



REQUEST FOR PROPOSALS

Solid Waste Collection and Disposal Services Review

The City of Rossland is requesting proposals to provide consulting services to review the City's current residential curbside solid waste collection and disposal services. General undertakings related to this review include, but are not limited to, reviewing the City of Rossland's solid waste programs and services currently being provided, conducting of research in regards to how other similar sized and type municipalities deliver their jurisdiction's solid waste management program services (including all associated costs), hosting public engagement/input sessions with the general public and appropriate stakeholders to collect information on their views with respect to current/future solid waste collection service undertakings, and submitting a final report on the findings of the review to Council for further review and consideration.

SCOPE OF WORK

The proposed project will look to review, in general, the way the City currently provides residential solid waste collection and disposal services and provide information with respect to best management practices currently being implemented in similar-sized municipalities/communities dealing with this service. Further, the project will look to acquire adequate public outreach with residents, community leaders, and appropriate stakeholders in order to collect and summarize information with respect to current/future solid waste collection service undertakings. The project will be completed when a final report on the general findings of this review is submitted to the City and subsequently presented to Rossland City Council.

PROJECT DELIVERABLES

The project is to include the following deliverables for the City of Rossland:

- 1) General review of the current residential curbside solid waste collection service.**
This includes both an operational and financial review of the current residential solid waste collection contract the City has in place with the Contractor.

- 2) Review and research on how other similar sized and/or type municipalities deliver their jurisdiction's solid waste management program services to their residents.**

This includes conducting a table-top comparative study and analysis on how other municipalities/communities deliver solid waste collection/disposal programs and services that are similar to Rossland. This may be based on location, size, population, geography, overall budget, etc. The comparable municipality/community list should be reviewed by the City prior to commencement of any information gathering activities undertaken by the Consultant.

3) Development and implementation of a public information strategy that looks to collect relevant information on the general views of visitors, residents and stakeholders with respect to the City's current, and possible future, solid waste collection and disposal service delivery levels.

This includes the development and implementation of a public information strategy aimed towards the City (through the consultant) conducting activities to obtain suitable feedback on the current, and future service delivery methods of solid waste collection in the City. This strategy must provide for adequate options related to online feedback, distribution and collection of mail surveys, interviews with appropriate stakeholders, and at least one (1) public open house session.

A portion of this deliverable is to liaise with appropriate stakeholders, which includes, but is not limited to, the **Regional District of Kootenay Boundary** (RDKB) regarding their plans for future possible implementation of their Organics Management Strategy, specifically related to the McKelvey Creek Wasteshed (i.e. East-End communities Rossland to Fruitvale), **Rossland Sustainability Commission** (SC) regarding their work related to local backyard organics diversion, **WildSafeBC** regarding their work in preventing conflict with wildlife through collaboration, education and community solutions, etc. The appropriate stakeholder list should be reviewed by the City prior to commencement of any information gathering activities undertaken by the Consultant.

4) Completion of a Detailed Final Report summarizing the findings of the general review undertakings (1-3) with suggested recommendations for possible service improvements.

This includes the creation of a final report detailing the deliverables noted above (items 1-3) and presenting that report to Rossland City Council at a future Regular / Committee-of-the-Whole Meeting at the discretion of the City. The report will also include suggested recommendations the City can review and consider in order to provide for possible future service level amendments and/or improvements.

QUALIFICATION AND PERFORMANCE STANDARDS

The successful consultant will have demonstrated experience in conducting similar typed program/service reviews, particularly within the context of Local Government operations. The successful consultant should also have a strong track record related to conducting and implementing public consultation and engagement strategies, specifically related to Local Government service delivery levels.

Through this project, the consultant will be required to understand and align municipal financial, operational, and strategic perspectives while taking into consideration regulatory and administrative requirements and their constraints in order to generate possible recommendations for possible future service level amendments/improvements that are achievable in the City. For further information regarding this Request for Proposals, please contact the undersigned.

EVALUATION CRITERIA

The evaluation criteria will be applied on a comparative basis, evaluating proposals by comparing each against the others. This may not result in and/or the City will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all. The following evaluation criteria will be applied to all proposals in a fair and consistent manner:

Project Understanding	5 points
Project Deliverables	15 points
Project Methodology	15 points
Resources and Project Team	10 points
Project Schedule	20 points
Budget Detail	20 points
Relevant Experience and References	10 points
Completeness, Clarity and Quality of Proposal	5 points
TOTAL	100 points

PRICING

Pricing must be firm for **60 days** after the RFP final closing date noted below and include all applicable taxes. The lowest priced Proposal will not necessarily be accepted. The City reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time. The City will not be responsible for any costs incurred by proponents related to preparing a response to this Request for Proposal opportunity.

PROCESS SCHEDULE – KEY DATES

The following timeline indicates the anticipated key milestone dates for this project:

RFP Issuance:	July 8, 2019
RFP Closing Date:	July 29, 2019 12:00pm PST
Submissions Review:	July 29-August 1, 2019
Contract Award:	August 12, 2019
Project Commencement:	September 3, 2020
Project “Completion:	December 31, 2019

GENERAL SUBMISSION INSTRUCTIONS

All proposals are to be submitted and clearly marked **“Request for Proposals - Solid Waste Collection & Disposal Services Review”** by **Monday July 29, 2019 12:00 pm (PST)** to:

The Corporation of the City of Rossland
P.O. Box 1179
2196 LeRoi Avenue
Rossland, BC
V0G 1Y0

Attention: Bryan Teasdale,
Chief Administrative Officer/Corporate Officer
Email: cao@rossland.ca
Phone: 250.362.7396

Proposals will be accepted by either drop off, general mail delivery or email only - provided they are received prior to the stated deadline. The City cannot guarantee that its Internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents by their authorizing personnel or the proposal cannot and will not be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

The City shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this general invitation for proponents to submit proposals.

The City will notify the successful proponent of any future award. The successful proponent agrees to execute a City of Rossland Standard Service Agreement to undertake work within seven (7) days of the date of written Notification of Award from the City.

Extension to the RFP Closing date noted above will not be considered.

Proposals received after the closing time stated above will not be accepted.