

Request for Proposals

Solid Waste Management Plan

Solid Waste and Resource Recovery Management Plan

Issued date:	May 15, 2013
Closing date:	June 24, 2013
Closing location:	SLRD Office
Contact:	Brooke Carere

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1.0 **INVITATION AND INSTRUCTIONS**

The Squamish-Lillooet Regional District (SLRD) is seeking a qualified environmental and/or engineering consulting firm who is well versed in solid waste and resource recovery planning for local governments in British Columbia. The SLRD Board of Directors has identified the Solid Waste Management Plan (SWMP) as a strategic priority for 2013.

Two (2) complete copies of your proposal must be submitted by 3 PM, Monday, June 24th, 2013, in a sealed package labeled “Do Not Open –Solid Waste & Resource Recovery Management RFP” and addressed to:

Brooke Carere
Utilities and Environmental Services Technician
Squamish-Lillooet Regional District
PO Box 219, 1350 Aster Street
Pemberton, BC, V0N 2L0

The consultant’s name and return address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the consultant. Facsimile proposals will **not** be accepted.

Proposals can also be submitted in PDF format via email to: bcarere@slrd.bc.ca provided they are received by **3 PM, Monday June 24th, 2013**. A “date/time received” email reply will be sent to each consultant regardless of how the proposal is received. The SLRD is not responsible for any delays that may be experienced in receipt of electronic submissions, whether or not such technical issues arise within the control of the SLRD. It is recommended that consultants immediately confirm SLRD receipt if using this method of submission.

1.1 ***Request for Proposal (RFP) Document***

The RFP document package is available:

1. In Portable Document Format (PDF) from the SLRD website at www.slrd.bc.ca or, at www.bcbid.gov.bc.ca by browsing for opportunities by organizations and selecting Squamish–Lillooet Regional District, OR;
2. In hard copy, **by request**, from the SLRD office at 1350 Aster Street, Pemberton, BC, between the hours of 8:00 AM to 4:30 PM, Monday to Friday.

1.2 ***Questions***

Questions regarding this RFP are to be directed to:

Brooke Carere
Utilities and Environmental Services Technician
Squamish-Lillooet Regional District
PO Box 219, 1350 Aster Street
Pemberton, BC, V0N 2L0
bcarere@slrd.bc.ca
1-800-298-7753
604-894-6371 Ext.236

1.3 Acknowledgment Letter

Upon receiving the RFP documents, consultants should sign one copy of the Acknowledgement Letter, attached as Schedule "A", and fax (604-894-6526) or scan and email the signed letter to the attention of Brooke Carere. Failure to sign and return a copy of the Acknowledgement Letter may result in a consultant failing to receive amendments or addenda regarding this RFP and may result in disqualification of the consultant.

1.4 Opening and Closing Dates

Proposals may be submitted from the date this RFP is posted until the closing date. Proposals must be received as set out in Section 1.0 by **3 PM, June 24, 2013**. Proposals received after the closing date and time will not be accepted.

1.5 No Pre-contractual Obligations

This is a Request for Proposals and not a call for tenders or request for binding offers. No contractual obligations will arise between the SLRD and any consultant unless the SLRD and a consultant enter into a formal, written contract for the consultant to perform the required work. Except as expressly and specifically permitted in this document, no consultant shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposals and by submitting a proposal, each consultant shall be deemed to have agreed that it has no claim. The accuracy and completeness of proposals shall be the sole responsibility of each consultant and any errors or omissions shall be corrected at the consultant's expense.

1.6 Changes to Specifications

A consultant may propose changes to the specifications for consideration by the SLRD. However, the consultant must also submit a proposal based on the SLRD required specifications and, in order to assist the SLRD in reviewing the proposal, specifically identify any proposed specification changes and reasoning for the changes.

2.0 BACKGROUND

2.1 Solid Waste Management Plan

In 1989, the provincial government amended the BC Waste Management Act (now called the Environmental Management Act), requiring every regional district to prepare and submit for approval a regional solid waste management plan (SWMP). The Act requires regional districts to plan for the collection, handling, storage and treatment of recyclable materials and residual municipal solid wastes, including demolition, land clearing and construction wastes. The first SLRD SWMP received ministerial approval in 1996, with a subsequent amendment in 1999 to allow for the continued use of the Squamish and Whistler landfills until 2008 for the disposal of residual wastes generated in the southern areas of the Squamish-Lillooet Regional District (SLRD). Under this framework, as of 2005, the total amount of waste going to disposal in the SLRD has been reduced by 54% compared to the 1990 baseline.

Regional districts are expected to review and update their SWMPs every five years. The SLRD commenced updating its 1999 plan in 2004, with the aim of improving on the framework and accomplishments of the existing plan to meet the long-term needs and goals of the region. That process resulted in the existing 2007 edition of the SWMP, which had final adaptation by the SLRD board early in 2009 and can be viewed in its entirety at www.slrd.bc.ca. Currently the SLRD is seeking to review and update this 2007 SWMP to align its objective with the local, provincial and global realities related to resource recovery and zero waste practices.

2.2 Zero Waste

In December 2003 the SLRD Board passed a motion to “investigate opportunities for adopting the concept of zero waste within the SLRD” with the idea being a guiding principle for the SLRD SWMP (2007) and ongoing solid waste initiatives. Zero waste has been defined as a “whole systems” approach that broadens the scope of waste management by attempting to convert the traditional linear path of a product (design, to resource extraction, to manufacture, to use, to disposal) into a closed looped cycle where materials are recycled and re-used, comparable to natural ecological cycles.

The SLRD SWMP does not imply it will achieve *zero* waste, rather it is intended to be a means of decreasing the quantity of discarded materials and furthering the shift from regarding discards as “waste” to seeing them as potentially valuable resources. On that same note, the SLRD would like to amend the traditional SWMP to a Solid Waste and Resource Recovery Management Plan in order to align programs in this direction.

3.0 PROJECT OVERVIEW & OBJECTIVES

The goal of the SWMP update is to provide the SLRD with a guiding document or set of documents that will direct the regions solid waste and resource recovery activities over the next 5 to 10 years, while also investigating longer-term opportunities. The primary objectives of the project include the following components:

Phase 1

- Establish the current condition and identify needs of the region and each community/electoral area.
- Develop 3 - 5 regional goals based on shared values and the SLRD vision, including identifying specific target behaviours.
- Review, analyze and evaluate the progress and strategies identified in the 2007 SWMP to determine accomplishments as well as if strategies are effective, require improvement or are still valid and should be completed.

Phase 2

- Evaluate and make recommendations on existing solid waste and resource management issues and programs.
- Make recommendations for strategies, actions and amendments to the 2007 SWMP, and, because of the review, to serve as a basis for finalizing a strategic implementation and operational plan for the next five to 10 year period.
- Research, analyze and evaluate details for longer term (50 plus years) disposal options, including but not limited to a full commitment to zero waste, new regional landfill/expansion, waste to energy, exporting (Rabanco/Cache Creek), mechanical recovery and biological treatment and other relevant strategies.
- Develop and assist in delivering with a comprehensive Consultation Plan for the member municipalities, electoral areas and First Nation residents and businesses.

3.1 Scope of Services

The Consultant will prepare a Strategic Solid Waste Management Plan, with a focus on integrated resource recovery, which provides a framework to motivate governments, citizens, and businesses to participate in zero waste opportunities. The required elements include:

- Review and audit the SLRD's existing solid waste and resource management measurements including review tonnages, identify diversion rates, confirm Whistler population equivalents and develop on going consistent reporting framework
- Meet the requirements of the British Columbia Environmental Management Act, including an emissions management component.
- Provide an implementation plan to begin using the MoE Waste diversion calculator to move the RD towards consistent reporting and tracking.
- Determining the best management strategy for organic waste including:
 - wood and yard waste from the Demolition, Land clearing and Construction (DLC), Residential, Commercial, Industrial, and Agricultural sectors; and
 - incorporate recommendations from the Regional Compost Feasibility study and the Pemberton/Area C Zero Waste Strategy.
- Evaluate the operating hours for each facility, compare service levels with operational costs. Determine if adjustments should be made.
- Develop S.M.A.R.T (specific, measurable, attainable, relevant, time-bound) goals.
- Assess all EPR programs and provide recommendations to move the regional district towards a full shift of responsibility (physically and economically) upstream to the producer and away from local governments.
- Create an implementation plan with prioritized initiatives, budgets and timelines;
- Produce a framework for monitoring and evaluating SWMP performance annually

To complete this work, other deliverables include:

- Meetings with the Director of Utilities and Environmental Services (UES), the Chief Administrative Officer (CAO), SLRD staff and the Board of Directors to gain clarity on mission, strategic priorities and core values.
- Research (i.e., online and telephone survey, focus groups, municipal best practices) to determine residents, business and visitors needs related to solid waste and resource recovery opportunities.
- Public consultations and/or workshops.

3.2 Important Considerations

- Alignment with overarching organizational strategies, including, but not limited to;
 - SLRD Integrated Sustainability Plan (2013)
 - SLRD Regional Growth Strategy (2010)
 - SLRD Regional Composting Feasibility Study (2013)
 - Area C and Village of Pemberton – Zero Waste Strategy (2013)
 - Official Community Plan's from the SLRD, District of Squamish, Resort Municipality of Whistler, Village of Pemberton, District of Lillooet
 - Resort Municipality of Whistler (RMOW) Cost Benefit Study – Whistler Composting Operations (2013)
 - RMOW Zero Waste Plan – Strategies for garbage reduction (2012)

- The SLRD will provide the successful Proponent with all of the above documents as well as any additional required material.
- Board Goals – The SLRD Board has indicated that Solid Waste Management Planning is a priority for the 2013. This includes the SWMP update, reviewing long-term waste disposal options, and developing and implementing a strategic communications plan. Improving communications in a more general sense is has also been noted as a key strategic priority by the SLRD Board. The SLRD's Communications Coordinator is planning to conduct a communications audit in 2013 and is also planning to develop a strategic communications plan for the SLRD. Following the completion of the communications plan, the SLRD will take steps to implement the new plan, which will include redeveloping the SLRD website. The SWMP Strategic Communications Plan must be integrated with and supportive of the SLRD's overarching communications plan
 - Local Government Act – The SLRD must comply with legal mandates for communication, including public notification, publication and comment processes.

4.0 CONSULTANT INFORMATION

Proposals should include a summary of the consultant's skills, qualifications and ability to deliver on the identified objectives in Section 3. The Consultant should be able to demonstrate the following skills:

- a) Experience developing Solid Waste Management Plan in a government and/or non-profit environment;
- b) Ability to evaluate where services are being used effectively, or to excess, in the SLRD and where change is needed;
- c) Creative and dynamic approach to the process, particularly with respect to public consultation;
- d) Experience with public engagement strategies and comprehensive campaigns.

4.2 *References and Professional Responsibility*

Consultants will submit evidence of previous successful performance in comparable work, including the name of the project, scheduled and actual completion date, key individuals involved, client references, and original budget, final cost and claims settled and/or outstanding. Consultants may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.

5.0 BUDGET & FEE STRUCTURE

All proposals must include a table summarizing the cost breakdown of the Solid Waste and Resource Recovery plan including;

- a) Current Situation
- b) Evaluation of 2007 SWMP with the inclusion of other recent studies and strategies
- c) Phase 1 objectives
- d) Phase 2 objectives
- e) Stakeholder and community consultation plan
- f) Travel Time/ Disbursements
- g) Office/staff expenses

h) Taxes

i) Detailed costs associated with sub-consultant (if appropriate) including any associated disbursement

The consultant must specify in the proposal, the fees required to satisfy all terms referenced in section 3, project overview & objectives. The fee structure shall be based on milestones and deliverables to the SLRD over the duration of the contract period. Proposal pricing should reasonably allow for adjustments that may be negotiated or be considered necessary to complete the services or requirement of a Contract.

The SLRD will be responsible for the following:

- Scheduling and advertising project related meetings
- Arranging food and other logistical requirements for project related meetings
- Printing, collating and distributing materials for meetings associated with this project as necessary
- Soliciting stakeholder participation for the working group (through consultation with the successful Proponent)
- Maintaining a web portal to communicate project information to the public.

6.1 Terms of Payment

The consultant must specify in the proposal the terms of payment required for the duration of the project.

6.0 PROPOSAL REQUIREMENTS

All proposals must include, but not necessarily be limited to, the following information:

- a) Timeline and Milestones
- b) Project Objectives (section 3)
- c) Consultant Information (section 4)
- d) Budget and Fees (section 5)

7.0 PROPOSAL FORMAT

Consultants are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in consultant response and to ensure each proposal receives full and complete consideration.

- a) Title Page, including Request for Proposal title, consultant's name, address, phone number, fax number, email address and contract representative;
- b) One page Letter of Introduction, identifying the proponent, the size of the firm and location of the office from which the work will be conducted, to be signed by the person or persons authorized to sign on behalf of the consultant which will bind the consultant to statements made in the proposal;
- c) The Body of the Proposal, including pricing (i.e. the consultant's "response" to the RFP);
- d) Any Additional Information that a consultant may choose to provide.

8.0 DOCUMENTS

The successful consultant will be required to provide all documents related to the project to the SLRD in electronic format and/or in hard copy.

9.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be by SLRD staff, in consultation with others as may be required. Proposals will be evaluated to determine best overall value to the SLRD and member municipalities. Proposal will be evaluated based on the following criteria (listed in no particular order or priority):

- All deliverables presented;
- Fee proposal for total fixed fee, rates, charges, and taxes;
- History of successful project completion and general reputation in the industry including similar construction experience;
- Consultant experience (technical and other) on projects of similar size;
- Quality and completeness of proposal submission within determined time, including familiarity and understanding of the project;

The evaluation criteria may be applied on a comparative basis vis-à-vis each proposal and the objectives of the project. No totals, weights or scores will be provided to any other consultant. SLRD staff may, at their discretion, request clarifications or additional information from a consultant with respect to any proposal, make such requests to only selected consultants and consider such clarifications or additional information in evaluating a proposal.

10.0 NEGOTIATION OF CONTRACT

If the SLRD selects a consultant, then it will enter into discussions with the consultant to clarify any outstanding issues and attempt to finalize the terms of a Contract including financial terms. If discussions are successful, the SLRD and the selected consultant will finalize a contract. If at any time the SLRD reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, then the SLRD may give the selected consultant written notice to terminate discussions, in which event the SLRD may then either open discussions with another consultant or terminate this RFP and deal with the project in some other manner or not at all.

11.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the SLRD, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All documents, including proposals, submitted to the SLRD become the property of the Regional District. The SLRD will provide a debriefing for individual consultants at their request, subject to the *Freedom of Information and Protection of Privacy Act*.

12.0 APPENDICES

SCHEDULE "A" - Letter of Acknowledgment

SCHEDULE "B" – Regional Map

SCHEDULE "A" - ACKNOWLEDGEMENT LETTER

The undersigned will be sent any amendments or addenda regarding the Squamish-Lillooet Regional Composting Feasibility Study.

Signature

Company Name

Name(please print)

Address

Title

City

Phone Number

Fax Number

Date

E-Mail Address

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

Return immediately to:
Brooke Carere, Utilities and Environmental Services Technician
Squamish-Lillooet Regional District
P.O. Box 219, 1350 Aster Street
Pemberton, BC, V0N 2L0
bcarere@slrd.bc.ca
Fax: 604-894-6526

SCHEDULE "B" – REGIONAL MAP

