



Regional District of
Kitimat-Stikine

REQUEST FOR PROPOSALS

Landfill Feasibility Study

RFP Number: 2024-WS-09

March 01, 2024



REQUEST FOR PROPOSALS

REGIONAL DISTRICT OF KITIMAT-STIKINE

The Owner (Regional District of Kitimat-Stikine or RDKS) invites proposals for the Feasibility of a new landfill.

Scope of the project includes all the stages from site selection, feasibility study, permitting, detailed design, construction and commissioning necessary to undertake and complete the work.

Request for Proposal (RFP) documents, Addenda or further information will be available electronically through BC Bid at www.bcbid.gov.bc.ca and on the RDKS website at www.rdks.bc.ca/government/rfps_tenders. It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.

RFP Title: RFP 2024-WS-09 Landfill Feasibility Study

RFP Closing Date: April 12, 2024

RFP Closing Time: 2:00 pm Pacific Standard Time

Mandatory Bidders Meeting: March 20, 2024

Meeting Time: 10:00 am Pacific Standard Time

Location : RDKS office, Suite 300 – 4545 Lazelle Avenue, Terrace, BC, V8G 4E1 (Offline)

Please contact at procurement@rdks.bc.ca before the March 19, 2024 3:00pm for the Microsoft teams meeting link (Virtual)

For general inquiries regarding this RFP, contact:

Marc Schibli, Chief Financial Officer

Email: procurement@rdks.bc.ca

For technical inquiries regarding this RFP, contact:

Robert Wickie, Director of Works and Services

Email: rwickie@rdks.bc.ca

Raji Ann John, Project Manager

Email: rjohn@rdks.bc.ca



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1 INTRODUCTION

1.1 General Information

The Owner (Regional District of Kitimat-Stikine or RDKS) invites proposals for the Feasibility of a new landfill.

Scope of the project includes all the stages from site selection, feasibility study, permitting, detailed design, construction and commissioning necessary to undertake and complete the work.

1.2 Definitions

In this RFP, the following definitions apply:

“Closing Date and Time” means the closing date and time specified on the first page of this RFP.

“Contract” means a formal written contract for the Services between a Proponent and the RDKS.

“Consultant” means the Proponent, if any, who executes the Contract.

“Incorporated Material” means any materials in existence prior to the start of this agreement and developed independently from this agreement that are integrated, included, or imbedded into the Intellectual Property.

“Intellectual Property” means all materials produced by the Consultant or Sub-consultant under this agreement, including but not limited to:

- a. studies,
- b. reports,
- c. drawings,
- d. plans,
- e. designs,
- f. specifications,
- g. models,
- h. photographs,
- i. software,
- j. digital data,
- k. spatial data, and
- l. sketches

“Proponent” means a person who submits a Proposal.

“Proposal” means a proposal submitted to the RDKS in response to this RFP.

“Regional District” or “RDKS” means the Regional District of Kitimat-Stikine.



“RFP” means this Request for Proposal document in its entirety, including any amendments and addenda.

“Services” means the services in respect of which the RDKS is seeking proposals, as outlined in this RFP and Appendix A, B, C and D.

“Sub-consultant” means all sub-consultants, suppliers, and agents that a Proponent proposes to engage in connection with the performance of the Services.

“Work” means all the labour, materials, equipment, supplies, services, and other things necessary for the execution, completion, and fulfilment of the Services.

2 INSTRUCTIONS TO PROPONENTS

2.1 Site Visit

A mandatory bidders meeting with the RDKS staff is required to submit a proposal under this RFP. The proponents can join the meeting either virtually or offline. The virtual meeting info will be provided as requested. It is the sole responsibility of each Proponent to contact the RDKS at procurement@rdks.bc.ca to receive the virtual meeting link before the March 19, 2024 3:00pm. The virtual meeting will be held through Microsoft team App. The meeting may be recorded. The proponents can also attend the meeting offline at the RDKS office.

Time: March 19, 2024 10:00am Pacific Standard Time

Location: RDKS office, Suite 300 – 4545 Lazelle Avenue, Terrace, BC . V8G 4E1

These dates and times may be subject to change. The Regional District will post notice of the date, time, and location of the meeting on the BC Bid website and the Regional District website (www.rdks.bc.ca). After the Bidders Meeting, a written record of questions and answers from the meeting will be posted as an addendum on the BC Bid website and the Regional District website.

2.2 Closing Date and Time

Proposals are to be submitted electronically before the Closing Date and Time as noted on the cover page of this RFP.

2.3 Proposal Format and Location

Proposals are to be prepared as per the format prescribed in Appendix B. The RDKS prefers to receive Proposals in PDF form via email to procurement@rdks.bc.ca. Proponents are advised that the RDKS’s file size limit is 15 MB. Email subject line should clearly state the RFP title and reference number as on the cover page.

The RDKS is not responsible for Proposals delivered to wrong email addresses, or Proposals that are not received before the Closing Date and Time. It is the sole responsibility of each Proponent to ensure their Proposal is received as intended (complete) before the Closing Date and Time.



2.4 Examination of RFP Document(s)

Proponents will be deemed to have carefully examined all RFP documents, including all appendices, schedule(s), addenda, etc. prior to preparing and submitting a Proposal.

2.5 Late Proposals

Late Proposals will not be considered.

2.6 Amendments to Proposals

Written amendments to Proposals will be accepted as per Section 2.2 and 2.3.

2.7 Inquiries

For general inquiries regarding this RFP, please contact Marc Schibli, Chief Financial Officer at procurement@rdks.bc.ca. For inquiries regarding the scope of work or other technical details, please contact Raji Ann John, Project Manager, at rjohn@rdks.bc.ca.

Inquiries should clearly state the RFP title and reference number as on the cover page and be made no later than five days before Closing Date and Time. The RDKS may choose not to respond to inquiries made within five days of the Closing Time. Inquiries and responses will be recorded and may be distributed as per Section 2.8 at the discretion of the RDKS.

The RDKS shall have no responsibility for, and the Proponent agrees not to rely upon, communications, representation, or statements from any other person regarding this RFP, its subject matter, or any subsequent Contract.

2.8 Addenda

The RDKS may choose to respond to an inquiry or other communication related to this RFP by way of a written addendum. Addenda will be available electronically through BC Bid at www.bcbid.gov.bc.ca and on the RDKS website at https://www.rdks.bc.ca/government/rfps_tenders. It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.

2.9 Opening of Proposals

There will not be a public opening for Proposals received.

2.10 Pricing

The cost of proposal can be on a Time and Materials basis with a breakdown of the basis of estimate. Proposal pricing will be in Canadian currency. Taxes are to be stated separately.

2.11 Insurance

If the RDKS selects a Proponent, Proponent will be requested to provide and maintain a minimum comprehensive general liability insurance in the amount of \$2,000,000 and motor vehicle liability



insurance in the amount of \$2,000,000 per incident inclusive of bodily injury and property damage and professional liability insurance in the amount of \$5,000,000.

3 EVALUATION AND SELECTION

3.1 General

- a. Proponents should refer to APPENDIX B – Proposal Content and Format, for a list of information that should be contained within the Proposal.
- b. The evaluation of Proposals will be conducted at the RDKS's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by the RDKS, whether provided by the Proponent or not, may be used in the evaluation process.
- c. The RDKS intends to evaluate Proposals based on the best overall value to the RDKS in its sole discretion.
- d. The RDKS is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completing a preliminary review of all the Proposals, identify and remove from the detailed evaluation any Proposal that the RDKS deems is not in contention to be recommended for final selection.
- e. Execution of a Contract, if any, is subject to RDKS policies, procedures, and bylaws, including funding approval, and may require approval by senior staff and/or the elected Board of Directors of the RDKS.
- f. The RDKS may, prior to entering into a Contract, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the RDKS shall have no liability to any other Proponent(s) as a result of such negotiations or modifications.
- g. The RDKS may elect to shortlist some of the Proponents and require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, should be submitted within the time specified and at no expense to the RDKS. If possible, they will be returned at the Proponent's request and expense.
- h. Proponents will be advised of the outcome of the process after it is concluded whether by the execution of a Contract or by cancelling the RFP process. Once a Contract is executed, the name of the contracted party only will be disclosed to anyone that enquires and may be published on the RDKS's website.

3.2 Evaluation Process

The RDKS intends to assign an evaluation committee to evaluate Proposals in detail and to make a recommendation for selection of one or more preferred Proponents. The evaluation team will use the Proposal Evaluation Form included in APPENDIX A which follows a two-step evaluation



process with Step 1 and Step 2 detailed as follows:

- Step 1:** Proposals will undergo a Pass/Fail test where the evaluation committee will look to see if the Proposal contains a list of specific content listed under Step 1 of the Proposal Evaluation Form. Only proposals that contain all the content and detail listed in Step 1 of the Evaluation Form will advance to Step 2.
- Step 2:** Proposals will be graded against a set of criteria listed under Step 2 of the Proposal Evaluation Form to assign points for specific Proposal Criteria and content. Proposals will then be weighted according to the value of points that is scored.

The evaluation team will not be limited to the criteria included in the Proposal Evaluation Form and may consider additional criteria that the evaluation team identifies during the evaluation process. Any additional criteria considered will be evenly applied to all Proposals.

The RDKS may, at its discretion, request clarifications or additional information from one or more Proponents and may consider such clarifications or additional information in evaluating Proposals.

Proponents are advised that no information relating to our process will be given out after the Closing Date or while the evaluation and selection process is underway. Proponents are asked to refrain from contacting the RDKS during the evaluation process.

At the conclusion of the RFP process, Proponents may request a debriefing. The RDKS will only discuss the merits of the Proponent's Proposal and will not discuss the merits of other Proposals received.

3.3 Litigation

In addition to any other provision of this RFP, the RDKS may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the RDKS in relation to any matter.

3.4 Negotiations May Occur with Proponents

At any time, the RDKS may choose to negotiate with one or more Proponents, including in relation to the scope of the Services, financial terms, and the terms of the Contract.

3.5 Execution of Contract

If the RDKS selects a Proponent and negotiations, if any, are successful, the RDKS and the Proponent would execute the Contract.

The successful Proponent is expected to enter into a contract with the RDKS to perform the services set out and agreed upon in the accepted Proposal.



4 GENERAL TERMS AND CONDITIONS OF THIS RFP

4.1 No Contractual Obligations Resulting from this RFP

This RFP is a request for proposals only, and not a call for tenders or request for offers. While the RDKS has issued this RFP with a view to entering a Contract with a Proponent, no contractual obligations shall arise between the RDKS and any Proponent as a result of the issuance of this RFP or the submission of a Proposal, until and unless the RDKS and a Proponent execute a written Contract.

4.2 No Claim for Compensation

Without limiting the preceding section, 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.

4.3 Approval of Contract Resulting from this RFP

Before entering into a Contract with a Proponent, the RDKS will have to comply with applicable RDKS policies, procedures, bylaws, and legal requirements, which may include obtaining the approval of the RDKS Board, including funding approval.

4.4 Conflict of Interest

Proponents should disclose in their Proposal any actual or potential conflicts of interest and existing business relationships it may have with the RDKS, its elected or appointed officials or employees. The RDKS may rely on such disclosure.

4.5 Ownership of Proposals and Freedom of Information

All Proposals submitted under this RFP become the property of the RDKS and will not be returned to the Proponent. The RDKS advises Proponents that parts or all of their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FOIPP) and the Community Charter. Proponents who wish to ensure particular parts of their Proposals are protected from disclosure under the FOIPP Act should specifically identify any information or records provided with their Proposals that constitute:

- a. Trade secrets,
- b. That are supplied in confidence, and
- c. The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.



4.6 Use of RFP Documents

No person may, without the express prior written consent of the Owner, shall use, copy or disclose any information contained in the RFP Documents for any purpose other than for the purpose of preparing a Proposal.

4.7 Ownership of the Project's Findings

The Consultant agrees that all intellectual property developed and prepared in the performance of the Consultant's Services will become the property of the RDKS, and grants the RDKS non-exclusive, perpetual, irrevocable, royalty-free, worldwide license use to reproduce, modify, publish and distribute Incorporated Materials. The RDKS reserves copyright, patent and trademark of all Intellectual Properties developed and prepared in the performance of the Consultant's Services. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the RDKS Project Manager.

4.8 Solicitation

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of the RDKS. Any solicitation may result in the Proponent being removed from consideration.

4.9 Dispute Resolution

All claims, disputes, or issues in dispute between the RDKS and the Consultant shall be decided by mediation or arbitration, if the parties agree, or failing Agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

4.10 Liability for Errors

While the RDKS has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDKS, nor is it necessarily comprehensive or exhaustive.

4.11 Completeness of RFP Documents

Proponents are responsible to review the RFP Document, and Appendices to verify they are complete and should immediately notify the Contact Person, in writing, if the RFP Documents appear to be incomplete or contain any discrepancies, inconsistencies, ambiguities, errors or omissions.



APPENDIX A: PROPOSAL EVALUATION FORM

Proponent: _____ Evaluated Proposal Cost: \$ _____

Project Title: _____ 2024-WS-09 _____ Lowest Proposal Cost: \$ _____

Evaluation Date: _____

Evaluator: _____

Step 1		Description	Yes	No
Mandatory Criteria		Budget Table Excel file with Phases and Tasks Provided		
		Hourly Rates Provided		
		Project Manager Identified		
		Proposal Received Prior to Closing Date and Time		
		Proposed Schedule Provided in Gantt Chart Format		
		Proposal Signatory Form Included		
		Proposed Sub-Consultant List Provided		
Step 2		Description	Points Available	Points Awarded
Project Team and Firm (15 Points)		Qualification and experience of Firm and Team Members	10	
		References	5	
Proposal Content (65 Points)		Adherence to the content and format of the Proposal described in Appendix B of the RFP	5	
		Budget Table identifying who will perform each component of work and the number of hours allocated to each task (Appendix B of the Proposal)	5	
		Completeness, clarity, and quality of Proposal	5	
		Project Meets the Business Needs of the RDKS	15	
		Project Approach and Methodology, including Project Understanding	10	
		Work Plan, phases and tasks described including milestones of deliverables.	15	
		Project schedule (Appendix A if the Proposal)	5	
		Value added components, or innovation of methodology	5	
Financial (20 Points)		(Lowest cost Proposal/by Proposal being evaluated) x 20%	20	
Total Score			100	



APPENDIX B: PROPOSAL CONTENT AND FORMAT

To ensure that similar and relevant information is received from Proponents, the RDKS requests that Proponents follow the format and numbering system in the table below. A detailed description of the required Services is provided in Appendix C (Scope of Work).



Section	Description
1	Cover Page
2	Table of Contents
3	*Proposal Signatory Form
4	Project Team and Firm
4.1	Describe any skills or specialties of the firm that apply to this project.
4.2	Describe the roles of each team member, clearly identifying the Project Manager and other key personnel, including any sub-consultants. <ul style="list-style-type: none">• Detail the project management experience of the Project Manager and any applicable project management training or credentials.• Describe the qualifications, expertise, and experience of each team member, highlighting relevant and recent experience.• Confirm availability of each team member to work on this project.• Acknowledge and confirm that unless otherwise approved by the RDKS in writing, the successful Proponent is required to use the team members listed in the proposal to undertake the project.
4.3	Provide a list of similar projects that the firm and/or the team members have worked on.
4.4	Include a list of any proposed sub-consultants.
4.5	Include at least three references, including contact information.
5	Project Approach and Methodology
5.1	Provide a narrative that illustrates an understanding of the project contexts, and the project requirements.
5.2	Describe any proposed augmentation of the work scope, such as additional tasks or processes, that may improve the project outcome and explain why such tasks or processes are recommended.
5.3	Describe the proposed approach and methodology for undertaking the project.
5.4	Provide optional approaches.
6	Work Plan
6.1	Provide a detailed description of the project phases and tasks, indicating work breakdown and milestones.
6.2	*Provide a project schedule using the Gantt chart method, consistent with the sample template in Figure 1.
7	Budget
7.1	Provide estimate of budget for all proposed options
7.2	*Provide a budget table to identify who will perform each component of each work phase and indicate the number of hours allocated to each team member for each component, consistent with the sample template provided in Figure 2. Provide the table as an excel file.

*Mandatory Requirement



A project schedule indicating the time to complete the various tasks is to be included in the proposal. The Proponents are required to fill out a project “Work Plan” spread sheet, like the RDKS’ Project Workplan Template provided in **Figure 1**, which details tasks, staff charging hours, task schedules, etc.

Proponents are requested to provide a complete list of the Sub-consultants to be used for the sections(s) of Work listed hereunder, if applicable. Sub-consultants listed in the table below are not to be changed without prior written approval from the RDKS. The completed table shall be included in the Proponent’s “Project Team” section of their proposal; see **Figure 2**.

Section of Work	Name of Sub-Consultant



Regional District of **Kitimat-Stikine**

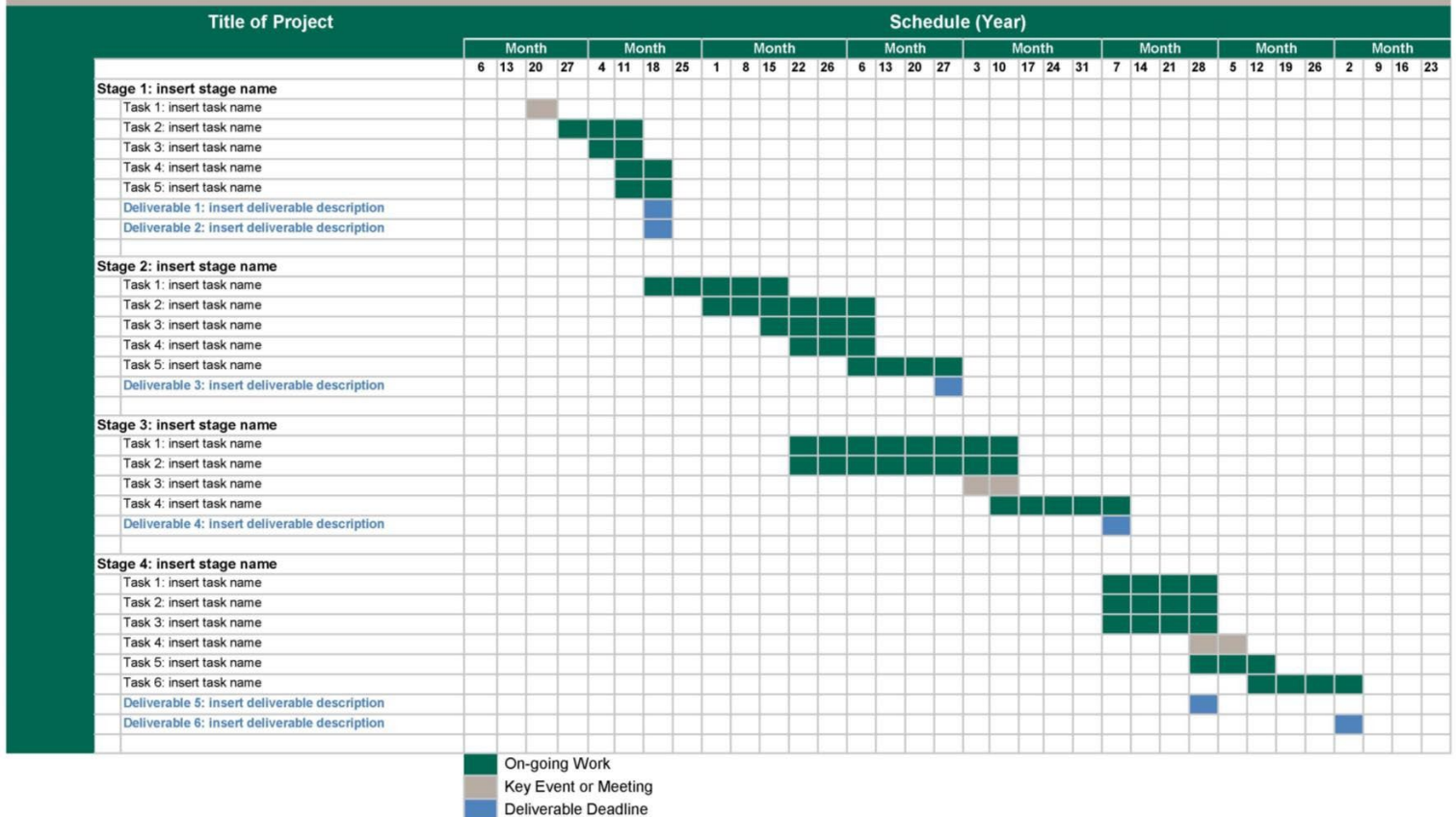


Figure 1: Example Gantt Chart



Regional District of Kitimat-Stikine						
Title of Project		Budget				
	Staff Initials	Staff Initials	Staff Initials	Staff Initials	Totals	
	Rate \$/Hr	Rate \$/Hr	Rate \$/Hr	Rate \$/Hr		
Stage 1: insert stage name						
Task 1: insert task name	4	2	2	2	10	
Task 2: insert task name		3		3	6	
Task 3: insert task name		6			6	
Task 4: insert task name	4				4	
Task 5: insert task name	4				4	
				Stage 1 Hours	30	
				Stage 1 Fees (Subtotal)	\$X	
Stage 2: insert stage name						
Task 1: insert task name	3	7	5	7	22	
Task 2: insert task name	3	7	5	14	29	
Task 3: insert task name	3	7	5		15	
Task 4: insert task name	4	7	5		16	
Task 5: insert task name	3	7			10	
				Stage 2 Hours	92	
				Stage 2 Fees (Subtotal)	\$X	
Stage 3: insert stage name						
Task 1: insert task name	2	14	10		26	
Task 2: insert task name	7	7	7		21	
Task 3: insert task name	4	7			11	
Task 4: insert task name	7	7		7	21	
				Stage 3 Hours	79	
				Stage 3 Fees (Subtotal)	\$X	
Stage 4: insert stage name						
Task 1: insert task name	7	7	10	7	31	
Task 2: insert task name	7	7	7	7	28	
Task 3: insert task name	7		7		14	
Task 4: insert task name	3			3	6	
Task 5: insert task name	3	7	3	7	20	
Task 6: insert task name	3	7			10	
				Stage 4 Hours	109	
				Stage 4 Fees (Subtotal)	\$X	
Total Hours					310	
Total Fees					\$X	
Travel Expenses & Disbursements					\$X	
Project Total (excl. tax)					\$X	
Project Total (incl. tax)					\$X	

Figure 2: Example Budget Table



APPENDIX C: SCOPE OF WORK

INTRODUCTION

The Regional District of Kitimat Stikine (RDKS) Owns and Operates 7 waste management facilities in the region. The highway 37 north corridor has 3 landfills out of which Kitwanga landfill is closed for operation. The Meziadin and Iskut landfills are receiving municipal solid and liquid waste generated from commercial, residential and industrial sources in the Meziadin area, and from the Stewart Transfer Station and Iskut respectively. The Dease lake Landfill (Permit PR05425) is owned and operated by British Columbia Ministry of Transportation and Infrastructure (MOTI) and receives municipal industrial solid waste from the community of Dease Lake and surrounding areas. RDKS is planning to identify a feasible location to construct a new landfill along the Highway 37 North corridor which will serve the communities in and around Iskut and Dease Lake.

BACKGROUND

The RDKS consists of six Electoral Areas and five municipalities. Electoral Areas A, D and F are located around the Highway 37 North corridor. The Meziadin landfill is in Electoral Area A and is located approximately 15 km South of Meziadin Junction, and responsible for the management of municipal solid and liquid waste generated from commercial, residential and industrial sources in the Meziadin area and from the Stewart Transfer Station. The Iskut Landfill is in Electoral Area D and is located about 2 km northwest of Iskut is responsible for the management of municipal solid waste (MSW) and liquid waste generated from commercial, residential, and institutional sources in the Iskut Community. The Iskut Community includes the area along Highway 37 north of Iskut to the Stikine River, and South of Iskut to Kinaskin Lake Provincial Park. The landfill does not accept waste from mining camps or industrial project sites. British Columbia Ministry of Transportation and Infrastructure (MOTI) owns and operates the Dease Lake landfill. It is located approximately 2km northwest of Town of Dease Lake, which is part of the RDKS Electoral Area F, since December 2007. The landfill receives municipal and industrial solid waste from the Town of Dease Lake and surrounding area.

In the past, RDKS faced difficulties with operating and maintaining Iskut Landfill according to the regulatory standard. Empowered by Strategy 25 of the new Solid Waste Management Plan (SWMP) to support the closing of the Iskut Landfill, RDKS is working with the Iskut band who are in the process of constructing a transfer station in Iskut and plans to divert the MSW waste from the community to an alternate location. Strategy 30 of the recent SWMP also identifies the option to develop an agreement between the RDKS and MOTI to take over the management of solid waste for the Dease Lake community from MOTI, and MOTI expressed the support during the transition of service delivery. A high-level feasibility study conducted by MOTI, evaluated the options of constructing a new landfill, or establishing a transfer station to take the waste to Meziadin Landfill. Due to the high industrial growth along the highway 37 corridor, Meziadin landfill is filling up at a faster rate than anticipated. Hence RDKS believes siting a new landfill for the Electoral Area D and F will be a more feasible option.



The RDKS is seeking a proposal from qualified engineering consulting firms to assist the RDKS through the entire process of siting a new landfill. Bidding proponents would be committing to working with the RDKS for a minimum of 5 years and/or until the new site has completed construction.

The project is anticipated to be handled in three stages:

Stage 1

- a) Pre- siting analysis
- b) Site Selection (preliminary screening, defining the site selection criteria, site assessment etc.)
- c) Feasibility Study
- d) Public consultation and engagement

Stage 2

- a) Permitting and regulatory compliance
- b) Detailed Design
- c) Financial planning (capital and operational cost)

Stage 3

- a) Construction
- b) Commissioning
- c) Assisting with post commissioning

The RDKS does not currently have a specific site identified. Each subsequent stage following stage 1, will require the successful proponent to provide the RDKS an estimated budget value for anticipated works in the subsequent year for Board approval and inclusion in the RDKS's financial plan.

PROJECT NEEDS

Proposals should meet project needs by addressing the project criteria listed below. The project criteria will be used to evaluate the proposals using the Proposal Evaluation Form (Appendix A of the RFP).

Stage 1

- Determine the design capacity required for the new landfill, including capacity for any liquid waste disposal facilities.
- Using spatial analysis and desktop review, determine areas within Electoral Area A, D and F that are suitable options for siting the landfill.
- Select a suitable option for the new landfill location by working along with RDKS staff and Dease Lake Solid Waste Steering Committee.
- Identify the risks and benefits of landfill development at the proposed site, focusing on regulatory, fiscal, social, cultural and environmental factors.
- Address concerns raised by regulatory agencies, stakeholders and public hearing and consultation processes.



- Confirm the feasibility that the Ministry of Environment and Climate Change Strategy (MOE) will approve the proposed site for landfill development; and,
- If it is determined that landfill development at the initial proposed site is not feasible, continue the process until an alternative suitable location within the jurisdiction is identified.
- A draft and Final report summarizing the findings of the feasibility study to be submitted to the Regional District. The Regional District will complete up to two rounds of review of the draft report.

Stage 2

- Develop a comprehensive list of technical studies, community consultation, first nation engagement, permit approvals that need to be completed to receive approval for landfill development at the proposed site. The consultant should outline the timeline to complete each tasks and which tasks can be completed concurrently.
- Develop two to four conceptual designs of possible landfill site configurations. The conceptual landfill design should provide a minimum of 50 years of airspace with the option to expand the site for an additional 50 year of airspace.
- Develop a conceptual plan for the operations and maintenance of the landfill by considering the service area and from the proposed transfer stations.
- Identify any modification required and make recommendations on the solid waste management system in the service area to effectively utilize the landfill lifespan.
- Provide a high-level breakdown of the financial implication of developing a landfill at the proposed site for each of the conceptual design options. The financial breakdown should at a minimum outline the costs for permitting, landfill development including engineering and construction costs, and operation (total and per tonne on an annual basis).
- Submit the technical study reports, preliminary and detailed design of landfill for RDKS review and approval.
- Assist RDKS in permitting and regulatory requirements.
- submit Issued for Tender package.

Stage 3

- The consultant shall work with RDKS to prepare tender document and address questions and tender inquires during tender period and review tender bid packages for compliance with design and provide a recommendation.
- Submit construction package including all the drawings and Reports associated with the initial phase of landfill construction.
- Develop a Construction Environmental Management Plan for the construction phase.
- Provide QA/QC support and Construction Management services based on the landfill construction phasing.
- submit As built drawings at the end of construction phase based on contractors redline and conduct site survey if required.
- Support and assist RDKS in commissioning of the landfill.



- Prepare an operations and maintenance procedure to perform the landfill services.
- Prepare DOCP for the facility.

ASSUMPTIONS

Proposals should take into consideration the following assumptions. Any additional assumptions of the Proponent are to be included in the submitted Proposal.

- The Consultant will be required to prepare agendas, schedules, attend and record minutes for any meetings with the RDKS for the project.
- Initial discussions with Regional District staff, visiting the proposed location, reviewing project goals and objectives, and reviewing the Contractor's draft work plan.
- Design capacity is not expected to trigger the Reviewable Projects Regulation. If the project becomes designated as a reviewable project, the Environmental Assessment will become part of the consultant's scope.
- Proponent will submit documentation that should support any deviation from the SWMP and any amendments required in this regard.
- Identify other stakeholders that may not have been included for consultation.
- Submit an updated work plan based on the project initiation meeting. The detailed work plan needs to achieve the objectives outlined in this document.
- Identify regulatory barriers that can be mitigated. The Contractor will prepare a detailed list of mitigation options.
- The Regional District will complete up to two rounds of review of the draft report.
- Provide a presentation of the final report to representatives of the Regional District Board at the end of each stage.
- The Regional District may require additional support if technical questions arise at the end of this project.
- That proponent will establish and maintain effective communication channels with third parties (First Nations, communities, government agencies) and address on behalf of the Regional District to gather data and provide a record of meeting to the Regional District which includes contact information, date and a brief summary of the conversation.
- Organize and provide minutes of all meetings between Regional District staff and Contractor and third parties.
- The Consultant will be required to coordinate all site meetings with the RDKS.
- Invoicing will be monthly, all billed hours will include the team members name, the tasks worked on, and will include comments describing the work performed. A project burnout report should be included in every invoice and track the project progress.
- The Consultant agrees that all intellectual property developed and prepared in the performance of the Consultant's Services will become the property of the RDKS, and grants the RDKS non-exclusive, perpetual, irrevocable, royalty-free, worldwide license use to reproduce, modify,



publish and distribute Incorporated Materials. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the RDKS Project Manager.

RESOURCES

The RDKS will make the following reference documents available to all Proponents:

- Iskut Landfill Annual Reports
- Solid Waste Management Plan for RDKS



APPENDIX D: PROPOSAL SIGNATORY FORM

RFP Project Title: 2024-WS-09 Landfill Feasibility Study

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Email Address: _____

To: Marc Schibli, Chief Financial Officer
Email: procurement@rdks.bc.ca
Regional District of Kitimat Stikine,
300 – 4545 Lazelle Avenue, Terrace, BC, V8G 4E1

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda, submit this Proposal in response to the RFP. We are including comprehensive information as requested in Appendix B- Proposal Content and Format.

This Proposal is submitted this ____ day of ____, 2024.

(Name of Proponent)

(Name of Proponent (if more than one))

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Signatory) (Print Name and Position of Signatory)