Request for Proposal

Environmental Assessment (EA) & Associated Engineering Services to Address the Overfill Conditions at the Boyne Road Landfill Site

The Corporation of the Township of North Dundas

636 St. Lawrence Street
PO Box 489
Winchester ON, K0C 2K0
The Township of North Dundas  
RFP for EA & Associated Engineering Services

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Definitions</td>
<td>5</td>
</tr>
<tr>
<td>2) Information for Prospective Proponents</td>
<td>6</td>
</tr>
<tr>
<td>2.1 Purpose of RFP</td>
<td>6</td>
</tr>
<tr>
<td>2.2 Information &amp; Communications</td>
<td>6</td>
</tr>
<tr>
<td>2.3 Proposal Submission Closing Date and Time</td>
<td>6</td>
</tr>
<tr>
<td>2.4 Proposal Submission Format</td>
<td>6</td>
</tr>
<tr>
<td>2.5 Key Dates</td>
<td>7</td>
</tr>
<tr>
<td>2.6 Request to Withdraw a Proposal</td>
<td>7</td>
</tr>
<tr>
<td>2.7 Adjustment to a Proposal</td>
<td>7</td>
</tr>
<tr>
<td>2.8 Proposal Returned Unopened</td>
<td>7</td>
</tr>
<tr>
<td>2.9 Addenda</td>
<td>8</td>
</tr>
<tr>
<td>2.10 Proposal Submission Entity</td>
<td>8</td>
</tr>
<tr>
<td>2.11 Receipt of Proposals</td>
<td>8</td>
</tr>
<tr>
<td>2.12 Harmonized Sales tax (HST)</td>
<td>8</td>
</tr>
<tr>
<td>3) Terms &amp; Conditions</td>
<td>8</td>
</tr>
<tr>
<td>3.1 Proponent’s Minimum Qualifications</td>
<td>8</td>
</tr>
<tr>
<td>3.2 Information Waiver</td>
<td>8</td>
</tr>
<tr>
<td>3.3 Expenses Incurred</td>
<td>9</td>
</tr>
<tr>
<td>3.4 Conflict of Interest</td>
<td>9</td>
</tr>
<tr>
<td>3.5 Rights Reserved</td>
<td>9</td>
</tr>
<tr>
<td>3.6 Contract with Successful Bidder</td>
<td>9</td>
</tr>
<tr>
<td>3.7 Insurance</td>
<td>10</td>
</tr>
<tr>
<td>4) Background</td>
<td>11</td>
</tr>
</tbody>
</table>
5) Scope of Work

5.1 The Terms of Reference

5.1.1 Initiation

5.1.2 Preparation

5.1.3 Consultation

5.1.4 Circulation & Approval

5.2 The Environmental Assessment

5.2.1 Description of the Environment

5.2.2 Evaluation of Alternatives

5.2.3 Identification & Description of the Undertaking

5.2.4 Documentation

5.2.5 Circulation & Approval

5.3 Schedule of Meetings

5.4 Scheduling & Sequencing of Tasks

5.5 Budget

6) Format & Content of Proposals

7) Evaluation of Proposals

7.1 Substantial Completeness

7.2 Evaluation of Proponents' Submissions

7.2.1 Cure of Minor Omissions or Errors

7.2.2 Clarification of Proponent Submissions

7.3 Exceptions/Qualifications

7.4 Reference Checks

7.5 Evaluation Criteria
The Township of North Dundas
RFP for EA & Associated Engineering Services

7.5.1 Corporate Profile & Experience 22
7.5.2 Project Manager & Team Qualifications 22
7.5.3 Work Plan 22
7.5.4 Price 22

Schedules

- Schedule A: Statement of Acceptance 24
- Schedule B: Pricing Sheet 26

References

The Township of North Dundas
RFP for EA & Associated Engineering Services

1. Definitions

- **“Authorized Agent”** is a representative of the Proponent’s firm who has the authority to enter into a Contract on behalf of the Proponent.
  a. **“Award”** is the acceptance of a Proposal in accordance with this Request for Proposal as evidenced by the Township’s written notification to the successful Proponent.
- **“Contract”** means the legal agreement to be entered into by the Successful Proponent and the Township.
- **“Insurance Certificate”** is a certified document, approved by the Township, issued by an insurance company licensed to operate by the Province of Ontario certifying that the Proponent is insured in accordance with the Township’s requirements.
- **“Proposal”** refers to an offer or submission from a Proponent in response to a Request for Proposal.
- **“Proponent”** is the entity which submits a Proposal.
- **“RFP”** refers to this Request for Proposal for the provision of Environmental Assessment and associated engineering services to address the overfill condition at the Township’s Boyne Road Landfill Site.
- **“Services”** means the services set out in this Proposal to be procured by the Township further to this Request for Proposal.
- **“Successful Proponent”** refers to the Proponent which in the opinion of the Township’s Evaluation Team submits the preferred proposal.
- **“Township”** means the Township of North Dundas.
- **“Work”** means the work to be undertaken by the successful proponent pursuant to the provisions of the Contract.
2. Information for Prospective Proponents

The following subsections provide key information for consideration by Proponents.

2.1 Purpose of RFP

The Township has prepared and released this RFP for Environmental Assessment (EA) and associated engineering services to complete an Individual Environmental Assessment in compliance with the Provincial *Environmental Assessment Act* to address the overfill condition at the Boyne Road Landfill Site. The Township is seeking the services of an integrated consulting team of planning, socio-economic, communications, scientific and engineering professionals to act as agents to the Township as the proponent of the undertaking.

2.2 Information & Communications

All requests for information and/or clarification regarding this RFP must be made in writing to the attention of the Township Contact, Doug Froats, Director of Waste Management, at fax number 613-774-5699 or via email at dfroats@northdundas.com, and received by no later than May 20, 2016 at 2:30 pm as identified in Section 2.5 “Key Dates” below. Any Proponent requiring clarification regarding the meaning of any part of this RFP or who believes that the document contains any error, inconsistency or omission, MUST submit its concern in writing to the Township Contact in accordance with the process identified in this section.

2.3 Proposal Submission Closing Date & Time

Receipt of Proposal Submissions will close on June 6, 2016 at 2:30 pm (local time). All proposals received after this specified date and time will not be considered and will be returned unopened.

Please note that there will be a public opening for this RFP on June 6, 2016 @ 2:30 pm.

2.4 Proposal Submission Format

Proposals shall be comprised of three (3) hard copies and one (1) electronic copy (on a USB drive or a CD-ROM) in Adobe PDF format. One (1) hard copy shall be marked “Original” and shall be unbound. The other two (2) hard copies shall be bound. In the event there is an inconsistency between the hardcopy and electronic copy of the proposal, the hardcopy marked “Original” shall prevail.

Proposals shall be contained in a sealed envelope marked “RFP: Environmental Assessment (EA) & Associated Engineering Services to Address the Overfill Conditions at the Boyne Road Landfill Site” and delivered to the following address:
2.5 Key Dates

Following are the dates associated with this RFP process. Please note that these dates may be subject to change.

<table>
<thead>
<tr>
<th>Task</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of RFP</td>
<td>May 9, 2016</td>
</tr>
<tr>
<td>Deadline for receipt of questions from Proponents</td>
<td>May 20, 2016</td>
</tr>
<tr>
<td>Responses to questions from Proponents</td>
<td>May 26, 2016</td>
</tr>
<tr>
<td>RFP closed</td>
<td>June 6, 2016 at 2:30 pm local time</td>
</tr>
<tr>
<td>Evaluation of Proposals</td>
<td>June 7 – 21, 2016</td>
</tr>
<tr>
<td>Selection of preferred Proponent</td>
<td>June 27, 2016</td>
</tr>
<tr>
<td>Council Approval and award of contract</td>
<td>July 12, 2016</td>
</tr>
</tbody>
</table>

2.6 Request to Withdraw a Proposal

Requests to withdraw a proposal shall be allowed by the Township if the request is made prior to the closing date and time as identified in this RFP. Such requests shall be directed, by the Proponent, to the Township Contact, identified in Section 2.2 of this RFP, by letter confirming the reasons for the request and signed by an Authorized Agent of the Proponent.

2.7 Adjustment to a Proposal

Adjustments by email, telephone, letter or fax to a submitted proposal will not be considered by the Township. A Proponent which desires to make adjustments to a submitted proposal shall withdraw the proposal and supersede it with a later proposal submission that must be made prior to the closing date and time specified in this RFP.

2.8 Proposal Returned Unopened

A proposal received after the closing date and time specified in this RFP shall be noted and returned unopened to the Proponent. If a late proposal is received without a return address on the sealed envelope, it shall be opened to obtain the address and then returned to the Proponent with a cover letter advising why the proposal was not returned unopened.
2.9 Addenda

Addenda to the RFP, if required and issued by the Township, shall form part of this RFP and the subsequent Contract with the successful Proponent. Acknowledgement of addenda in Schedule A to this RFP, shall indicate that the Proponent has received each addendum in its entirety, has read and understood its content, and all addenda were considered when the proposal was prepared. Submissions which do not provide evidence of receipt of addenda, as stipulated, may be rejected by the Township as non-compliant.

2.10 Proposal Submission Entity

While the Township acknowledges that the Scope of Work outlined in this RFP will require the work of multiple consulting professions each proposal shall be submitted by one entity as the Lead Consultant with the other Entities identified as sub-consultants. The Lead Consultant for the Successful Proponent will be responsible to the Township for the delivery of the Work under the Contract and would be required to manage and co-ordinate the Work of any other sub-consultants, subcontractors, representatives or affiliates which it has engaged to complete the Work.

2.11 Receipt of Proposals

Once received, proposals shall become the property of the Township.

2.12 Harmonized Sales Tax (HST)

The Township is subject to the payment of provincial and federal taxes imposed by the Provincial and Federal governments. All prices provided in proposals shall be quoted exclusive of HST.

3. Terms and Conditions

The following Terms and Conditions govern this procurement and Proponents agree to be bound by the terms and conditions set forth except as may be amended by the Township in writing.

3.1 Proponent’s Minimum Qualifications

Proponents shall demonstrate that they have the resources and capability to complete the Scope of Work as described in this RFP.

3.2 Information Waiver

All of the information contained in this RFP together with any addenda to this RFP is, to the best of the Township’s knowledge, reasonably and realistically accurate. This information, however, is not guaranteed correct by the Township.
3.3 Expenses Incurred

Proposals submitted to the Township in response to this RFP are made at the sole expense of the Proponents. The Township takes no responsibility for any expense incurred by a Proponent in preparing and submitting their proposal.

3.4 Conflict of Interest

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

3.5 Rights Reserved

This RFP process does not commit the Township to award a Contract for the specified services. The Township shall not be liable for any expense, loss or damage incurred or suffered by any Proponent as a result of a non-award of this RFP.

The Township reserves the right to ultimately select, in its own best judgement, and at its sole discretion, the Proponent it deems to have provided the best Proposal, based on the evaluation of the Proposals, to carry out the services. The Township’s determination will be final and not open to review or challenge.

The Township reserves the right to cancel, terminate or withdraw this RFP at any time or to accept or reject all or any part of any proposal.

The proposal with the lowest cost will not necessarily be accepted.

The Township reserves the right to enter into further discussions with a Proponent in order to obtain information that will allow the Township to reach a decision and to waive minor omissions or errors if, in doing so, the best interests of the Township will be served.

3.6 Contract with Successful Proponent

The Successful Proponent will be required to enter into a Contract with the Township. The successful proposal together with the terms contained in this RFP become part of a standard form PEO agreement for engineering services between the Township and the Successful Proponent. The Successful Proponent will be required to execute the Contract and furnish the required documents as listed duly executed within ten (10) days, not including Saturdays, Sundays or legal holidays, from the date of notification from the Township.
3.7 Insurance
The successful Proponent shall provide proof of the following insurance coverage with the executed contract.

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $5,000,000. per occurrence / $5,000,000. annual aggregate for any negligent acts or omissions by the contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. If the work involves removal of asbestos from the building, the Commercial General Liability shall extend to cover the operation and not contain an asbestos exclusion.

Such insurance shall add the Township of North Dundas as Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than $5,000,000. inclusive for each and every loss.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

Indemnification
The successful contractor shall indemnify and hold Township of North Dundas, their officers, employees and volunteers harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by
The Township of North Dundas
RFP for EA & Associated Engineering Services

the contractor, their agents, officers, employees; sub-contractor or other persons for whom the contractor is legally responsible.

4 Background

The Township of North Dundas is located in Eastern Ontario, in the United Counties of Stormont, Dundas and Glengarry, approximately 40 km south of the City of Ottawa. The Township was established in 1998 with the amalgamation of the former Townships of Winchester and Mountain and the Villages of Chesterville and Winchester.

The Boyne Road Landfill Site (the Site) is the only municipal waste disposal facility available for residents and businesses located in the Township and has been operated as a licensed landfill facility since 1965. The Site currently operates under Environmental Compliance Approval (ECA) No. A482101 issued on December 4, 1989. The ECA was amended on September 5, 1995 to allow the Site to accept waste from the Village of Chesterville, in addition to waste from the Village of Winchester and the Township of Winchester. Subsequent to municipal amalgamation, the landfill site was licensed to accept waste from the newly established Township. The ECA was amended on October 2, 1995 to allow the Township to operate a municipal waste recycling facility at the Site and again on September 18, 1996 to allow the establishment and operation of a household hazardous waste transfer facility at the Site.

An ECA amendment application was prepared in 2013. Further to review of the Design & Operations Plan by the MOECC in late 2014, it was determined that the Site had exceeded its approved capacity and was in an overfill condition. An Emergency ECA was issued by the MOECC (ECA Notice No. 6 issued on July 10, 2015) to grant a temporary approval for continued landfilling at the Site lasting until January 31, 2016. In the Addendum to the Site D&O Plan dated January 2015, during the emergency period it was proposed to evaluate alternatives to identify the preferred alternative for the Township’s long-term waste management plan.

The Township engaged the services of Golder Associates Ltd. in 2015 to undertake an evaluation of waste management alternatives. The study entailed the evaluation of 4 alternatives as follows:

1. The closure of the Site and export of waste for disposal.
2. Expansion of the Site.
3. Establishing a new landfill site in the Township.
4. Selecting an alternative technology to manage the Township’s solid waste (i.e., thermal treatment).

Establishing a new landfill site in the Township and the selection of an alternative technology, such as thermal treatment, for the management of the Township’s waste were both screened out of the evaluation process. The remaining two alternatives were evaluated in some greater detail. This evaluation generated a number of preliminary findings; most notably, that the Site-expansion alternative would yield an overall probable cost over 30 years lower than the Landfill Site closure and export alternative.
This preliminary investigation was completed in the fall of 2015 and the report was submitted to Township Council on November 10, 2015. Council passed a Resolution at this meeting to move forward with the work necessary to address the emergency, overfill condition at the Site for the long term.

An amendment to the Environmental Compliance Approval (ECA) for the Site was issued by the MOECC on January 28, 2016. This Notice (Number 7) in part granted a temporary approval for the continued landfilling operation at the Site lasting until January 31, 2017 to “...alleviate the emergency situation for waste management existing in the local Township which has resulted from overfilling at the Site...” The Amendment went on to state that no waste can be landfilled at the Site after the January 31, 2017 date without the Approval of the MOECC. The Township must, therefore, provide the Ministry with tangible evidence that it is moving forward with the means by which the overfill conditions will be resolved for the long term.

The landfill expansion alternative is subject to an individual environmental assessment (EA) under Part II of the Ontario Environmental Assessment Act since it would entail an increase in the disposal capacity of the Site by about 642,500 m$^3$ over its projected 25-year lifespan. The stipulations regarding a “Landfill or Dump” contained in O. Reg. 101/07 to the Act “Waste Management Projects” identify that an action entailing a “change” to a Landfill Site which would add more than 100,000 m$^3$ to the waste disposal volume will make the project subject to an EA under Part II of the Act since the Landfill Site expansion alternative was determined to be potentially advantaged when compared to other reasonable alternatives further to the evaluation completed by the Township in 2015.

The report titled “Waste Management Alternatives Evaluation”, prepared by Golder Associates Ltd. dated November 2015 available as “References 1”.

5 Scope of Work

The Township has prepared and released this RFP for Environmental Assessment (EA) and associated engineering services to complete an Individual Economic Assessment in compliance with the Provincial Environmental Assessment Act (the Act) to address the overfill condition at the Boyne Road Landfill Site. The Township is seeking the services of an integrated consulting team of planning, socio-economic, communications, scientific and engineering professionals to act as agents to the Township as the proponent of the undertaking.

The MOECC has established a number of principles that are key to the successful planning and approval under the Act. The Township, should incorporate these principles into the completion of its environmental planning process to increase the likelihood that the proposed undertaking will meet the requirements of the Act. These principles are as follows:
• Consult with potentially affected and other interested persons
• Consider a reasonable range of alternatives.
• Consider all aspects of the environment.
• Systematically evaluate net environmental effects.
• Provide clear, complete documentation.

Consultation with potentially affected and other interested persons is a cornerstone of the EA process and is a legal requirement of the Act. The Township’s EA Study must provide sufficient and varied opportunities for consultation with the results documented at the end of the planning process.

The subject EA Study must consider potential effects of each alternative on all aspects of the environment as defined in the Act. The EA planning process, defined and completed in the subject Study, shall consist of a systematic evaluation of the potential effects of alternatives and weighing the advantages and disadvantages of proceeding with a proposed undertaking in a way that is clear and consistent. The environmental assessment process will be carried out in a manner that is rational and transparent. The planning process should also be open and transparent. Anyone should be able to trace the results of the environmental assessment planning process using the evaluation approaches set out in the documentation. The way in which this can be achieved includes:

• Using appropriate, well-established and easily understood evaluation methods.
• Making the process clear, rational and logical.
• Sharing complete information to support conclusions and recommendations at each phase of the EA Study process.
• Documenting the process in easy to understand language with explanations of the rationale for making certain choices.

The subject EA Study shall be completed on the basis of the following best practices so that it supports the application of the MOECC’s Statement of Environmental Values:

• Assess the environment within the context of an ecosystem approach which would view the ecosystem as composed of air, land, water and living organisms, including humans, and the interactions among them.
• Include information about potential cumulative effects of the project in combination with past, present and reasonably foreseeable future activities where possible.
• Include information that shows how scientific, social and economic considerations have been taken into account. The Township would conduct appropriate scoping in time to ensure that all elements of the undertaking’s life cycle (commissioning, operations, decommissioning) are assessed, in order to appropriately protect the environment for current and future generations.
• Use quantitative scientific data to draw conclusions whenever possible.
• Provide information about proposed pollution prevention or impact mitigation
measures that could be used.

- Provide information about how any potential unforeseen impacts will be remedied by the Township.
- Provide information confirming that the Township will bear the costs of remediation of unforeseen environmental impacts and commit to reviewing the EA.

The subject EA Study will be comprised of two components each of which shall consist of a series of steps broken down into well-defined tasks. The steps and tasks required to complete the Study, to the satisfaction of the MOECC, shall comprise the Scope of Work for the respective Proponent’s proposal. Following is a description of the Proponent’s Scope of Work. Be advised that Proponents are encouraged to provide the Township with additional detail, as may be required, in their proposals so as to confirm their understanding of the EA planning process requirements.

The subject EA Study can be broken down into two main components as follows:

1. Preparation and approval for a terms of reference (TOR or terms) which will provide the framework for the preparation, review and approval of the environmental assessment (EA).
2. Preparation of the environmental assessment, including all required analyses and associated documentation, for review and approval.

5.1 The Terms of Reference

Proponents shall provide a description of the steps and associated tasks required to complete the preparation, documentation and submission of the TOR to the MOECC and approval by the Minister. The approved TOR becomes the framework for the preparation and review of the environmental assessment. The subsequent EA must be completed in accordance with the approved TOR. If conditions change significantly over the course of the EA Study, the Township may have to apply to the Minister for an amendment to the terms. This is why the document must be written with sufficient flexibility to allow for unexpected changes during the completion of the EA.

5.1.1 Initiation: There are a number of tasks that are typically completed before preparation of the TOR begins. These tasks include confirmation of the assignment of the Project Officer to the Township’s file, development of a program for consulting with interested persons including interested Aboriginal communities and confirmation of the composition of the Government Review Team (GRT) in collaboration with the Project Officer. Proponents shall list and describe all of the tasks typically required to initiate TOR-preparation under the above-referenced heading.

5.1.2 Preparation:  The Proponent shall outline the steps and associated tasks typically required to complete the terms for approval by the Minister. Proponents should organize these steps according to the following outline. Proponents will note that they
The Township of North Dundas
RFP for EA & Associated Engineering Services

should provide the Township with additional detail, as may be required, in their proposals so as to confirm their understanding of the EA planning process requirements.

1. **Identification and description of the proponent** (i.e., the Township).

2. **Description of how the EA is to be prepared.** Note that an analysis of alternatives has been completed by the Township (Reference 1 to this RFP). Proponents will provide a clear outline of how the Township’s EA would be prepared in light of the completion of this work.

3. **Description of the Purpose of, and the Rationale for the Undertaking.** Proponents will identify how the purpose of the undertaking would be described in the terms in light of the work carried out by the Township. Proponents will also identify how the rationale for the undertaking would be described and how this may evolve over the course of the Environmental Assessment Study.

4. **Description of and rationale for alternatives.** At the heart of the environmental assessment planning process in Ontario is the comparative analysis of alternatives, assessing the advantages and disadvantages of the alternatives and determining the preferred alternative that, on balance, is appropriate to address the problem or opportunity. The Township has completed an analysis of “alternatives to” and has identified what may be considered its “preferred alternative” or potential undertaking. Proponents will provide an outline of how this key section of the terms would be drafted.

5. **Methodology for the evaluation of alternatives.** Proponents will detail what the description of the evaluation of alternatives would entail including the identification of criteria, associated indicators and the methodology for their application.

6. **Description of the environment potentially affected.** Proponents will provide an outline of how this section of the terms would be completed including the delineation of the Study area and level of detail that would be appropriate for the description of the environment potentially-affected.

7. **Additional, key, sections of the TOR.** Proponents shall identify and describe the other key sections that would be included in the terms including but not limited to: the consultation plan for the EA Study; the record of consultation associated with the preparation of the terms; and, to the extent possible, the description of “other approvals” that may be required to make the proposed undertaking operational.

5.1.3 **Consultation:** Proponents shall describe the consultation that would be carried out with interested persons and Aboriginal communities over the course of the TOR-completion process, including notifications, events and comment/response documentation. The Successful Proponent shall be responsible for preparing all required visuals, including story boards, hand outs and presentations, as well as notices.
for all scheduled consultation events. The Township shall be responsible for selecting and booking venues, placing the notices in the required publications and providing refreshments as may be appropriate.

5.1.4 Circulation & Approval: Proponents shall identify and describe the key steps and requirements associated with the circulation and preparation of the proposed TOR, including applicable timelines, for submission to the Ministry for review and approval.

5.2 The Environmental Assessment

Once notification that the Minister has approved the TOR has been received, the Township will initiate the EA planning process (the Study). The Study will be completed in compliance with the approved terms. Proponents shall describe how this Study would proceed and will include the following key components in their description.

5.2.1 Description of the Environment: The EA Study will be expected to include a sufficiently detailed description of the environmental conditions potentially affected by the alternatives and the undertaking identified further to the comparative evaluation process. This will be more detailed than the description provided in the TOR. The Township will be expected to complete studies & research to provide a final delineation of the Study area and the more detailed description of environmental conditions. Increasing detail including the generation, analysis and documentation of first-order data will be expected for the assessment of the undertaking identified further to the comparative evaluation of alternatives.

5.2.2 Evaluation of Alternatives: The criteria, indicators and methodology proposed in the terms will be refined and finalized, within the flexibility capacity of the document, over the course of the EA Study. Proponents will provide a description of how they would complete the evaluation process including determining all potential positive and negative, and direct and indirect effects of each alternative and the undertaking on the environment. Proponents should include a description of how identification of positive and negative, and direct and indirect environmental effects is necessary to provide a balanced picture of the potential environmental effects. The environmental assessment should also attempt to examine the interrelationships between components of the environment and the undertaking and its alternatives, for example, how the project could interrelate with a changing climate over time. Ultimately, the Township will aim to minimize, prevent or avoid negative environmental effects as well as to enhance any positive environmental effects associated with the alternatives and the undertaking. These impact measures are mainly required for effects which are negative or anticipated to have a negative effect either directly or indirectly on the environment. The Township should attempt to enhance identified positive effects and not just focus on minimizing negative ones.

5.2.3 Identification & Description of the Undertaking: Proponents shall describe how the
evaluation of alternatives will result in the identification of a “preferred” alternative or undertaking. The description of the undertaking is more detailed than the description of the alternatives. It is appropriate that the Township has some flexibility in how it proceeds with the undertaking, especially considering that further technical approvals will be required to make the undertaking operational. The description, therefore, must cover the entire life cycle (for example, establishment, construction, operation, retirement) of the undertaking.

5.2.4 Documentation Requirements: The Township’s EA will consist of several volumes with the first comprising the main document. Proponents shall describe the required documentation for the EA Study including: the main document which would provide a complete description of the planning process and associated conclusions; the technical reports, plans and mapping completed in support of the planning process and appended to the main document; and the documentation for the implementation of the Consultation Plan contained in the approved TOR.

5.2.5 Consultation: Proponents shall describe the consultation that would be carried out over the course of the EA Study, including notifications, events and comment/response documentation as provided in the approved Consultation Plan. The Successful Proponent shall be responsible for preparing all required visuals, including story boards, hand outs and presentations, as well as notices for all scheduled consultation events. The Township shall be responsible for selecting and booking venues, placing advertisements in the required publications and providing refreshments as may be appropriate.

5.2.6 Circulation & Approval: Proponents shall identify and describe the key steps and requirements associated with the circulation and preparation of the proposed EA, including applicable timelines, for submission to the Ministry for review and approval.

5.3 Schedule of Meetings

Proponents shall describe their proposed schedule of meetings with Township staff, starting with a Project-initiation session, Township Council (if required), the Project Officer and GRT members for both the TOR and the EA Study-completion processes. Proponents will note that this description will be separate from those provided for the consultation, with interested persons and Aboriginal communities, undertaken over the course of the TOR and EA Study-completion processes.

5.4 Scheduling and Sequencing of Tasks

Proponents shall provide a schedule for the timing and the sequencing of the steps and associated tasks to complete the TOR and subsequent EA Study processes in Gantt chart format. The scheduling will identify key milestones and will include points at which
meetings with Township staff, Council, the Project Officer and the GRT, as described in Section 5.3 of this RFP, will be held.

5.5 Budget

Proponents shall provide an outline of the costs (as fees, associated expenses and disbursements) for the consultant team to complete the scheduled steps and tasks for the TOR and EA Study-preparation and approval processes. The budget shall be provided as part of the proposal in compliance with the specifications in Section 6 “Format & Content of proposals” of this RFP.

6 Format & Content of Proposals

Proposals shall be a maximum of 30 single-sided letter-size pages (or 15 double-sided pages) including spreadsheet(s) and the Gantt chart-formatted schedule of Study steps and tasks which shall be considered as page(s). Appendices containing the Proponent’s team background, including corporate information, representative projects, the CVs of key team members, etc. are considered separate from the 30-page maximum. Proposals shall be written using Arial, size 12 font and shall be organized as follows:

• **Title Page:** Proponents shall provide a title page which identifies the Document title, closing date & time, the Proponent’s name, address, telephone and fax numbers of the proponent firm and the name of the contact person who will act as the proponent’s representative for post-submission communications. This will not be “a page” of the Proposal.

• **Cover Letter:** The Proponent shall provide a letter which introduces the Proponent and must be signed by the person(s) authorized to sign on behalf of and to bind the Proponent to statements made in response to this RFP. This letter should contain the same signature as the person(s) signing the Statement of Acceptance in Schedule A to this RFP. The cover letter will not be “a page” of the Proposal.

• **Statement of Acceptance and Pricing Sheet:** The Proponent shall provide the completed and appropriately signed Statement of Acceptance and Pricing Sheet, provided in Schedules A and B of this RFP. These forms will not be “pages” of the Proposal.

• **Table of Contents:** The Proponent shall provide a Table of Contents which include page numbers and identify all included materials. The Table of Contents will not be “pages” of the Proposal.

• **Summary of Corporate Profile & Experience:** The Proponent shall include a summary description of the corporate history and structure of the Lead entity together with similar summary descriptions for all sub-consultants that comprise the proposed consulting team. Reference shall be made to the more detailed information provided in an Appendix to the Proposal. This section of the Proposal
The Township of North Dundas
RFP for EA & Associated Engineering Services

will include a reference to three (3) descriptions of projects, successfully completed by the Lead entity of the Proponent which were similar in scope, scale and complexity to the Scope of Work described in this RFP. Sub-consultants shall provide similar references for the component of the Scope of Work for which they will be responsible. More detailed descriptions of these reference projects shall be provided in the above-referenced Appendix to the Proposal. The more-detailed representative project descriptions shall include: the name & location of the project; a contact name and title, organization, address and telephone number of a person with knowledge of the project; a description of the project; the members of the Lead entity, together with sub-consultant entities as may be appropriate, on the proposed project team who were involved in completing the representative project; when the project was completed; and, the length and value of the assignment.

- **The Project Team:** The Proponent shall provide a project team organization chart which identifies the project manager as well as the team members responsible to lead all key components of the Work which may be identified as the “technical leads” for the project team. Summary descriptions of the qualifications of the project manager and each of the technical leads shall be included in this section of the Proposal with a reference to the more detailed curricula vitae provided in an Appendix to the Proposal. The Proponent shall also describe the general composition and overall qualifications of the professional, technical and administrative members of the project team. The Proponent shall describe how the project team will be managed including overall communication and co-ordination so as to successfully deliver the full Scope of Work within the timelines identified in the Proposal.

- **The Work Plan:** The Proponent shall present a work plan which clearly identifies: the breakdown of the Key Steps and associated tasks required to complete the Scope of Work outlined in Section 5 of this RFP. This section of the proposal shall include the schedule for the timing and the sequencing of these steps and associated tasks in Gantt chart format. The key milestones in the Scope of Work together with associated deliverables, including consultation events as well as meetings with Township staff, Council, the Project Officer and GRT members, shall be outlined in this section.

- **Budget:** The Proponent shall provide as fully-priced Work Plan budget in 11 x 17 excel spreadsheet format. The costs, in fees, associated expenses and disbursements shall be presented for each step and the associated tasks presented in the Proponent’s Work Plan. These costs must be calculated to show:
  - A total labour cost for each task in the Work Plan which will be the sum of the labour costs of all team members for a task and will be calculated as the product of the number of labour hours contributed to the task by the team member and their hourly labour rate.
  - A cost for each service, material or equipment item to be supplied for each task
as shown in the Work Plan. The budget spreadsheet(s) must calculate and show a total cost for services, materials, or equipment for each task which will be the sum of the amounts shown for the individual items plus the mark up of no more than 10 percent for each item.

- A cost for disbursements for each task. The budget spreadsheet must calculate and show a total cost for disbursements for each step of the Work Plan which will be the sum of the cost of disbursements for each task.
- The total cost for each Key Step of the Work Plan, (e.g. labour for tasks, labour for meetings, expenses and disbursements) must equal the Total Cost for that Key Step, as identified in the Pricing Sheet, Schedule B.

The above-described costs shall be broken down by key project team member (i.e., the project manager and technical team leads) and by professional, technical and administrative category for the other project team members. The Proponent shall determine how to most-accurately calculate the hourly rates for these categories. The hourly rates for the project manager, technical team leads and the identified project team categories shall be provided in the budget spreadsheet(s).

7 Evaluation of Proposals

An evaluation team, comprised of the Township’s CAO and Director of Waste Management with assistance from a third-party EA expert, will evaluate each of the Proposals received on the basis of the steps, provisions and evaluation criteria/weightings provided in this section of the RFP. The team will use a “consensus” approach in the final decisions reached in the application of the criteria and weightings provided in subsection 7.2 and 7.5 of this RFP.

The successful Proponent shall be selected by the evaluation team solely on the basis of the Proposal submissions received by the Township in response to this RFP. Each Proposal, therefore, should contain the Proponent’s best terms and information including all required documentation and information as described in this RFP.

7.1 Substantial Completeness

Each Proposal submission will be subject to a substantial completeness review, by the evaluation team, to determine that the submission is substantially complete and compliant with the submission requirements provided in this RFP.

7.2 Evaluation of Proponents’ Submissions

The Proposals shall be reviewed by the evaluation team on the basis of the following criteria and associated weightings.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Weighting Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Profile &amp; Experience</td>
<td>15</td>
</tr>
<tr>
<td>Project Manager &amp; Team Qualifications</td>
<td>25</td>
</tr>
</tbody>
</table>
By submitting a Proposal in response to this RFP, Proponents agree to accept the decision of the Township’s evaluation team as final.

7.2.1 **Cure of Minor Omissions or Errors:** Minor omissions or errors in connection with the submission requirements of this RFP may not lead to the automatic rejection of the Proponent Submission, provided that the Proponent remedies the error or omission to the Township evaluation team’s satisfaction within the time determined by the evaluation team and as advised by the Township Contact, which will be three business days following the date upon which the Township Contact sends a written request to remedy the omission or error. The Township reserves the right at its sole and absolute discretion to invite Proponents to cure minor errors or omissions.

Proponents that fail to provide remedy for any minor omissions or errors identified by the evaluation team and as advised by the Township Contact as subject to cure, within the cure period may be disqualified and not given any further consideration for award of this Contract.

7.2.2 **Clarification of Proponent Submissions:** During the evaluation of Proponent submissions, the evaluation team, through the Township Contact may request that any Proponent provide further clarification of any part of its submission. The evaluation of a Proponent submission will include any clarifications provided in writing in response to questions posed by the evaluation as well as any investigations made by the evaluation team. The evaluation team will have the right to verify all information received, including any references, and, for that purpose, the Proponent shall be deemed to consent to and authorize the release of such information to the evaluation team and the evaluation team shall have the right to use and consider such information for the purpose of evaluating the Proponent submission. Proponents shall provide any further written consent that may be required by third parties in order to release such information to the evaluation team. The evaluation team is under no obligation to request clarification with respect to, or to verify, any information in any Proponent submission, including the clarification or verification of an ambiguity in the Proponent submission. The evaluation team may, at its sole option and discretion, request clarification with respect to any or all of the Proponent submissions.

7.3 **Exceptions/Qualifications:** The evaluation team will assume that the Proponent will deliver the entire scope of services as identified in its response to Section 5 Scope of Work in this RFP. It is the responsibility of the Proponent to seek clarification of any questions with respect to the required scope of Work through the Request for Clarification process identified in Section 2.2 “Information & Communications” of this RFP.

7.4 **Reference Checks:** The evaluation team, on behalf of the Township, reserves the right to check references provided by the Proponents in their submission and to also
The Township of North Dundas
RFP for EA & Associated Engineering Services

independently seek references from other parties with or for whom the Proponent may have worked, including the Township itself. The evaluation team may consider information received from such references, including the Township’s own information relating to previous experiences with the Proponent, for the purpose of evaluating the Proponent submission. The evaluation team is under no obligation to check references provided by a Proponent. The Township Contact will make two attempts to contact the references provided in the Proponent submission. If the Township Contact is unsuccessful after two attempts, he will contact the Proponent and ask the Proponent to arrange for the reference, or an alternate reference from the same organization in the event that the original reference is not available. Reference checks will be used only to verify the accuracy of the information that has been provided in the Proponent submission. References cannot increase a Proponent’s score. The Proponent’s evaluation results may be reduced up to a maximum of 5% for any evaluation criterion where the information provided by the reference fails to confirm the information given in the Proponent submission.

7.5 Evaluation Criteria: The evaluation of Proponent submissions will be undertaken by the evaluation team on the basis of the following criteria.

7.5.1 Corporate Profile & Experience: The Proponent and its identified sub consultants must be able to provide evidence that shows: they either recently have or are undertaking business that encompasses work similar to that contemplated by the Township; they have a history of completing assignments similar in scope, scale and complexity as that contemplated by the Township; and that the corporate structure is clearly identified and the relationships, roles and responsibilities between companies are clearly defined.

7.5.2 Project Manager & Team Qualifications: The evaluation team will evaluate the expertise and qualifications of the proposed Project Manager and the technical team leads and key members. Their experience working in their proposed roles on consulting assignments similar in scope, scale and complexity to that contemplated by the Township will also be evaluated.

7.5.3 Work Plan: The evaluation team will evaluate the Work Plan based on: whether their proposed Work Plan reflects a full understanding of the Scope of Work as provided in Section 5 of this RFP; consistency with the milestones provided by the Township and as outlined in Section 5 of this RFP; adequacy of the quantity of resources and the resources committed to the Scope of Work; whether the proposed Work Plan is comprehensive and represents all of the requirements to complete the Scope of Work; and, whether the proposed Work Plan incorporates and considers all of the time line details related to the review of draft and proposed documents.

Proponents may include in their Proposal suggestions regarding value added work which has the potential to enhance the outcome of the Project.

7.5.4 Price: The evaluation team will consider whether the cost to complete the
The Township of North Dundas  
RFP for EA & Associated Engineering Services

proposed Work Plan is reasonable for the work described. The lowest price will not necessarily provide a Proponent with a high ranking for this evaluation criterion.
The Township of North Dundas

Environmental Assessment (EA) & Associated Engineering Services to Address the Overfill Conditions at the Boyne Road Landfill Site

Schedule A: Statement of Acceptance

I, We, the undersigned, having examined the RFP, do hereby submit an offer to enter into an agreement with the Township to provide ENVIRONMENTAL ASSESSMENT (EA) & ASSOCIATED ENGINEERING SERVICES TO ADDRESS the OVERFILL CONDITIONS AT THE BOYNE ROAD LANDFILL SITE in accordance with the RFP.

1. **Document Addenda**
   The Proponent submits that they have thoroughly reviewed the RFP together with the following Addenda and hereby accepts and agrees to all provisions and conditions stated therein and has included fully for all requirements in the Budget.
   
<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   
   Addenda can be viewed at the Township Web Site: [www.northdundas.com](http://www.northdundas.com) under Tenders.

2. **Contact Information**
   In the space provided list the contact name(s) and numbers during the identified times.

<table>
<thead>
<tr>
<th>Description</th>
<th>Regular Business Hours</th>
<th>After Business Hours</th>
<th>Saturdays, Sundays &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Tel.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **HST Registration Number**

   Please provide your HST Registration Number. Note that all invoices provided to the Township must show the HST Registration Number and the tax amount on a separate line.
The Township of North Dundas  
RFP for EA & Associated Engineering Services

HST Registration Number ____________________________

4. **Declaration of Subcontractors and Sub-consultants**

The Proponent agrees that the following is a complete list of subcontractors and sub-consultants that will be required to perform the Work and that no additions, deletions or changes to this list shall be permitted without the prior approval of the Township.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Proponent submission is made entirely in accordance with the Township of North Dundas RFP titled “Environmental Assessment (EA) & Associated Engineering Services to Address the Overfill Conditions at the Boyne Road Landfill Site. By your signature hereunder, it is deemed that you have read and agreed to all terms, conditions and provisions in the same manner as had such terms, conditions and provisions appeared above your signature and that you have the authority to bind the Proponent.

**PROONENT NAME AND ADDRESS**

_________________________  ___________________________
TELEPHONE NO.                      FAX NUMBER

_____________________________
YOUR EMAIL ADDRESS

_____________________________
COMPANY’S EMAIL ADDRESS

PER: ________________________  TITLE: ________________________
(Please Print)

_________________________  ___________________________
SIGNATURE:                      DATE:

_____________________________
WITNESS NAME:                TITLE:_________________________
(Please Print)

_________________________  ___________________________
SIGNATURE:                      DATE:
The Township of North Dundas

RFP for EA & Associated Engineering Services

The Township of North Dundas

Environmental Assessment (EA) &
Associated Engineering Services
to Address the Overfill Conditions
at the Boyne Road Landfill Site

Schedule B: Pricing Sheet

The Pricing Sheet must be completed, signed and submitted, as directed, as part of the Proposal submission. The proposed price will be considered the Upset Limit for each component of the Work as outlined in the Scope of Work section of the Proposal. The amounts indicated on this pricing sheet must be consistent with the amounts indicated on the Budget spreadsheet(s) submitted as part of the Proposal. The “Total Cost” provided in this pricing shall be the total dollar amount for labour (fees), associated expenses and disbursements as described in the Proposal for the Study steps provided in Section 5 “Scope of Work” of this RFP. The “Meetings” step identified for each Phase are for meetings with Township staff, Council, the Project Officer and GRT members as outlined in the Proposal.

Phase 1: The Terms of Reference

<table>
<thead>
<tr>
<th>Description of Key Steps</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiation</td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
</tr>
<tr>
<td>Consultation</td>
<td></td>
</tr>
<tr>
<td>Circulation &amp; Approval</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PHASE 1 COST</strong></td>
<td></td>
</tr>
<tr>
<td>(Exclusive of HST)</td>
<td></td>
</tr>
</tbody>
</table>

Phase 2: The Environmental Assessment

<table>
<thead>
<tr>
<th>Description of Key Steps</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the Environment</td>
<td></td>
</tr>
<tr>
<td>Evaluation of Alternatives</td>
<td></td>
</tr>
<tr>
<td>Identification &amp; Description of the Undertaking</td>
<td></td>
</tr>
<tr>
<td>Documentation</td>
<td></td>
</tr>
<tr>
<td>Consultation</td>
<td></td>
</tr>
<tr>
<td>Circulation &amp; Approval</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PHASE 2 COST</strong></td>
<td></td>
</tr>
<tr>
<td>(Exclusive of HST)</td>
<td></td>
</tr>
</tbody>
</table>