed by the Contractor.
9. Coordinate with the Contractor on burial dates and times for receiving Controlled Waste and other materials requiring special handling.

10. Environmental Monitoring and maintenance of all monitoring wells.

11. Provide weekly guidance and direction to Contractor.

The Regional District will make available to the Contractor the following:

1. Handheld radios for maintaining onsite communications with SCRD staff.
2. Portable toilet.

#### **4.3 Related Documents**

2024 Sechelt Landfill Design, Operations and Closure Plan (DOCP) (Appendix A), and any updates to the DOCP that occur during the term of this contract.

### **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 Training**

Proponents should provide evidence of relevant environmental education or training in Landfill Operations for key personnel, such as the Manager of Landfill Operations course through SWANA or equivalent.

Proponents should provide evidence of equipment operators experience, preferably in a landfill setting or Heavy Equipment Operator Certification from an accredited school.

Please include any other relevant training and experience for the work described in the Proposal such as: asbestos awareness, waste monitoring, respectful workplace training, effective communication training, customer service and conflict resolution, etc.

### **5.1.2 Relevant Experience**

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 10 years providing landfill operation services of a similar scope and complexity to those requested by the Regional District in the Scope of Work.

### **5.1.3 References**

Proponents need to 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.

### **5.1.4 Environmental Requirements**

The Contractor is required to track all fossil fuel consumption for throughout the entire project. The consumption shall be tracked by vehicle type and type of fuel used and should include all subcontractor usages. The Regional District will supply a sample template for reporting fuel use. The Proposal shall confirm the Contractor will meet this requirement.

The Proposal should identify the use of equipment and/or processes proposed to be used and the associated environmental benefits to utilizing such equipment and/or processes. For example, fuel efficiency of equipment used, including features such as DEF fluid or hybrid drivetrains.

The Proposal should identify litter control practices to prevent the migration of waste and collect anything that has been displaced from the active face.

## **5.2 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:
  - Being locally owned;
  - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmentally friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

### **5.3 Approach**

#### **5.3.1 Service Provision**

The Proponent should include:

1. Detailed description of mobilization requirements and schedule:
  - a) Mobilization plan and site preparations that may be needed on site for mobilization, including any required storage and staging areas that may need adjusting in relation to the Contractor's responsibilities and equipment. Preparations should not impact daily operations and fit within the DOCP requirements. Costs associated for mobilization are the responsibility of the Proponent.
  - b) Timeline for mobilization to ensure the Contractor can meet all requirements set out in the contract to begin December 1, 2024.
  - c) Timeline for de-mobilization that details contract conclusion preparations and schedule for demobilizing. Costs associated for demobilization are covered by the proponent.
  - d) Schedule
    - i. Please provide a schedule with number of landfill operators that will be on site daily to ensure the Contractor is able to meet the requirements of the Contract.
    - ii. Please provide a schedule for accepting controlled waste that requires special handling such as asbestos and deceased animals.
  - e) Procedure for identifying loads that are not in compliance with the then current Sanitary Landfill Site Bylaw 405 and notifying Regional District Staff.
2. Detailed breakdown of all the equipment and resources to be used, the detailed breakdown should include at a minimum:
  - a) Year, make and model.



- b) Safety features (i.e. back-up cameras, proximity sensors etc.).
- c) The tasks that each piece of equipment will be responsible for.

### **5.3.2 Safety Plan**

Prior to the start of the project, the successful Proponent is required to supply the Regional District with their safety plan and procedure manuals. At this time the Proponent will also be informed of the Regional District's safety requirements as the Landfill may have specific safety requirements.

The safety plan is to describe how they will perform the work safely; this plan will need to take into consideration the safety of employees and the general public while the Contractor is providing the services.

Describe at a minimum:

1. Performance of work, including loading of containers.
2. Management of traffic entering and exiting the active face area.
3. Safe Work Procedures for operating heavy equipment.
4. Personal protective equipment.
5. Fire suppression and training for Regional District staff to use if required.
6. Emergency response plans.
7. Asbestos awareness training plan for all personnel working at the site.
8. Safety for residents and other contractors.
9. Other safety considerations identified by the Proponent.

## **5.4 Price**

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; 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.

Activities and practises related to landfill operations that extend the life of the Sechelt Landfill and maximize the use of airspace are of interest to the Regional District. The SCRD is proposing a performance bonus and penalty structure related to the apparent waste density of the Site, as presented in Table 2. The apparent waste density is based on the comparison of the waste tonnage landfilled versus the air space consumed and is calculated on an annual basis by a qualified professional procured by the SCRD to provide landfill engineering services under a separate contract.

Table 2: Apparent Waste Density Performance Bonus or Penalty

| Apparent Waste Density (tonnes per cubic meter) | Annual Performance Bonus or Penalty |
|-------------------------------------------------|-------------------------------------|
| $1 \geq$                                        | 25%                                 |
| $0.75 \geq$                                     | 10%                                 |
| 2023 Baseline:<br>$0.62 \geq$                   | 0%                                  |
| $0.55 \leq$                                     | -25%                                |

The Apparent Waste Density Performance Bonus is to be paid annually, following calculation of the apparent waste density by the Regional District's landfill engineer. The dollar value of the performance bonus or penalty will be based on the cumulative fees paid by the Regional District to deliver the Scope of Work but will not include Extra Work. Should the Contractor incur a performance penalty, the fee will be subtracted from payments issued by the Regional District under a schedule mutually agreed upon with the Contractor.

## 6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order 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.                                                                                                                                                                                                                                                                  |
| 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 Confirmation of Proponent's Intent to be Bound 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 |

## 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> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Capabilities <ul style="list-style-type: none"> <li>➤ Qualifications of proponent and project team members</li> <li>➤ Experience of firm and project team members</li> <li>➤ Resources</li> </ul> | 35                |
| Approach <ul style="list-style-type: none"> <li>➤ Scope</li> <li>➤ Methodology</li> <li>➤ Clarity of Proposal</li> </ul>                                                                          | 30                |
| Sustainable Social Procurement                                                                                                                                                                    | 10                |
| Price                                                                                                                                                                                             | 25                |
| <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 A: Sechelt Landfill Design, Operations and Closure Plan (DOCP)**

"2023-07-04 Design, Operations, and Closure Plan- DOCP PLAN- Sechelt Landfill.pdf" can be accessed via the following link: <http://cs.scrd.ca/OTCS/cs.exe/properties/5975742>