



**REQUEST FOR QUALIFICATIONS No. 20-052**

**Engineering Services for Landfill Operations Projects**

**ISSUED: September 18, 2020**

**CLOSING DATE AND TIME:**

Submissions must be received at the Closing Location on or before:  
**3:00 PM (15:00 hrs) Local Time on October 9, 2020**

**Regional District of Nanaimo (RDN) Contact for Questions:**

Jane Hamilton  
Superintendent-Landfill Operations, Solid Waste  
(250)722-2044x3222  
jhamilton@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date.

Responses will not be opened in public



## **Instructions to Proponents**

### **Closing Date/Time/Location**

Submissions must be received at the closing location on or before 3:00 PM (15:00 hrs), Local Time, on October 9, 2020.

Submission Method:

By Email: In PDF format with "20-052 Landfill Engineering Services" as the subject line at this email address:

[jhamilton@rdn.bc.ca](mailto:jhamilton@rdn.bc.ca)

**Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.**

### **Amendment to Submissions**

Submissions may be amended in writing and sent via email at [jhamilton@rdn.bc.ca](mailto:jhamilton@rdn.bc.ca) on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

### **Addenda**

If the RDN determines that an amendment is required to this RFQ, the RDN will post the Addendum on the RDN ([www.rdn.bc.ca](http://www.rdn.bc.ca)) and BC Bid ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)) websites. Each addendum will be incorporated into and become part of the RFQ. No amendment of any kind to the RFQ is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to their final Submission.

### **Withdrawal of Responses**

The Proponent may withdraw their Submission at any time by submitting a written withdrawal email to [jhamilton@rdn.bc.ca](mailto:jhamilton@rdn.bc.ca) on or before the closing.

### **Unsuccessful Vendors**

The RDN will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.



## **Brief Overview**

The purpose of this Request for Qualifications (RFQ) is to solicit statements of qualifications from parties (Respondents) interested in conducting work on several engineering projects at the Regional District of Nanaimo landfill over the next few years.

The goal is to select one (1) firm to work with the RDN to accomplish all four (4) projects. Firms must demonstrate they have the qualifications, experience, and resources for all the projects.

More specifically, the intent of this RFQ is to short-list up to three (3) Respondents to compete for a Request for Proposals for the engineering projects listed in Section 1. The Regional District reserves the right to short-list a greater number of Respondents at its sole discretion.

This is not an invitation to tender or request for proposal. By participating in the RFQ each Respondent expressly agrees that no contract of any kind is formed under, nor any legal obligations whatsoever arise out of this RFQ.

### **1. INTRODUCTION**

The purpose of this Request for Qualification (RFQ) is to invite Proponents to participate in a competitive procurement process and submit competitive Responses to provide the RDN with Engineering Services for several upcoming operations tasks (the "Services"), including:

- (a) Conformance Review;
- (b) Phase Development Review;
- (c) Stage 2 Closure (including detailed design drawings, tender document preparation and work supervision); and
- (d) Update of our Design, Operations and Closure Plan (DOCP).

The above tasks are all interrelated and the RDN's intends to work with one (1) qualified respondent on a project timeline over the next few years which results in best value for the RDN.

Notable expectations are:

- The conformance review must be submitted to the MOE by August 31, 2021.
- Stage 2 closure (or phases of closure) should have tender ready documents by 2020 year end in order to have shovel ready project(s) to take advantage of any infrastructure grants that might be available; project scope and timeline must be adjustable to accommodate 1) grants, or, 2) synergies for best efficiency and value.

### **2. BACKGROUND**

The RDN owns and operates a Regional Landfill in the Regional District of Nanaimo that services more than 155,000 people and receives more than 50,000 tonnes of waste per year. The Regional Landfill is located at 1105 Cedar Road (legal description: Lot A, Plan 49841 and Lot 1, Plan 48020, Nanaimo Land District), near the southern border of the City of Nanaimo and is the only landfill site in the Region.



The Regional Landfill receives more than 50,000 tonnes of waste per year.

In the past, the RDN has retained an engineering consultant on a three-year term to provide engineering services and support on various projects within a certain size. Any major projects that were expected to cost over a certain threshold were opened up for consultants to quote on as per the RDN procurement policy. Now, the RDN does not have a general engineering consultant, but there are several projects that need to be completed over the next two to four years that are closely tied together and have influence over one another. These upcoming projects are further described below.

### **3. SCOPE OF SERVICES**

#### **Conformance Review**

The Minister of Environment has directed that a conformance review of the landfill be carried out in accordance with Section 2.2 of the 2016 Landfill Criteria for Municipal Solid Waste and submitted to the Ministry by August 31, 2021.

#### **Phase Development Review**

The current D&OP that was written in 2009 lays out a series of steps that need to be completed and a timeline for completion to progress the landfill from the current conditions (as of 2009) until closure. The D&OP is reviewed and approved by the Ministry of Environment and Climate Change Strategy (MOECCS) who regularly conduct compliance inspection to ensure we are developing in accordance with the plan. The development of the landfill has remained on track with this plan up to the time of writing this memo, except for minor upgrades and improvements to the plan. The plan is designed to be updated several times through the remaining life of the landfill and it is due to be updated at this time; however, there are several opportunities that should be investigated before the plan is updated because they would need to be included into the D&OP update.

The RDN proposes to work with a consultant to review the phased development of the site through to closure with the goal of optimizing operations and site life and possibly exploring any expansion opportunities. The Phase Development review will be used as the basis for updating the D&O Plan.

#### **Stage 2 Closure**

As mentioned above, the RDN landfill is ready for Stage 2 closure. The closure involves three tasks to be completed by a consultant:

**Task 1** – Detailed Design Drawing – Each closure requires a detailed design that considers final grade, different types of material to be used for installed layers, the area of waste to be closed, etc. It should be noted that XCG provided design drawings to the RDN that were 75% complete that can be provided as a reference point to build off for the successful proponent.

**Task 2** – Tender Documents – Once the detailed design had been completed, a public tender must be prepared for potential contractors to do the work. The tender documents will include breakdown of timelines, specifications for materials, etc.



**Task 3 – Work Supervision** – When a contractor has been selected, a consultant will be required to supervise the work. This includes regular budget meetings, progress meetings, status reports, guidance, and recommendations.

#### **Update DOCP**

The RDN landfill is due for a DOCP update as the current plan is over a decade old the Conformance Review, Phase Development Review and Closure Plans will inform the DOCP update.

#### **4. DELIVERABLES AND OUTCOMES**

The deliverables and outcomes that would be required are as follows:

Conformance Review – A letter report detailing the results of the conformance review including recommendations. The report should be made acceptable for submission to the MOECCS.

Phase Development Review – A letter report detailing the results of the review including recommendations and, if applicable, suggested changes to the current phase development plan.

Stage 2 Closure – A detailed design drawing for Stage 2 final closure, a completed tender document to be submitted for bidding by interested contractors, and as-built drawings for the completed Stage 2 closure works.

Update DOCP – An updated DOCP will be provided included updated text, figures, drawings, tables and all other relevant sections. The plan will be made acceptable for submission to the MOECCS for approval.

#### **5. SUBMISSION AND EVALUATION**

The RDN will compare and evaluate applicants based on their proposals to identify proposals that the Board, in its discretion, judges to be the most advantageous to the RDN. To assist in receiving similar and relevant information, and to ensure your submission receives fair evaluation, the RDN asks Proponents to provide the following information:

Technical – expect to focus on following but not limited to:

- 1) Relevant corporate areas of expertise, experience and references including:
  - a. one (1) Conformance Review;
  - b. two (2) Landfill Closure Projects; and
  - c. three (3) DOCP Update projects that included a new expansion or achievements in available airspace.
- 2) Sufficient information to evaluate roles and qualifications of proposed key project team members, including project managers, senior staff, and sub-contractors (if any) and evidence of:
  - a. relevant experience on projects of similar scope and size, including associated references;
  - b. availability; and



- c. knowledge of the region.
- 3) Provide a sample DOCP prepared within the last 10 years that best demonstrates:
    - a. Adherence to the Ministry of Environment and Climate Change Strategy “Landfill Criteria for Municipal Solid Waste 2016” and the RDN Operational Certificate;
    - b. Responsiveness of project related requests;
    - c. Scope, budget (engineering fees/ construction costs) and schedule variances;
    - d. Innovative concepts, variances/amendments/options/alternatives considered and/or accepted by the MOECCS;
    - e. Level of liaison with public stakeholders and approval agencies; and
    - f. Involvement of the Project Manager;
  - 4) Experience and continual commitment to environmental stewardship, including but not limited to, the Proponent’s environmental management policies, systems and best practices relating to the execution of the Services.
  - 5) Commitments to schedule and project delivery.
  - 6) Provide response times for in the event of normal, urgent, and emergency scenarios.
  - 7) Proponents with key team members not located on Vancouver Island should explain how quick response times will be provided in the event of emergency or urgent situations and/or how routine work could be done remotely.

Submissions should be in enough detail to allow the RDN to determine the Proponent’s qualifications and capabilities from the documents received. The selection committee, formed at the RDN’s sole discretion, will score the submissions in accordance with the criteria provided.

The RDN may evaluate submissions on a comparative basis by comparing one proponent’s submission to another proponent’s submission. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the submission is materially incomplete or, irregular or contain any qualifications that are unacceptable to the RDN.

The RDN’s evaluation of the submissions and assessment of the qualifications shall be final.

The RDN reserves the right to advance to the next phase of the process with a Respondent that was not previously short-listed in the event that a short-listed Respondent notifies the RDN they no longer intend to participate in the process or to short-list a greater number of Respondents than initially intended.

## **7. GENERAL CONDITIONS**

### **7.1 No Contract**

By submitting a Request for Qualification and participating in the process as outlined in this RFQ, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.



**7.2 Privilege Clause**

The lowest or any submission may not necessarily be accepted.

**7.3 Acceptance and Rejection of Submissions**

This RFQ does not commit the RDN, in any way to select a preferred Proponent. The RDN reserves the right in its sole discretion cancel this RFQ, up until award, for any reason whatsoever

**7.4 Conflict of Interest**

Proponents shall disclose in their Submissions any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

**7.5 Solicitation of Board Members and RDN Staff**

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFQ, other than the RDN Contact named in this document.

**7.6 Litigation Clause**

The RDN may, in its absolute discretion, reject a Submission by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees.

**7.7 Exclusion of Liability**

Proponents are solely responsible for their own expenses in preparing and submitting a Submission and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing a submission. No Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFQ, and by providing a submission each Proponent shall be deemed to have agreed that it has no claim.

**7.8 Ownership of Submissions**

All submissions, including attachments and any documentation, submitted and accepted by the RDN in response to this RFQ become the property of the RDN.

**7.9 Freedom of Information**

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.