



REQUEST FOR PROPOSALS (RFP) No. 22-007

**Consulting Services to Facilitate Engagement on the
Liquid Waste Management Plan Amendment**

ISSUED: January 10, 2022

CLOSING DATE AND TIME:

Submissions must be received at the Closing Location on or before:
3:00 PM (15:00 hrs) Local Time on February 1, 2022

Regional District of Nanaimo (RDN) Contact for Questions:

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Questions are requested by January 25, 2022

Proposals will not be opened in public



Instructions to Proponents

Closing Date/Time/Submission Method

Submissions must be received at the closing location on or before 3:00 PM (15:00 hrs), Local Time, on February 1, 2022.

Submission Method:

By Email: In PDF format with "RFP 22-007 Engagement Facilitation Consulting Services" as the subject line at this electronic address: mmcillfaterick@rdn.bc.ca

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

Submissions received in any other manner will not be accepted.

Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

Addenda

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

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

Unsuccessful Vendors

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

1. INTRODUCTION

The purpose of this RFP is to solicit submissions from qualified firms to facilitate internal and external engagement of the Liquid Waste Management Plan (LWMP) Amendment process.

2. BACKGROUND

The RDN provides regional governance and services to 155,000 people on the central east coast of Vancouver Island. Communities in the RDN include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas and communities of three First Nations, as shown in Figure 1.

Figure 1. Communities and Wastewater Treatment Facilities in the Regional District of Nanaimo



Wastewater treatment and disposal are among the services provided by the RDN. The RDN treats wastewater from 130,000 people. To do so, the RDN operates four treatment facilities with locations also shown in Figure 1:

- French Creek Pollution Control Centre (FCPCC)
- Nanoose Bay Pollution Control Centre (NBPCC)
- Duke Point Pollution Control Centre (DPPCC)

About 25,000 people and businesses are outside sewered areas and use privately-owned onsite (septic) systems for wastewater treatment. Island Health also authorizes a small number of properties to use

holding tanks. The RDN wastewater treatment facilities also accept and treat trucked liquid waste from septic tanks and holding tanks.

The RDN LWMP is the region's long-range plan to manage wastewater. It is a commitment to manage wastewater in a manner that aligns with the provincial Municipal Wastewater Regulation and forms our Provincial Authorization to Discharge along with permits (for GNPCC, FCPC and NBPC) and an Operational Certificate (for DPPCC). An approved LWMP also establishes the electoral consent to borrow funds for identified projects.

The current LWMP organizes specific commitments into ten programs. The ten LWMP Programs are:

1. Public Wastewater Systems Program
2. Private Onsite Systems Program
3. Source Control Program
4. Odour Control Program
5. Rainwater Management / Drinking Water & Watershed Protection (DWWP) Program
6. Volume Reduction Program
7. Inflow & Infiltration (I&I) Program
8. Pollution Control Centres Program
9. Resource Recovery Program
10. Biosolids Program

It is identified in the 2020 LWMP Annual Report that 105 of the 118 commitments in the LWMP have been completed, six are in progress, and seven are scheduled for a future date.

The Ministry's *Interim Guidelines for Preparing Liquid Waste Management Plans* (LWMP Guidelines) suggest a review of the LWMP every five to ten years to determine whether any components need updating. The RDN is amending its LWMP to:

- Revise the capital project list and cost estimates to enable borrowing for capital projects.
- Modify the timeline for the secondary treatment upgrade at NBPC.
- Streamline future action items to recognize significant progress made towards current LWMP program commitments.

The successful firm will facilitate the LWMP Amendment process by developing and implementing engagement strategies to solicit feedback from RDN staff, municipalities, and the public and tabulate technical memorandums that summarize input and updated action items for the LWMP Amendment.

3. SCOPE OF SERVICES

The Proponent shall provide a proposal for consulting services for engagement facilitation for the LWMP Amendment. The RDN's approach for the LWMP Amendment is outlined in Table 1. The consultant's scope of work is identified in green in the "Lead" column. Details of the Consultant's tasks are provided below the table.

Table 1. LWMP Amendment Approach

Step	Task	Approach	Lead
1	Terms of Reference	Draft the LWMP Amendment Terms of Reference	RDN
2	Communication and Engagement Plan	Develop the Communication and Engagement Plan using the RDN Communication and Engagement Toolkit	RDN
3	First Nations Engagement	Engage with First Nations early and ongoing throughout the LWMP Amendment process	RDN
4	Task 1: LWMP Review	Review the Reference/Background information listed in Section 5	Consultant
5	Task 2: Facilitate Engagement	<ul style="list-style-type: none"> ▪ Develop and implement engagement strategies and tools to guide the LWMP Amendment engagement process including soliciting feedback from RDN staff, municipal staff, and the public ▪ Facilitate engagement workshops 	Consultant
6	Task 3: Technical Memorandums	Prepare two technical memorandums, one at the beginning and one at the end of public engagement	Consultant
7	Draft Communication and Engagement Report	Prepare Draft Communication and Engagement Report using results from steps 3 - 6	RDN
8	Draft LWMP Amendment	Prepare Draft LWMP Amendment using results from Steps 3 - 7	RDN
9	Staff Report	Request Board Endorsement of the Draft LWMP Amendment and Communication and Engagement Report	RDN
10	Final LWMP Amendment	Submit LWMP Amendment to Minister of Environment and Climate Change Strategy	RDN

Task 1 – LWMP Review

The scope of work includes reviewing the reference and background information listed in Section 5 to understand the context of the LWMP Amendment.

Task 2 – Facilitate Engagement

The scope of work includes:

- Participating in a RDN Project Team meeting shortly after a Project Kickoff Meeting to discuss engagement facilitation approach and upcoming workshops.
- Developing engagement strategies, such as workshop plans, powerpoint presentations, and/or surveys, and implement such tools to solicit feedback from RDN staff, member municipality staff, and the RDN public.
- Using engagement tools to stimulate discussion and generate feedback.
- Facilitating up to four workshops to solicit input from RDN committees, interdepartmental staff, and staff from member municipalities between March to August of 2022.
- Facilitating up to five public engagement workshops to solicit input from the RDN public between March to August of 2022.

The scope of work for this request assumes all workshops will be held virtually. However, the proponent must be available to attend in-person if the format changes, as per the Communication and Engagement contingency plan for in-person engagement. The proponent may provide an optional scope of work to attend in-person workshops.

Task 3 – Technical Memorandums

The scope of work includes developing two technical memorandums, one to be delivered at the beginning of the engagement process (March/April 2022) and one at the end of the engagement process (August/September 2022).

The first technical memorandum should describe a framework of engagement strategies to be used for all engagement purposes.

The second technical memorandum should have two components:

- Communicate the feedback and findings from engagement with the RDN staff, municipalities, and public.
- Tabulate action items to be incorporated in the LWMP Amendment.

Information should be communicated in the form of tables, charts, and/or text that can be inserted directly into the Draft LWMP Amendment and/or the Communication and Engagement Report.

3.1. Environmental Management System

RDN Wastewater Services uses an ISO 14001 certified Environmental Management System (EMS) to continually improve service and environmental performance. All contractors and/or suppliers working on behalf of Wastewater Services are required to follow environmental procedures outlined in the department's EMS.

For a complete listing of environmental specifications, refer to the ISO 14001 Contractors and Suppliers Environmental Performance Requirements package. These provisions are included in all Wastewater Services contracts and are considered legal requirements. Information on the RDN EMS system can be found on the [RDN Wastewater Services website](#).

4. DELIVERABLES AND OUTCOMES

The scope of services includes the following tasks:

Project Kickoff Meeting , via MS Teams or Zoom	Week of February 14, 2022
Task 2 – RDN Project Team meeting	Week of February 28, 2022
Task 2 – Facilitate Interdepartmental and Municipal Staff Workshops	March – August 2022
Task 2 – Facilitate Public Engagement Workshops	March – August 2022
Task 3 – Technical Memorandums	March/April 2022 August/September 2022

5. REFERENCE/BACKGROUND INFORMATION

Information available online includes:

- [RDN Wastewater Services](#)
- [RDN Liquid Waste Management Plan](#)
- [Liquid Waste Management Plan 2020 Annual Report](#)
- [RDN Contractor and Supplier Package](#)
- [Municipal Wastewater Regulation](#)
- [Interim Guidelines for Preparing Liquid Waste Management Plans.](#)

The additional information listed below can be found [here](#):

- RDN LWMP Amendment Terms of Reference
- RDN LWMP Amendment Communication and Engagement Plan

6. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information and organize the Proposal to reflect the evaluation requirements (i.e. headings for each category).

6.1. Project Team, Experience, and Corporate Commitment

The expectations for this component are:

- a) Demonstrate that the firms' organization and proposed team, including sub-consultants and specialists, has the necessary technical and managerial background and experience to carry out the requirements of this project.
- b) Include a team organization chart and provide resumes of one page (maximum) per key individual detailing who will be assigned responsibility for each component of the work. The Proponents key team members should have experience performing activities proposed. List staff and/or sub-consultants, who will be assigned to each component, and include their related experience. Subsequent substitution of staff and/or sub-consultants shall be submitted in writing for review and approval by the RDN. Acceptance of staff and/or sub-consultant substitutions will be at the sole discretion of the RDN.
- c) Include a list of three (3) similar projects completed by the Proponent including details of which projects were undertaken by members of the proposed project team. Preference will be given to Proponents with multiple recent projects of similar scope and to Proponents whose similar projects were completed by the team members proposed for the RDN's project.
- d) Outline the Proponent's corporate commitment to completing this Project within the scope, budget and timelines outlined. Provide details of current and other potential commitments of key team members and assurance that the staff proposed for the work will have sufficient time availability to fulfil their commitment(s) and/or contingency plans to ensure that their role will be adequately covered.

6.2. Approach and Methodology

The expectations for this component are:

- a) Demonstrate the firm's understanding of the scope of services and key issues.
- b) Outline the firm's approach to address scope of services and strategy to manage key issues including proposed engagement tools.
- c) Identify how many workshops you are able to accommodate with the identified budget.

- d) Include measures to ensure health and safety.
- e) Identify quality assurance and quality control measures and applicable guidelines.
- f) Include a work breakdown structure.
- g) Layout the plan to accomplish the project including timelines and key milestones and deliverables.
- h) Identify challenges, constraints and obstacles in the project and advise on the strategy to minimize the challenges.
- i) Identify ways your firm's approach will add value to the project
- j) Identify any proposed variations to the scope of work. Highlight the benefits and/or capital cost savings from varying the Scope of Service. The RDN reserves the right to accept or reject any or all of the proposed variations.

6.3. Project Management

The Proponent should provide a clear and concise description of their Project Management Plan with sufficient content and detail that describes how they intend to document, monitor, and control the project. Specific detail should be provided that demonstrates how the Proponent will control the scope, schedule, and consulting costs. The Proponent should also describe their approach to Risk Management including identification of Project Specific Risks, evaluation of risks, mitigation, and monitoring of risks.

6.4. Past Performance and References

The expectations of this component are:

- a) Prepare a list, in chronological order, of three (3) similar projects completed by the Proponent team, including details of the projects, and the roles played by members of the proposed project team. Provide the name and telephone number of a contact person from previous projects. For each of the projects provided as references, include a brief outline of the project and its relevance to this project.
- b) Clearly identify any sub-consultant(s), why they were selected for the project, and at least one reference from a recent project for either a municipality or professional engineering firm.

Preference will be given to Proponents with multiple recent projects of similar type, scope, and magnitude. Preference will also be given to Proponents whose similar projects were completed by the team members proposed for the RDN's project.

6.5. Proposed Fee

The maximum budget available for this project is \$25,000, excluding GST.

Proponents should provide a workforce matrix which identifies all personnel including sub-consultants to be utilized on the project, each charge out rate, and number of hours each will be involved in each of the work activities from the Proponent's Scope of Services (in the Technical Submission), and total fee for each person and each activity. Disbursements shall also be broken down and shown by work activity. Also provide subtotals by hours and by fees for each firm involved.

Please also include a fixed fee summary in your proposal similar to the example below:

Professional Fees	\$	_____
Disbursements	\$	_____
GST	\$	_____
TOTAL FIXED FEE	\$	_____

Pricing shall be in Canadian dollars.

Professional Fees are to include the cost of all sub-consultants. No mark-up for sub-consultant fees will be paid to the prime consultant.

Disbursements: All reasonable and proper expenses incurred by the Proponent shall be reimbursed under this item. No mark-up for disbursements will be paid. Travel disbursements for out-of-town personnel shall be quoted on the most economical travel methods. Travel time shall be included in work activities (no additional payment will be made for travel time as part of disbursements).

The Consultant shall not exceed the Total Fixed Fee. Scope changes requiring fees beyond the Total Fixed Fee must be authorized by the RDN before work begins on the additional work. Scope changes will only be authorized by a formal Change Order signed by the RDN and the Consultant.

Provide hourly rates for staff of the entire Proponent Team for provision of the required services and for any additional services that may be required.

6.6. Proposal Evaluation

The RDN Evaluation Team will evaluate proposals based on a score out of 100, with 60 points available for the technical section and 40 points available for the financial section.

For the financial score, the lowest price proposal will receive full marks for the financial score. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e. $\text{Score} = \text{Min Cost}/\text{Cost} \times \text{Fee Points}$.

If the Evaluation Team concludes that, in its opinion, the technical component does not substantially satisfy the technical requirements of the Project or if the technical score is not within 20% of the highest technical score, the RDN may, but is not required to, reject the entire Proposal.

Table 2. Submission Evaluation Scoring Table

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The Evaluation Team may proceed with an award recommendation or the RDN may proceed to enter into negotiations with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

7. GENERAL CONDITIONS

7.1. No Contract

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

7.2. Privilege Clause

The lowest or any proposal may not necessarily be accepted.

7.3. Acceptance and Rejection of Submissions

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

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

7.4. Conflict of Interest

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

7.5. Solicitation of Board Members and RDN Staff

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

7.6. Litigation Clause

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

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the *Local Government Act, Community Charter* or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

7.7. Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for

any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for 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.

7.8. Ownership of Proposals

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

7.9. Freedom of Information

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