



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 20-008

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**DATE:** January 30, 2020

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**Project Title:** Biosolids Program Contract Services

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The Regional District of Nanaimo (RDN) invites qualified and experienced firms or individuals to submit Statements of Qualifications to assist the RDN in the development and implementation of the biosolids management program.

### **A. Intent**

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the RDN's requirements, expectations and timeline.

The RDN will review submissions received in response to this RFSQ and enter into discussions with the top-ranked Respondent to negotiate the terms, scope, timeline and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the RDN may then elect to negotiate with the next highest ranked service provider.

In any event, the RDN shall not be bound to enter into a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

### **B. Background**

Biosolids are the solids that result from municipal wastewater treatment and meet quality criteria outlined in the Organic Matter Recycling Regulation. Biosolids contain many nutrients essential for healthy plant growth. Those nutrients are released over several years when used as a fertilizer. When applied to land, the organic matter in biosolids also improves the ability of the soil to hold water, providing an additional benefit.

Land application in compliance with the regulation is considered by the Ministry of Environment and Climate Change Strategy to have a strong net benefit. Reusing biosolids also is consistent with the RDN Liquid Waste Management Plan and helps the RDN meet its waste diversion targets set out in the RDN Solid Waste Management Plan.

The RDN produces both Class A and Class B biosolids and has an award-winning management program where biosolids are managed in a forest fertilization program and a soil fabrication program. Starting in 2020, RDN biosolids production will increase from about 5,000 tonnes per

year to about 7,000 tonnes per year because of the addition of secondary treatment at the Greater Nanaimo Pollution Control Centre. New or expanded biosolids management options are needed to maximize the beneficial use of biosolids and minimize the disposal of biosolids at the Regional Landfill.

### **C. Contemplated Scope of Work and Timeline**

The RDN is seeking a consultant to investigate and recommend new and/or expanded biosolids management options for the RDN. This may involve:

- Reporting to RDN staff on viable biosolids management options used by other local governments.
- Working with local partners and stakeholders to generate biosolids management options.
- Understanding the Organic Matter Recycling Regulation and the benefits of beneficial biosolids reuse.

It is anticipated the project will be completed within 6-8 months from a February 2020 contract start date.

The RDN has allocated a budget of \$20,000 all-inclusive, such as fees, project related expenses, travel, and disbursements, communications plans/deliverables and related expenses (GST extra) for this project.

### **D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than five (5) pages in length (not including cover page, cover letter and appendices), and should be submitted electronically in pdf format to: [snorum@rdn.bc.ca](mailto:snorum@rdn.bc.ca). Please include the following:

- Qualifications and areas expertise and nominated Project Manager. Please include CV/Resume of the Project Manager and explain how this individual will provide value for the RDN.
  - Experience of Firm and nominated Project Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
  - A statement of your firm's ability and commitment to complete the work within the timeframe and budget described.
  - A brief overview statement of the Firm's understanding of and approach to development and implementation of the biosolids management program.
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Statements of Qualifications will be evaluated by the Regional District of Nanaimo. Any or all SOQs will not necessarily be accepted. Evaluation criteria:

- Qualifications of Firm and Project Manager including areas of expertise;
- Experience of Firm and Project Manager in similar assignments. Experience working with local governments is an asset;
- Commitment and ability to meet the RDN's timeline and budget stated; and
- Understanding of the Organic Matter Recycling Regulation and biosolids management options.

**E. Submission Date & Time**

Statements of Qualifications should be received by 3:00:00 p.m. local time on the **14<sup>th</sup> day of February 2020**. The RDN reserves the right to accept late submissions.

**F. Questions and Submissions**

Questions and submissions shall be directed to:

Shelley Norum  
Wastewater Program Coordinator  
Regional District of Nanaimo  
250-390-6575  
[snorum@rdn.bc.ca](mailto:snorum@rdn.bc.ca)

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