



Regional District of
Kitimat-Stikine

REQUEST FOR PROPOSALS

Kitwanga Landfill Closure

RFP Number: 2024-WS-10

March 14, 2024



REQUEST FOR PROPOSALS

REGIONAL DISTRICT OF KITIMAT-STIKINE

The Owner (Regional District of Kitimat-Stikine or RDKS) invites proposals from qualified professional to provide consulting services to review and provide a closure plan for the Kitwanga Landfill.

Scope of the project includes review of background information and develop an updated closure plan including mitigation to the leachate breakout at the landfill site. The scope also includes a new layout for the transfer station and assist RDKS in getting approval from ENV.

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-10 Kitwanga Landfill Closure

RFP Closing Date: Apr 12, 2024

RFP Closing Time: 2:00 pm Pacific Standard Time

For general inquiries regarding this RFP, contact:

Marc Schibli, Chief Financial Officer

Email: procurement@rdks.bc.ca

For technical inquiries regarding this RFP, contact:

Raji Ann John, Project Manager

Email: rjohn@rdks.bc.ca

Nicole Lavoie, Environmental Services Supervisor

Email: nlavoie@rdks.bc.ca



CONTENTS

1	INTRODUCTION	3
1.1	General Information.....	3
1.2	Definitions	3
2	INSTRUCTIONS TO PROPONENTS.....	4
2.1	Site Visit.....	4
2.2	Closing Date and Time.....	4
2.3	Proposal Format and Location	4
2.4	Examination of RFP Document(s).....	4
2.5	Late Proposals	4
2.6	Amendments to Proposals	4
2.7	Inquiries.....	5
2.8	Addenda	5
2.9	Opening of Proposals	5
2.10	Pricing.....	5
2.11	Insurance.....	5
3	EVALUATION AND SELECTION	5
3.1	General.....	5
3.2	Evaluation Process	6
3.3	Litigation.....	7
3.4	Negotiations May Occur with Proponents	7
3.5	Execution of Contract.....	7
4	GENERAL TERMS AND CONDITIONS OF THIS RFP.....	7
4.1	No Contractual Obligations Resulting from this RFP	7
4.2	No Claim for Compensation	7
4.3	Approval of Contract Resulting from this RFP.....	8
4.4	Conflict of Interest.....	8
4.5	Ownership of Proposals and Freedom of Information.....	8
4.6	Use of RFP Documents	8
4.7	Ownership of the Project's Findings	8
4.8	Solicitation.....	9
4.9	Dispute Resolution	9
4.10	Liability for Errors.....	9
4.11	Completeness of RFP Documents	9
	APPENDIX A: PROPOSAL EVALUATION FORM.....	10
	APPENDIX B: PROPOSAL CONTENT AND FORMAT.....	11
	APPENDIX C: SCOPE OF WORK.....	16
	APPENDIX D: PROPOSAL SIGNATORY FORM.....	19



1 INTRODUCTION

1.1 General Information

The Owner (Regional District of Kitimat-Stikine or RDKS) invites proposals from qualified professional to provide consulting services to review and provide a closure plan for the Kitwanga Landfill

Scope of the project includes review of background information and develop an updated closure plan including mitigation to the leachate breakout at the landfill site. The scope also includes a new layout for the transfer station and assist RDKS in getting approval from ENV.

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 site visit is not required to submit a proposal under this RFP.

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

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-10 _____ 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

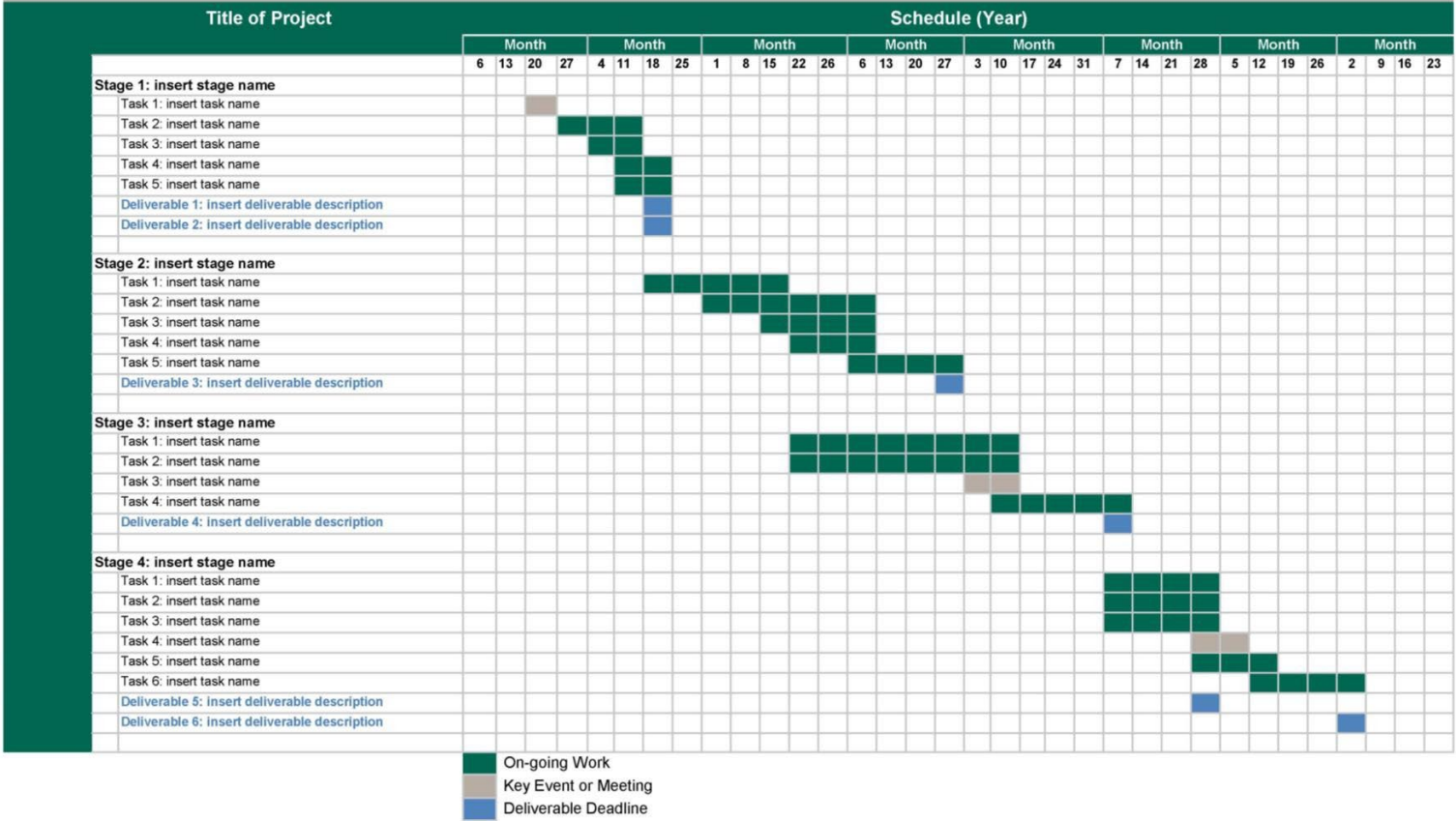



Figure 1: Example Gantt Chart





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

RDKS operated the Kitwanga Landfill since 1970s and closed since 2016. The landfill facility is no longer accepting waste for disposal in the landfill or burning clean wood at the site. Currently a transfer station operates at the landfill, as well as a recycle depot that includes bulk drop off from neighbouring First nation communities. Recycling is picked up by various stewards, and waste and clean wood are hauled to Hazelton WMF. Part of the landfill is closed with liner to operate the transfer station. A closure plan was developed by engineering students from UNBC in 2015. Later, a Closure plan update was submitted by Sperling Hansen in 2022. At present there are two breakouts at the landfill. Hence RDKS is planning to update the final closure plan, addressing the breakouts and submit it to the ministry for approval.

BACKGROUND

The Kitwanga Landfill has no liner at its base. The generated leachate, landfill gas and surface water run-off are managed during landfill operations and after the landfill closure. As of October 2017, solid waste was no longer disposed of in the Kitwanga landfill. A transfer station was constructed on top of the existing landfill and the hauled to Hazelton Waste management facility for disposal.

The Transfer Station (TS) is located on the south end of the Kitwanga landfill with a geomembrane cover system and constructed in 2017. Public access is confined to the TS area. A closure plan was developed in 2015 by UNBC students and the same was updated in 2022 by Sperling Hansen. Annual operating reports are submitted to the Ministry and the report meets the requirements of the Operational Certificate (MR -5767).

It is worth to note that the application of final cover layers will reduce the operating area of the transfer station. The changes in the layout of the transfer station and recycling depot on the final design contours should be incorporated in the closure plan.

Currently there are two leachate breakouts visible at the site. The one on the northwest corner was first identified in 2016 and the same was reported in 2017 annual report. The other breakout is on the southern end near the existing sedimentation pond. However, the updated closure plan (2022) is silent on the leachate breakouts. The recent ministry inspection identified this issue as an out of compliance item and directed RDKS to take appropriate actions. There was no detailed investigation report available on the root cause of the breakout, but it is believed that the southern breakout is due to inadequate grading/ditching.

Hence RDKS decided to update the closure Plan and to address the breakouts. This RFP is prepared to invite proposal from qualified professional to assist the RDKS in the process.



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).

- An update Final closure plan as per landfill criteria
- A final cover system design considering leachate generation and environmental impacts, quality, processing, design, construction, cost and any other factors that affects.
- Design should include erosion control and stormwater management system.
- Recommendation on the post closure environmental monitoring plan
- Update Transfer station layout after the application of final cover system considering the traffic and access to the Transfer Station. It is expected that the updated layout shall include space for the existing facilities at a minimum.
- Assess the leachate breakouts and develop reliable and constructable solutions.
- Assist RDKS during submission and processing of Updated final closure plan with ENV.
- Technical memo, Engineering drawings or any other supporting documentation required for the approval from ENV.
- Issued for tender drawings and assist RDKS in tender document preparation, address question during tendering and evaluation.
- Provide QA/QC support and Construction Management services based on the construction phasing.
- Project management services, including budget control and direction, and coordination of all work, throughout the course of the project.
- A project schedule indicating the time to complete the various tasks is to be included in the proposal.
- A project phasing plan detailing how the following recycling programs will remain open to the public during construction operations.
 - Tires
 - Consumer lights
 - Propane tanks
 - Residential Recycling Drop-off
 - Consumer electronics
 - Large appliances and scrap metal
- A complete list of the Sub-consultants/sub-contractors to be used for the Work.

ASSUMPTIONS

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

1. The Consultant will be required to prepare agendas, schedules, attend and record minutes for any meetings with the RDKS for the project. The Consultant will plan for the following meetings:



- Project initiation, site visits and data collection; and
 - Progress meetings to review Scope of Work, data, and status of the Project.
2. Invoicing will be at the end of identified milestones, all billed hours will include the team members name, the tasks worked on, and will include comments describing the work performed.
 3. The Consultant will present draft deliverables (up to 2 times) for RDKS review before submitting the Final package and a timeline associated with each item.
 4. The Consultant agrees that all intellectual property developed and prepared in the performance of the 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.
 5. All Qualified Professionals working on the project will submit a completed Declaration of Competency, and Conflict of Interest Disclosure Statement required by the Ministry of Environment and Climate Change Strategy (ENV) prior to executing work on the project.¹

RESOURCES

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

1. Kitwanga Landfill Closure Plan Update (student closure plan appended)
2. Operational Certificate
3. Annual Report from 2017 to 2022
4. Recent Ministry Inspection
5. Transfer Station geotechnical report
6. Kitwanga Site Map

¹ <https://www2.gov.bc.ca/gov/content?id=176800153D4946D095D73088CE12DD43>



APPENDIX D: PROPOSAL SIGNATORY FORM

RFP Project Title: 2024-WS-10 Kitwanga Landfill Closure

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)