



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Proposal

Waste Composition Audits RFP – WCA03-26

Submission Deadline:

May 26, 2026 at 2:00 PM Pacific Time

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 2:00 PM local time, May 26, 2026**, to the attention of:

Charity Hallberg Dodds, Procurement Administrator
Email procurement@acrd.bc.ca
3008 5th Ave, Port Alberni
BC, V9Y 2E3

Note: Office Hours are 8:00am to 4:30pm, Monday to Friday, excluding statutory holidays

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal WCA03-26 – Waste Composition Audits."

Alternatively, proposals may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line " Request for Proposal WCA03-26 – Waste Composition Audits" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Charity Hallberg Dodds – Procurement Administrator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2701



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SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is requesting services for Waste Composition Audits to be conducted in spring/summer of 2026 at:

- The Alberni Valley Sort'nGo Centre (AVSGC), located at 7080 Landfill Rd, Port Alberni, BC V9Y 9G1;
- The West Coast Landfill (WCL), located at 1500 Alaska Pine Rd, Ucluelet, BC V0R 3A0; and
- The Bamfield Transfer Station - 570 Bamfield Road, Bamfield, BC V0R 1B0.

The ACRD intends to evaluate the proposal based on a mandatory core scope of work. ACRD also requests separately priced optional components. Proponents are requested to structure their submissions so that the ACRD may, at its sole discretion and depending on available budget select all, some or none of the optional components.

Depending on the results of the summer audits, the ACRD may request second audits be conducted in the spring or fall of 2027. While the work for the second audits is not guaranteed, proponents are requested to provide optional costs for this additional work.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

The ACRD has undertaken this RFP with the intention to enter into an agreement with one or multiple Proponents. This RFP does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the ACRD will not have any liability or obligation to anyone in connection with this RFP unless an agreement is approved by the ACRD Board of Directors and executed and delivered in writing.

1.2 OBJECTIVES OF THE RFP

Proponents are invited to expand their response to this RFP to cover more features, details, and extra performance measures provided that they meet the minimum specifications.

The ACRD reserves the right to use and include any ideas, concepts, alternate solutions, extra features, enhancements and performance concepts presented in any proposal, whether or not that proposal is selected by the ACRD.



The evaluation of responses will be based on a number of factors, weighted according to the needs and judgement of the ACRD. Any Proposal will not necessarily be selected. Any implication that the lowest cost or any Proposal will be accepted is hereby expressly negated. The ACRD reserves the right to accept the Proposal which it deems most advantageous, and the right to reject any or all Proposals, in each case without giving any notice. In no event will the ACRD be responsible for the costs of preparation or submission of any Preliminary Submission or Proposal.

The mandatory core objectives of this project are:

- **Quantify Material Categories:**
Quantify the composition of waste landfilled within the ACRD by waste shed, hauler and sector type, identifying the distribution of material categories across waste sectors.
- **Quantify Divertible Materials:**
To quantify divertible materials including, but not limited to, organics, cardboard, recyclables, and Extended Producer Responsibility (EPR) materials, differentiating between items accepted in curbside stream and those accepted only at depot drop-off.
- **Ensure Multi-Year Comparability (2019 → 2023 → 2026):**
Design the 2026 audit to ensure full comparability with the 2019 Dillon and 2023 Tetra Tech waste composition studies as per the robust multi-year trend analysis of waste generation, sector-specific disposal patterns, and changes in divertible material. These reports are available on the ACRD website at: www.acrd.bc.ca/solid-waste-management-plan.
- **Produce a Comprehensive Analytical Report:**
Prepare a report presenting sampling results, data analysis, statistical evaluation, identification of trends and clear conclusions that support refinement of ACRD waste education programs and strategies to further reduce landfilling.
- **Ensure Safe and Compliant Field Operations:**
Ensure that all fieldwork associated with the waste composition audit is conducted safely, responsibly, and in full compliance with applicable occupational health and safety requirements. This includes the development and implementation of a Safe Work Plan, appropriate traffic control measures, on site supervision of field activities and fulfillment of Prime Contractor responsibilities for all sampling and sorting locations.
- **Evaluate Effectiveness of Sort'nGo & Organics Programs:**
Assess the effectiveness of the ACRD's Sort'nGo automated cart program and regional organics system by measuring changes in waste composition since the 2019 and 2023 audits. This includes quantifying residual organics, evaluating shifts in recyclable and compostable material capture, and identifying contamination trends specifically in organics, supported by sector-level comparisons to determine how post-2021 infrastructure improvements have influenced disposal behavior.



- **Capture Seasonal and Tourism Related Waste influences:**
Conduct the waste composition audit during the summer months to capture peak seasonal and tourism related waste generation patterns, ensuring results reflect periods of highest system use, increased disposal volumes, and maximum diversion potential.

The optional objectives of this project are:

- **Generate Community-Specific Profiles:**
Produce community-specific waste generation and composition profiles for selected electoral areas and first nation communities to support localized planning and document the differences and other patterns across ACRD communities and sectors.
- **Assessing Physical Contamination of Inbound Organics:**

Analysis of sample loads of food and yard waste delivered to the AVSGC Transfer Station and the West Coast Composting Facility, to assess the presence of physical contamination (foreign matter). The objective is to quantify contamination for each participating municipality as well as overall, based on the number and type of contaminants found in the delivered compost feedstock.
- **Second Seasonal Audit covering Mandatory Core Objectives:**
Depending on the results of the summer audit, the ACRD may request a second audit be conducted in the spring or fall of 2027. While the work for the second audit is not guaranteed, proponents are requested to provide an optional cost for this additional work.

1.3 BACKGROUND FOR RFP

The ACRD Solid Waste System is comprised of two “waste sheds:” Alberni Valley and West Coast. The Alberni Valley “waste shed” is serviced by the AVSGC while the West Coast “waste shed” is serviced by the West Coast Landfill.

Alberni Valley “Waste Shed” Collection Area and Solid Waste Systems:

The AVSGC collects all waste from the City of Port Alberni (CPA); ACRD Electoral Areas (Beaufort, Beaver Creek, Cherry Creek, Sproat Lake, Bamfield East, and Bamfield West) within the Alberni Valley; and First Nations communities of Tseshaht, Hupačasath, Huu-ay-aht and Uchucklesaht. Waste system highlights include:

- 3-stream curbside collection for approximately 7,020 homes (CPA), run by city staff. Organics collection is weekly while recycling/garbage alternates bi-weekly;
 - Organics is hauled from the AVSGC transfer station to Earth Land and Sea for processing.
 - CPA Residential recycling is hauled from the AVSGC Self-Consolidating facility and transferred to Spring Hill Transfer Station in Parksville.



- ACRD provides manual curbside collection of recyclables for approximately 1,550 homes in Electoral Area F (Beaver Creek), Tseshaht First Nation and Hupacasath First Nation;
 - Manual recycling is collected and hauled by Nicklin Waste Disposal to Spring Hill Transfer Station in Parksville.
- In-region out of scope single family homes or commercial businesses have garbage & recycling either collected via private haulers or self-hauled to the AVSGC; and
- ACRD collects waste from East Bamfield Transfer Station (land transport) and West Bamfield via marine transport to the AVSGC.

West Coast “Waste Shed” Collection Area and Solid Waste Systems:

The WCL collects all waste from the District of Tofino, District of Ucluelet, Parks Canada, ACRD Electoral District C - Long Beach, Salmon Beach, Millstream and Port Albion and the First Nations communities of the Toquaht, Yuułuʔiłʔatḥ, Ahousaht, Tla-o-qui-aht, and Hesquiaht. Waste system highlights include:

- 3-stream collection for approximately 1,780 homes on the West Coast, run by the ACRD through 3rd party contractor. Organics collection is weekly while recycling/garbage alternates bi-weekly;
- Organics is hauled and processed at the WCL at the Organics Facility (established in 2023)
- Organics waste collected at commercial businesses comes to the WCL via private hauler or self-haul.
- All west coast region recycling is hauled to the Ozzard Environmental receiving facility in Tofino for processing.

Previous Waste Audit:

The ACRD has completed two waste composition audits over the past 10 years, a baseline audit in 2019 (Dillion Consulting) and a follow-up audit in August 2023 (Tetra Tech) to evaluate system changes following the rollout of the Sort’nGo and regional organics processing. The 2019 audit established that compostable organics were the single largest material category in disposed waste across both waste sheds representing 29% of residential garbage at the AVSGC and 43% at the WCL. These results confirmed substantial diversion potential in organics and other recoverable such as cardboard and curbside recyclables.

The 2023 audit reconfirmed that residual organics remain the most significant component in the disposal stream post implementation of organics services. For example, single-family garbage delivered to the AVSGC in 2023 contained 32% compostable organics by weight, followed by household hygiene items and plastics as contributors highlighting that both ongoing capture opportunities for organics and the need to mitigate other materials that still enter the garbage stream rather than diversion pathways.

Consistent with the composition findings, diversion performance has been improving but remains below the 50% target identified in the Solid Waste Management Plan. In 2023, the ACRD recorded diversion rates of 29.1% in the Alberni Valley wasteshed and 26% in the West Coast wasteshed, demonstrating progress while highlighting the need for further organics capture, recycling recovery, and contamination reduction initiatives.



Together, the 2019 and 2023 studies provide a comparable baseline and current state picture for the region, confirming that: compostable organics continue to dominate the disposed stream, plastics and household hygiene materials remain persistent categories in garbage and targeted operational, educational, and policy measures are required to increase diversion and reduce contamination across both waste sheds.

Following the 2019 audit, the ACRD implemented several changes:

- Organics processing has been established in the AV waste shed via 3rd party contract (2021)
- Pilot program for commercial organics diversion was established in the WC waste shed (2020), followed by capital construction of an organics processing facility in 2022-2023
- Existing residential curbside programs were converted to 3-stream automated cart collection (garbage/recycling/organics) for approximately 8,500 homes in the ACRD:
 - City of Port Alberni (2021);
 - First Nations communities of Hitacu, TyHistanis and Esowista [within Yuufu?i?ath and Tla-o-qui-aht First Nation (2022-23)]; and
 - Districts of Ucluelet & Tofino (2022-23).

The intention of this audit is to track trends against the 2019 and 2023 baselines and to generate actionable metrics that directly support SWMP implementation and performance reporting. In addition, this audit will provide a supplementary focus on producing community-specific waste generation and composition trends to better inform local program planning and targeted waste reduction initiatives.

1.4 RFP DISTRIBUTION & ENQUIRIES

The ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of forty-six (46) pages including the Cover Page.

All enquiries related to this RFP are to be directed in writing, only to the Procurement Coordinator (or designate) at the contact address below:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca

3008 5th Ave, Port Alberni

BC, V9Y 2E3



Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Procurement Coordinator as having received a copy of this RFP.

1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- “Contract” means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no Contract will result.
- “Contractor” means the successful Proponent(s) to this Request for Proposals who enter(s) into a written Contract with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- “Evaluation Team” means the team appointed by the Alberni-Clayoquot Regional District.
- “must,” “mandatory,” and “required” mean a requirement that must be met in order for the Proposal to receive consideration.
- “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal.”
- “Proposal” means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof.
- “Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- “ACRD” mean the Alberni-Clayoquot Regional District.



SECTION II – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.

| EVENT | ANTICIPATED DATE |
|-----------------------------------|-------------------------------------|
| Request for Proposal is issued | April 21, 2026 |
| Deadline for receipt of questions | May 05, 2026 @ 2:00 PM Pacific Time |
| Addenda issued (if required) | May 12, 2026 |
| Request for Proposal closes | May 26, 2026 @ 2:00 PM Pacific Time |
| Award Date | June 10, 2026 |

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their Proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any Proponent.

2.3 PROPOSAL SUBMISSION/CONDITIONS

2.3.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late Proposals will not be accepted.

Proposal submissions must be received **no later than 2:00 PM Pacific time on May 26, 2026**, in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal WCA03-26 – Waste Composition Audits," and directed to the person identified under the Submission Details of this RFP.



Proposals made through BCBid (<https://www.bcbid.gov.bc.ca>) are to be made in accordance with BCBid's submission platform.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Procurement Coordinator. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal WCA03-26 – Waste Composition Audits" to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed:

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.3.2 Enquiries, Errors, Omissions & Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for the Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify the Procurement Coordinator immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting Proposals are responsible to ensure that they are aware and have



received all addenda and are advised to check immediately prior to submitting their Proposal Submission Form.

The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.3.3 Conditions

Proponents are advised that after receipt of Proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a Proposal meets the mandatory requirements set out in this RFP.

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, the ACRD may at its sole discretion elect to retain for consideration Proposals which are non-conforming, and may waive irregularities, failure to comply or time stipulations required by these Instructions for Submission, whether material or not. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

2.3.4 Freedom of Information & Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and 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 criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any Contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.



2.3.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.3.6 Conflict of Interest & Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous Contracts, tenders or business transactions.

2.3.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

2.3.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, 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 an Agreement, or other activity related to or arising out of this RFP.

2.4 ADDENDA

If the ACRD determines that Addendum or Question and Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and are not required to be signed and returned with the submission.



It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD’s Website for all information.

2.5 OFFER ACCEPTANCE

Proponents are requested to keep their Proposals open for acceptance for a period of sixty (60) days after the closing date for receipt of Proposals. Proposals will be assessed during the evaluation of the Proposals and any alteration could adversely impact the evaluation and ranking of the Proposals.

2.6 EVALUATION TEAM & CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team may consult with others including ACRD staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

| Evaluation Criteria | Points | Weighting | Max Score | Section |
|--|--------|-----------|-----------|---------|
| Experience & Qualifications | /10 | 2.0 | 20 | 3.1 |
| References | /10 | 0.5 | 5 | 3.2 |
| Project Understanding & Proposal Quality | /10 | 2.0 | 20 | 3.3 |
| Approach & Schedule | /10 | 2.0 | 20 | 3.4 |
| Social Procurement | /10 | 0.5 | 5 | 3.5 |
| Total (Non Monetary) | | | 70 | |
| | | | | |
| *Price | N/A | 3.0 | 30 | 3.6 |
| Total | | | 100 | |

***Prices will be evaluated on a value per point basis: (Lowest Price / Proponent Price)*30.**

Points will be assigned for each criterion based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

| | |
|-----|--|
| 0-3 | Incomplete response Doesn’t meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s) |
| 4-7 | Mostly complete response Partially meets expectations |



| | |
|------|--|
| | Partially fits desired attributes Medium level of detail in response Partially supported claim(s) |
| 8-10 | Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s) |

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission of RFP, which is to be completed by the Proponent, must align with the above criteria.

2.7 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct Contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a Contract on the part of the ACRD or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. The terms and conditions found in Section 5 are to form the basis for commencing negotiations between the ACRD and the selected Proponent.

The ACRD may terminate Contract negotiations with any Proponent and enter into Contract negotiations with the next highest-ranked Proponent if, in the opinion of the ACRD at any time, the Contract negotiations with the initially selected Proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, Proponent selection, or Contract negotiation process.



SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Please refer to Schedule “B” - Statement of Work and Deliverables for requirements and Proponent reference when applicable.

The budget for this project is a maximum of \$72,500.00 including all fees and expenses.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 PM on May 26, 2026 Pacific Time. Late Proposals will not be accepted and will be returned to the Proponent.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE & QUALIFICATIONS

- Letter of introduction.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.
 - The Proposal should include details on only the most recent three (3) or four (4) projects of related work. It is the Proponent’s responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the work as outlined in this RFP within the project schedule.

3.2 REFERENCES

Proponents shall include two (2) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization’s name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the Proponent.

3.3 PROJECT UNDERSTANDING & PROPOSAL QUALITY

Proponents should clearly demonstrate their understanding of the Project requirements outlined in the RFP in their Proposal and how each deliverable will be achieved fully. Identify all key goals that the



Proponent expects to address through this Project and discuss how the Proponent's team will deliver on these goals.

To be included in the Proposal:

- Project Manager: The Proposal shall confirm the proposed Project Manager who will be the single point of contact, and responsible for direct interaction with the ACRD. Describe the work to be performed by the Project Manager and their qualifications and substantive experience directly related to the proposed work.
- Proposed Project Team: The Proposal shall list key individuals including the Project Manager and sub-consultant(s) or any other person or Contracted service to be assigned to this project, who will have major responsibilities for the performance of the work.
 - Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed work.
 - Capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed.
 - The subcontractor(s) and sub-consultant(s) listed in the Proposal may not be changed without the written consent of the ACRD. If the ACRD so requires, the Proponent shall be prepared to confirm to the ACRD the competence of subcontractor(s) and sub-consultant(s) prior to acceptance of the Proposal.

3.4 APPROACH & SCHEDULE

To be included in the Proposal:

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.
- Outline the approach to communications, engagement and project management throughout the Project, including timing, form and general content of progress updates to ACRD Project staff.
- Clearly identify all services included in this Proposal along with any optional, excluded services, or those services assumed to be provided by others.
- Proponents shall distinguish in their proposal between:
 - The mandatory core scope as listed under Section 1.2 Objectives and Schedule B Statement of Work, required to complete a defensible waste composition audit and meet the mandatory project objectives; and
 - Optional components, enhanced deliverables, or scalable elements as listed under Section 1.2 Objectives and Schedule B Statement of Work, that may be added at the ACRD's discretion depending on available budget.
 - For each optional component, proponents shall describe:
 - The scope of work;
 - The associated deliverables;
 - The value or benefit of the optional component to the ACRD;
 - Any assumptions, exclusions or dependencies; and
 - Associated separate price



- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables as well as expected number of days required at each landfill/transfer station.
- Outline your approach to communications and project management throughout the project, including timing, form and general content of progress updates to ACRD project staff. Clearly identify all services included in this proposal along with any optional, excluded services, or those services assumed to be provided by others.
- If proposing Community-Specific Waste Profiles as an optional component, clearly describe the proposed approach, the communities or service areas that could reasonably be profiled, the anticipated level of detail, and any assumptions or limitations related to sample size, logistics, and data quality.
- If proposing Organics Contamination Assessment as an optional component, clearly describe the proposed methodology, sample design, reporting outputs, and any assumptions or limitations related to sample size, generator coverage, municipality-level reporting, and facility logistics.
- Clearly identify the project manager for the Audit and number of your staff to be utilized at each site.
- Identify any support/materials/supplies that will be required from the ACRD during the audit.
- Identify earliest start time for the Audit.
- Clearly identify the defensible methodology that will be used to complete the waste audit. Describe how sampling will be facilitated to isolate the following waste streams within each community group (listed above in Section 1.3):
 - Single family households
 - Multifamily
 - Commercial and other ICI sectors
 - First Nations
 - Private hauler
- Proponents are requested to identify the labour resources required to complete field sampling and waste sorting activities associated with the audit. In addition to the mandatory core services proposal price, proponents are invited to submit a separate optional price for audit labourers supplied by the proponent, to be used only at the ACRD's discretion and subject to available budget.
 - The optional pricing shall clearly state:
 - The number of labourers proposed to be supplied by the proponent,
 - The proposed hourly rate(s) for such labourers,
 - The estimated number of hours by site and/or audit location;
 - Any assumptions regarding minimum crew size, shift length, mobilization, supervision or training; and
 - Cost for mobilization and demobilization.
- The ACRD may, at its sole discretion, provide local labour resources to support waste sorting and related audit field activities in lieu of, or in combination with, labour supplied by the Proponent. Where ACRD-provided labour resources are used, the Proponent shall remain fully



responsible for overall project delivery, site supervision, orientation and direction of workers, quality control, adherence to the approved methodology, and all health and safety obligations, including Prime Contractor responsibilities where applicable.

- Proponents shall describe in their proposal how ACRD provided local labour resources could be integrated into the fieldwork, including any required training, supervision ratios, productivity assumptions, and any resulting cost efficiencies or limitations.

3.5 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Proponents may be required to provide certificates and/or third-party validation where applicable.

| | Social Procurement Principles or Practices | Yes | No | Describe where applicable |
|---|--|------------|-----------|----------------------------------|
| 1 | In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups? | | | |
| 2 | Does the Proponent work with employment support services or Contract within the communities you operate? | | | |
| 3 | Does the Proponent work with Social Enterprises in any manner? | | | |

3.6 PRICE

Submissions must include a detailed description of the Proponent’s fees and disbursements (excluding GST) for works and deliverables. The successful Proponent’s estimate will be the Contract price for the work unless otherwise negotiated by the ACRD. If the work cannot be completed within the ACRD’s available budget, the Proponent or the ACRD may suggest options for changing the scope of the work.

Proponents shall provide pricing in the format set out below and must separate the mandatory core scope from all optional components as listed in Section 1.2 Objectives. Optional components are to be priced individually and will only be undertaken if specifically approved by the ACRD. Costs for audit labourers to complete field work shall be priced out separately for both Mandatory Core Objectives and for Optional Objectives in the Audit Labourer Cost Table. ACRD may elect to use Proponent labourers or local ACRD-provided labourers. All audit labourers, whether provided by the Proponent or ACRD, shall be trained and overseen by the selected Proponent Project Manager while completing the work.

The ACRD reserves the right to award the contract for the mandatory core scope only, or for the mandatory core scope plus any combination of optional components, in whole or in part, based on available budget, proposal quality, and project priorities.



Proponents should state their proposed price as follows:

| AV Sort'nGo Centre Tasks | Price (Excluding GST) | GST | Total Price | Estimated Hours | Assumptions/Limitations |
|--|-----------------------|-----|-------------|-----------------|-------------------------|
| Mandatory Core Deliverables as Listed in Section 1.2 Objectives and Listed in Schedule B | | | | | |
| Project Management | | | | | |
| Mandatory Core Waste Composition Audit – AVSGC | | | | | |
| Mandatory Core Waste Composition Audit – West Coast Landfill | | | | | |
| Mandatory Core Waste Composition Audit – Bamfield East/West | | | | | |
| TOTALS | | | | | |
| Optional Project Deliverables as Listed in Section 1.2 Objectives and Described in Schedule B | | | | | |
| Community Specific Waste Profiles – Alberni Valley. Electoral Areas B, D, E, and F. | | | | | |
| Community Specific Waste Profiles – First Nations. Provide a single cost that can be used for each First Nation evaluation. ACRD will determine how many First Nations are to be evaluated. | | | | | |
| Inbound Organics Assessment. Assessing Physical Contamination through data and analysis. | | | | | |
| Second Seasonal Audit. Covering Mandatory Core Objectives. | | | | | |



| Audit Labourer Cost Table | | | | |
|---|-----------------------|---|------------------------|--------------------|
| Audit Labourers supplied by Proponent (field support only) | Hourly rate(s) | Additional Costs (e.g., mobilization demobilization) | Estimated Hours | Total Price |
| Alberni Valley Audit | | | | |
| West Coast Audit | | | | |
| Bamfield East/West Audit | | | | |
| Community Specific Waste Profiles – Alberni Valley | | | | |
| Community Specific Waste Profiles – First Nations | | | | |
| Inbound Organics Assessment | | | | |
| Second Seasonal Audit | | | | |
| Total | | | | |

NOTE: Audit labour pricing is to be provided separately from the base proposal price and may be used by the ACRD at its sole discretion depending on available budget and staffing needs.

*Depending on the results of the audit, the ACRD may utilize this procurement to request that a second seasonal audit to be conducted in spring or fall of 2027 that follows the same objectives, deliverables and methodologies as described in Section 1.2 Objectives and Schedule B. The costing provided in this section shall be used for the second audit which may include any combination of the mandatory core scope and optional components, in whole or in part, based on available budget and project priorities.

3.7 INTERVIEW

The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.



SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the ACRD.

4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVES RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.
6. Correct any error in:
 - i. the extended pricing of offers by using unit pricing, or
 - ii. the quantities in offers to reflect the quantities stated in the solicitation of offers (and, in the case of error in the extension of prices, the unit price will govern).

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a Contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract, upon acceptance of Proposal, shall commence in June 2026.



SECTION V – RFP PARTICULARS

It is anticipated that the below Section 5.1 will be incorporated into the Contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS

The selected Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**:

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC

The selected Proponent will be required to provide the ACRD with evidence of the following **upon closure of the Contract**

- GHG emission report for the term of the project.
- GHG emission quantifying spreadsheet template for future use by the ACRD
 - **Requirement for fuel consumption data provision:**
 - Fuel consumption data associated with the Services will be required following the completion of the contract. Data provided should include the following information:
 - Number of vehicles, by vehicle class, used to deliver the contracted service (heavy duty, light duty, off road, airborne);
 - Type of fuel consumed by each vehicle class (e.g. diesel / gasoline / natural gas / ethanol blend / biodiesel blend); and
 - Litres of fuels consumed in relation to the service delivered under the contract in each vehicle class.



SECTION VI – SCHEDULES & APPENDICES

Schedule A: Form of Proposal

Schedule B: Statement of Work and Deliverables



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: WCA03-26
PROJECT: Waste Composition Audits
CLOSING: May 26, 2026 at 2:00 PM Pacific Time

1. PROPOSAL SUBMISSION

| | | |
|-------------------------|--------|-------------|
| Company Name: | | |
| Address: | | City: |
| Postal Code: | Phone: | Fax: |
| Email: | | Date: |
| Signature of Proponent: | | Print Name: |
| Title of Proponent: | | |

To: The Alberni-Clayoquot Regional District

RFP Project Title: WASTE COMPOSITON AUDITS

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



SCHEDULE B: STATEMENT OF WORK AND DELIVERABLES

The maximum budget for this project is \$72,500.00 including all fees, labor, equipment, travel, accommodation, meals, administrative costs fees and disbursements, mobilization/demobilization.

1. Background information

The Alberni Clayoquot Regional District (ACRD) manages a diverse solid waste service area across west-central Vancouver Island, including Port Alberni, the tourism centres of Tofino and Ucluelet, six rural electoral areas, ten First Nations communities, and coastal settlements such as Bamfield. The region's projected 2025 population is approximately 36,303.

The ACRD manages two primary disposal facilities: the Alberni Valley Sort'nGo Centre and the West Coast Landfill. Both operate under the Regional Solid Waste Management Plan 2008, which has been undergoing an update since 2023 that includes system assessments, target setting, and draft strategies for public engagement in 2024–2025.

The Alberni Valley is the region's primary population centre and the hub for major solid waste operations. The Alberni Valley Sort'nGo Centre serves as the main landfill facility for garbage, recycling, and organics collected through the regional Sort'nGo program. Residential curbside collection for garbage, recycling, and organics within the valley is provided through contracted collection services, while private haulers also deliver residential, commercial, and institutional waste streams to the facility for landfilling, consolidation and transfer.

The ACRD's rural service area consists of six electoral areas:

- A (Bamfield) – remote coastal community;
- B (Beaufort) – agricultural and rural lands;
- C (Long Beach) – Port Albion, Millstream, Salmon Beach and other small west coast communities
- D (Sproat Lake) – large recreation-based lakeside community.
- E (Beaver Creek) – semi-rural area adjacent to Port Alberni;
- F (Cherry Creek) – suburban/rural Alberni Valley neighbourhoods.

Tourism significantly influences waste generation on the West Coast. The West Coast Landfill also includes a dedicated **organics processing facility**, completed at the West Coast Landfill in 2022, and supports the regional Sort'nGo program, diverting food and yard waste from Tofino, Ucluelet, Esowista, Ty-Histanis, and ɥiɥač'u, and now accepts commercial organics.

The scope of work for the Mandatory Core Objectives, see Section 1.2, includes the following:

1.1.1 Task 1 – Project Management

Each Proponent shall include Project Management as one of the work tasks. The following Project Management description is the minimum project management requirements and may be expanded upon by the Proponent. The Proponent shall act as a manager of the Proponent's team, including any



sub consultants and audit labourers. The Proponent shall manage and coordinate all components of the Project and take a proactive role in keeping all tasks on schedule and budget and ensure timely completion of the Project. The Proponent shall give prior notice to the ACRD and obtain acceptance before performing work outside the contract work scope and thereby contract budget amount.

The Proponent shall ensure full coordination with ACRD staff and contractors and be responsive to any email and telephone discussions, in addition to the minimum meetings as listed under various tasks in the scope of work. The Proponent shall be in contact with the ACRD frequently enough to ensure timely review of deliverables and identification and resolution of issues or concerns. The Proponent is expected to work with all stakeholders in a responsible manner.

Kick off meeting

The Proponent shall organize a virtual kickoff meeting with ACRD staff addressing, at minimum, the following items:

- Confirm understanding of project goals and objectives
- Outline project and management approach
- Identify roles and responsibilities
- Confirm scope and schedule

Meeting coordination

The Proponent shall conduct virtual review meetings at logical stages throughout the process with ACRD as detailed in the following tasks. For each meeting the Proponent shall prepare all project related agendas and meeting minutes.

All agendas and the supporting information shall be distributed via emails to the ACRD Project Manager at least three (3) business days prior to any meetings, except draft reports for which shall be submitted at least five (5) business days ahead of the meetings. Meeting minutes shall be distributed to all attendees and any other identified parties within five (5) business days of the meeting date.

Prepare and update project schedule

Proponent shall prepare a project schedule that should minimally include:

- Important milestones (Deliverables, inputs required from ACRD, meetings)
- All subtasks required to complete the tasks listed in this RFP (ideally grouped by task)

Once the baseline is approved by ACRD, the Proponent shall submit an updated schedule at a review meeting if the schedule has been adjusted.



| PROJECT MANAGEMENT DELIVERABLES | Format | By | When |
|--|---------------|-------------------------|---|
| Project schedule identifying all milestones, inputs from ACRD, deliverables & meetings | PDF | Email | Before start of work. |
| Kick off meeting | Meeting | Video-Call or In-Person | Upon contract award ACRD expectation is project team will meet to communicate expectations. |
| Meeting agendas | PDF and Word | Email | 3 business days prior to any meeting. |
| Meeting minutes for every meeting | PDF | Email | Within 5 Business Days after any meeting. |
| Safe Work Plan | PDF | Email | One week prior to beginning any work on-site. |

2.1 – Waste Composition Study of Garbage

The successful Proponent shall complete a waste composition study for the ACRD service area, using up-to-date sampling and data analysis methodologies based on current industry standards and relevant and applicable guidelines and tool kits as described below in Development of a sampling methodology.

It is expected that waste and organics samples will be collected from each of the regional waste management areas including samples from: AVSGC, Bamfield East/West, and WCL, as well as any areas selected from the optional objectives list, see Section 1.2. Duration of sampling is to be stated by the Proponent and must ensure the sampling timeline or duration will lead to a satisfactory representative result for the waste composition study in alignment with industry standards and standards outlined in this RFP.

The goal of this study is to understand the waste stream composition for the ACRD service areas, individually and as a whole. Moving forward, the study results will be used as a baseline for measuring the effectiveness of any recycling or diversion strategies implemented within the service area. Further details on the scope of the study, expected deliverables, and schedule are provided below.

KEY REQUIREMENTS

The scope of work for the ACRD waste composition study includes the following:

- Development of a defensible sampling methodology for waste and organics based on current industry standards and relevant and applicable guidelines and toolkits;
- Coordinating and carrying out field sampling at the designated facilities;
- Analysis and compilation of data;



- Provision of sample data and a final report that includes study methodology, waste composition results, statistical analysis, detailed tables and graphs, comparative findings and clear conclusions and recommendations to support future planning and program improvement.
- Development of audit findings in a presentation slide deck format.

Development of a sampling methodology

The sampling methodology to be used in the waste composition study must be consistent with applicable regulations and guidelines, including but not limited to “Waste Characterization Tool” (Ministry of Environment, 2012) and “Recommended Waste Characterization Methodology for Direct Waste Analysis Studies in Canada” (Canadian Council of Ministers of the Environment (CCME), 1999). It is important that the methodology and resulting data obtained be comparable to the methods in these documents. A defensible audit is priority.

An appropriate number of samples must be collected from all participating municipalities and other sources (transfer stations, self-haul, ICI, C&D, etc.) at each facility. Sample area, size, and frequency should be representative of each agreed-upon municipality/community and source, as well as the service area as a whole.

The categories and sub-categories used to divide and classify waste samples should be based on applicable regulations and guidelines as mentioned above; however, Proponents should consider an appropriate number of waste categories and sub-categories for the scope of the study. Categories are suggested to be similar to 2019 and 2023, with some adjustments to account for sector type and changes to accepted materials in extended producer responsibility programs that may not have been included in previous audits and optional deliverables such as community specific waste profiles). A list of material categories is included as Appendix C.

The successful Proponent is to communicate with and obtain information from facility staff and waste haulers to assist in organizing the project.

The ACRD reserves the right to request an increase in the number or type of samples proposed if budget permits, or to request a decrease in the number of samples proposed if the budget is strained.

Coordinating and carrying out field sampling

Coordination and completion of the following waste composition field sampling is required as part of the waste composition study:

- Approximately two weeks of fieldwork in the AVSGC waste shed (including Bamfield East/West) during the following months: June/July/August 2026 (unless timing is otherwise agreed upon between successful Proponent and ACRD); and



- Approximately two weeks of fieldwork (combined) at the WCL during the following months in June/July/August 2026 (unless timing is otherwise agreed upon between successful Proponent and ACRD).

The successful Proponent will assume full responsibility for completion of the waste composition field sampling, including supervision of labor, purchasing of any required equipment and tools, development and implementation of a Safe Work Plan for any work to be completed on site (with an emphasis on handling waste and traffic control). All employees and personnel working on site should be familiar with the Safe Work Plan, and a copy of this plan should be provided to the ACRD one week prior to work beginning on site. For the duration of the work, the Proponent will be considered the Prime Contractor for their work area and delineate it as such.

Coordination with facility staff and possibly audit labourers will be required in order to identify potential sorting areas. Areas for sorting will be near the waste delivery area and sample gathering will be facilitated by site staff when safety is a consideration. It is the responsibility of the successful Proponent to understand the curbside collection schedules for all municipalities/communities, but a summary of the schedules has been provided as Appendix A & B to plan for successful sample capture.

The Proponent must account for delivery of waste including transfer from rural facilities and haulers, self-haul, private hauling, residential pick-up, ICI, and C&D to complete the required number of samples within the scheduled sampling window in order to ensure results are representative. All waste will be delivered, and sorting is expected to take place at each facility. Proponents may also recommend alternative methodologies with their proposal as they see fit.

The successful Proponent will be responsible for maintaining clean and neat workplaces and for the final cleanup of sorting areas when sampling is completed. Sorting will be required to be done during the regular operating hours of the facilities.

The Alberni Valley Sort’nGo Centre -7080 Landfill Road, Port Alberni

Summer April 16-Oct 15

Mon – Fri 8am-5:30pm

Sat - Sun 9am-4:30pm

Winter Oct 16 – April 15

Mon – Fri 8am - 4:30pm

Sat - Sun 9am-4pm

West Coast Landfill - 1500 Alaska Pine Road

Monday to Friday - 10 am to 4 pm Saturday - 10 am to 4 pm, Closed Sunday

Bamfield Transfer Station - 570 Bamfield Road

Monday – Saturday 8am to 5pm



Analysis and compilation of data

The reported data for waste analysis must be comparable to the past 2019 and 2023 data so that it can be relied on for future planning and reporting purposes, and a statement on the reliability of results should be provided within the proposal and report. The objective of the study is to understand the waste stream compositions arriving from each waste shed/service area as a whole, as well as to answer a number of questions detailed below.

Data is to be collected and presented to allow for comparison between:

- Sectors (e.g. municipal curbside collection, private subscription collection, C&D, ICI and Multi-family (commercial pick-up), and residential self-haul)
- Municipal curbside collection systems (3-stream carts, 3-stream manual, waste only, waste and recycling)
- Non-municipal collection systems (residential self-haul, subscription collection of waste, transfer from Bamfield Transfer Station and Bamfield West Side via the Lady Rose).
- Individual municipalities (City of Port Alberni, District of Ucluelet, and District of Tofino) Electoral Areas (Bamfield, Cherry Creek, Beaver Creek, Sproat Lake, Beaufort and Long Beach)
- First Nation Communities where suitable.
- Organics in loads, with particular attention to loads from resorts, grocery stores, food venues and residential sources.
- Identifying construction versus demolition vs renovation material targeting asbestos, lead, and general hazardous materials and identifying reusable materials including dimensional lumber and fixtures.

Deliverables

The proponent is to provide a draft technical memo and final memo to the ACRD as part of the scope of work, according to the schedule presented below.

The technical memo will include methodology used, waste composition study results for the entire ACRD area, with comparisons to the 2019 and 2023 results where appropriate. The memo will summarize opportunities for diversion based on results by sector, community, statistical analysis, figures and tables for data presentation, conclusions, and recommendations. Any reflections on improvements or lessons learned should be provided for future studies. If optional deliverable for Inbound Organics Assessment is selected then reporting on sampling of Organics should include analysis by municipality/community overall and reflect on common physical contaminants found by size and general material type.



A Microsoft Excel table with tabulated data and analysis by sample shall be provided, as well an Excel sheet with all sample results in a single sortable table (pivot table appropriate). A separate set of tables shall be provided for analysis of organics samples, with the same requirements.

The final report is to include the same components as the draft report detailed above but will incorporate any feedback provided or additional analysis required by the ACRD after the draft report review period.

The draft and final memos should be provided in electronic format (editable MS Word and PDF and Excel workbook). Reports are to be provided to the ACRD on the tentative dates proposed by the proponent and confirmed by the ACRD during the kickoff stage. The following deliverables are based on an anticipated Notice of Award date of June 10, 2026. Timelines may shift if this is delayed.

| Report and Auditing Deliverables | Format | Timeline |
|--|------------------|----------|
| Field Sampling at AVSGC, WCL, Bamfield | Field Work | |
| Draft data including tables and charts | Excel | |
| ACRD review of draft data | Excel (comments) | |
| Draft waste composition memo submitted for review | Word + PDF | |
| ACRD review of draft data memo | Word (comments) | |
| Final waste composition study issued with summary slide deck | Word, PDF, Excel | |

Required Deliverables:

The proponent shall provide:

- Electronic records of all waste sample data collected
- Excel data sets for:
 - Sample-level waste composition data
 - Consolidated sortable dataset (pivot table appropriate)
 - Optional Inbound Organics Assessment - if selected by ACRD – (separate workbook/tabs) (additional scope)
 - Optional Community Specific Data – if selected by ACRD (additional scope)

In addition to the required Excel datasets, the Proponent shall provide a data dictionary describing all data fields included in the waste composition and organics contamination datasets. The data dictionary must clearly define field names, material categories and sub-categories, sector and community coding, units of measure, and any assumptions or exclusions applied during data collection and analysis. This



documentation is intended to support data interpretation, long-term usability, and comparability with the 2019, 2023, and future waste composition studies.

Final Report (minimum content):

- Executive summary
- Comparative Trend Summary
- Study methodology
- Waste sorting results, including sample and sorted weights
- Statistical analysis
- Overall waste composition
- Waste composition by sector and community
- Quality Assurance and Quality Control Summary
- Estimated annual quantities disposed by category
- Detailed result tables and graphs
- Sample sheets Appendix
- Photo log

Conclusions and Recommendations

The final report shall include a concise summary of key changes in waste composition and diversion performance over time, comparing 2026 results with the 2019 and 2023 waste composition studies. This summary should highlight major shifts in material categories, organics capture, contamination trends, and implications for ongoing program performance.

Where sample size and data resolution permit, the Proponent shall include high-level summary tables presenting waste composition results by municipality/community, electoral area, and First Nations communities. These summaries are intended to highlight key material categories and comparative trends and must clearly note any statistical limitations associated with community-level analysis.

The final report shall include a table summarizing key findings and corresponding recommended actions to support waste reduction, diversion, and contamination reduction initiatives. Recommendations should identify the affected sector(s) or community type(s) and align, where applicable, with the ACRD Solid Waste Management Plan priorities.

Draft documents are to be submitted to the Regional District for review prior to finalization.

The deliverables specifications include all of the following:

- Electronic records of sample data in excel format;
- Draft report in MS Word;
- Final report in pdf format;



- Presentation summary slides in both pptx and pdf formats.

Support and Resources:

- <https://www.acrd.bc.ca/waste-management>
 - general information on the landfill sites (operating hours, tipping fees, etc.).
 - Current diversion in the ACRD, including landfill annual reports.
- <https://www.acrd.bc.ca/solid-waste-management-plan> - Solid Waste Management Plan and 2019 Waste Composition Study

Optional Project Objectives - Scope of Work

Community – Specific Waste Profile Development

To support localized planning and improved understanding of waste generation patterns across the region, the Proponent may be requested to develop community-specific waste generation and composition profiles for selected municipalities, electoral areas, and First Nations communities where feasible.

Proponents may provide a separate optional price to prepare community-specific waste generation and composition summaries for selected electoral areas and/or First Nations communities, where supported by sample size and data quality. Proponents should identify the proposed level of detail, assumptions, and any limitations associated with this optional component.

The intent of this work is to document variations in waste composition, disposal behaviour, and diversion potential across ACRD waste sheds and service areas, and to identify key differences and patterns by community, sector, and collection system. These profiles will support targeted education, policy development, service adjustments, and implementation of diversion strategies under the Solid Waste Management Plan.

Recognizing that the level of community-specific analysis achievable may vary depending on sample size, logistical constraints, data resolution, and available budget, the Proponent shall work collaboratively with ACRD staff during project initiation and data review stages to refine the scope, feasibility, and level of detail for this component. This may include discussion of:

- which communities or service areas can be reasonably profiled based on sampling results;
- the appropriate scale and format of community-level reporting (e.g., standalone profiles, comparative summaries, or grouped analyses);
- trade-offs between covering more communities or having more reliable, detailed results;
- the option to focus efforts on priority communities first to address budget limitations, if applicable;



- opportunities for resource sharing and collaboration with ACRD to enable a more detailed and expansive audit.

Any agreed-upon approach to community-specific profiling shall be documented and confirmed with the ACRD prior to final analysis and reporting.

The ACRD may, at its sole discretion, provide local staff or other local labour resources to support fieldwork and waste sorting activities during the audit. The availability, number, and duration of such labour resources will be determined by the ACRD and are not guaranteed.

Where ACRD provided local labour resources are made available, the proponent shall be responsible for directing and supervising their work within the audit sorting process, including task assignment, onsite orientation, compliance with the Safe Work Plan, and quality control of sorting activities. The Proponent shall identify in its proposal the estimated number of local labour hours that could be effectively utilized and describe how these resources would be incorporated into field operations.

Proponents may also submit a separate optional price for audit labourers supplied by the Proponent to complete field sorting activities if additional labour is required beyond what may be provided by the ACRD.

Deliverables associated with this item shall follow the same principles and methodologies as described above in Section 2.1, to the extent practicable.

ASSESSING PHYSICAL CONTAMINATION OF INBOUND ORGANICS

Proponents may provide a separate optional price to prepare contamination of inbound organics, the ACRD would like to include an analysis of sample loads of food and yard waste delivered to the AVSGC Transfer Station and the West Coast Composting Facility, to assess the presence of physical contamination (foreign matter). The objective is to quantify contamination for each participating municipality as well as overall, based on the number and type of contaminants found in the delivered compost feedstock.

Proponents may provide a separate optional price to assess physical contamination in inbound organics streams, including sampling, sorting, quantification, tabulation, and reporting by material type, size class, municipality, and/or generator type, where feasible.

This assessment is to be completed using wet samples and does not require laboratory testing. Reporting must include both the total wet weight of contaminants and number of contamination pieces per volume of feedstock.



The Proponent shall ensure that organics contamination sampling is statistically representative of the ACRD organics stream. Sampling must include a sufficient number of samples from each municipality and major generator type, including but not limited to:

- **Residential organics** (single-family and multi-family where applicable);
- **Grocery and food-service generators** (including restaurants, markets, cafés, and institutional food preparation sites);
- **IC&I organics** from commercial or institutional generators receiving organics collection or delivering organics through private haulers.

The Proponent shall propose the number of samples required to achieve defensible, representative results across the Alberni Valley and West Coast waste sheds, while ensuring coverage of seasonal variations, generator types, and facility throughput. Sample design must align with the methodology established in Section 2.2 and must support comparative analysis across municipalities, sectors, and historical audit year.

The Proponent is to propose the sample size and number of samples. The categories for reporting are:

- Accepted feedstock;
- Inert non-compostables (i.e. rocks);
- Glass;
- Metal;
- Fruit and veggie stickers;
- Plastic film and bags;
- Compostable plastic film and bags;
- Diapers;
- Pet waste (can stay in bags);
- Hard plastics;
- and other contamination.

Reporting by size for each of the categories should be evaluated by the field staff into three sizes as best as possible. Photos are to be taken of the contamination within each sample, and total wet weight of the contamination categories:

- 5 mm to 25 mm
- >25 mm to 150 mm
- 150 mm

Results of organics contamination sampling shall be summarized in tabular format, presenting contamination by material type, size classification, generator type, and municipality, where feasible.



These tables shall support interpretation of contamination trends and provide clear linkage to the supporting organics contamination dataset.

Deliverables associated with this item shall follow the same principles and methodologies as described above in Section 2.1, to the extent practicable.



Appendix A – Alberni Valley (AV) Site

A.1 Purpose

This appendix identifies the recommended days of the week for waste audit sampling at the Alberni Valley (AV) facility. Recommendations are based on analysis of inbound weigh scale data and are intended to ensure audit samples are representative of typical operating conditions and primary waste streams managed at the AV site.

A.2 Methodology

Audit day recommendations were developed by reviewing scale data by day of week, load frequency, tonnage, and waste stream composition. Days with higher and more diverse inbound activity were prioritized to improve representativeness, while days dominated by single waste streams were avoided for system-wide audits.

A.3 Recommended Audit Days by Area – Alberni Valley

| Area / User Group | Recommended Day | Rationale |
|--------------------------------|---------------------|---|
| AV – System-wide audit | Monday | Highest overall load counts and tonnage with balanced residential, commercial, institutional, and C&D waste |
| City of Port Alberni (general) | Monday | Strong residential curbside and ICI presence |
| Tseshaht | Monday | Predominant and repeatable haul day representing the majority of community loads |
| Beaver Creek / Sproat Lake | Monday, Wednesday | Consistent residential and commercial hauling patterns |
| Cherry Creek | Wednesday | Stable mid-week haul activity |
| Contractors / Local Haulers | Wednesday, Thursday | Highest frequency of construction and demolition (C&D) loads |

A.4 Recommended Audit Days by Waste Stream – Alberni Valley

| Waste Stream | Recommended Day(s) | Notes |
|--------------------------|--------------------|--|
| Residential Garbage | Monday | Strongest curbside representation and weekend accumulation |
| Commercial / ICI Garbage | Monday | Most balanced system representation |



| | | |
|----------------------------------|---------------------|---|
| Resorts / Hospitality | Monday, Wednesday | Captures operational and turnover-related waste |
| Hospitals, Schools, Institutions | Monday | Aligns with weekday operations |
| Construction & Demolition (C&D) | Wednesday, Thursday | Highest contractor activity |



Appendix B – West Coast (WC) Site

B.1 Purpose

This appendix identifies recommended days of the week for waste audit sampling at West Coast (WC) facilities, including remote and coastal communities whose waste is delivered through the WC system.

B.2 Methodology

Audit day recommendations were based on observed haul frequency, consistency, and tonnage by community and waste type. Communities with route-based hauling patterns were evaluated separately from system-wide audits.

B.3 Recommended Audit Days by Community – West Coast

| Community | Recommended Day | Rationale |
|------------------------|-----------------|--|
| WC – System-wide audit | Monday | Highest tonnage and most representative mix |
| Ahousaht | Thursday | Highest frequency of community-specific loads |
| Hesquiaht | Monday | Only repeatable haul day observed |
| Salmon Beach | Wednesday | Dominant and consistent weekly haul |
| Toquaht | Wednesday | Majority of loads delivered mid-week |
| Huu-ay-aht | Not identified | Waste not consistently coded as a distinct origin |
| Opitsaht | Not identified | Waste appears bundled with other Tofino-area hauls |

B.4 Recommended Audit Days by Waste Stream – West Coast

| Waste Stream | Recommended Day(s) | Notes |
|--------------------------|--------------------|----------------------------------|
| Residential Garbage | Monday | Best municipal representation |
| Commercial / ICI Garbage | Monday | Balanced system representation |
| Resorts / Hospitality | Friday | Peak resort and visitor activity |



| | | |
|-------------------------------------|-----------------|-------------------------------|
| Hospitals, Schools, Institutions | Monday | Consistent weekday operations |
| Construction & Demolition (C&D) | Monday, Tuesday | Most consistent C&D presence |



Appendix C – Material Categories

This appendix forms part of the Request for Proposal (RFP) and defines the material categories, acceptance status, and descriptions to be used for sorting, reporting, and compliance purposes. Proponents shall use these categories when describing services, reporting diversion rates, and planning processing or disposal methods.

Legend:

- **R** = Recyclable
- **O** = Organics
- **D** = Diversion (special handling)
- **W** = Waste (landfill or non-diverted)

1. Paper

| No. | Material Category | Acceptance | Description |
|-----|-------------------------------------|------------|---|
| 1.1 | Newsprint | R | Daily and weekly newspapers, community and free newspapers (e.g., Globe and Mail, Metro, Auto Trader). |
| 1.2 | Newsprint Flyers & Inserts | R | Flyers and advertising distributed with newspapers. |
| 1.3 | Magazines & Catalogues | R | Glossy magazines, catalogues, calendars, stapled or glued publications. |
| 1.4 | Directories / Telephone Books | R | Telephone books and directories such as Yellow Pages. |
| 1.5 | Other Printed Paper (Obligated) | R | Writing and office paper, envelopes, bills, statements, ad mail, non-foil gift wrap, receipts, posters. |
| 1.6 | Other Printed Paper (Non-Obligated) | R | Soft and hard covered books, reference and textbooks, bound periodicals. |

2. Other Paper Packaging

| No. | Material Category | Acceptance | Description |
|-----|----------------------------------|------------|--|
| 2.1 | Old Corrugated Cardboard (OCC) | R | Corrugated boxes including pizza boxes, electronics boxes; kraft paper bags and wraps. |
| 2.2 | Gable-Top Containers | R | Polycoat cartons for milk, milk substitutes, sugar, and similar products. |
| 2.3 | Aseptic Containers | R | Polycoat fibre and foil cartons (e.g., Tetra Pak) for beverages, soups, sauces. |
| 2.4 | Other Polycoat Cups & Containers | R | Coffee cups, soup and fountain drink cups, paper food bowls. |



| | | | |
|-----|---|---|---|
| 2.5 | Boxboard / Cores / Molded Pulp | R | Cereal boxes, shoe boxes, frozen food boxes, paper cores, egg cartons, drink trays. |
| 2.6 | Paper Laminate Packaging & Waxed Corrugated | W | Laminated paper with plastic/foil layers, microwave popcorn bags, waxed corrugated cardboard. |

3. Plastic Packaging

| No. | Material Category | Acceptance | Description |
|------|---|------------|---|
| 3.1 | #1 PET Bottles & Jars | R | Beverage, food, and household product bottles and jars. |
| 3.2 | #1 PET Thermoform | R | Clamshells, egg cartons, trays, cold drink cups. |
| 3.3 | #2 HDPE Bottles & Jugs (Natural) | R | Milk, juice, detergent, personal care containers. |
| 3.4 | #2 HDPE Bottles & Jugs (Coloured) | R | Same as above, coloured plastic. |
| 3.5 | #5 PP Bottles, Jugs & Jars | R | Nutritional drink bottles, shampoo bottles (no tubs). |
| 3.6 | Flexible Film Plastic – LDPE/HDPE (Packaging) | D | Bread bags, frozen food bags, grocery bags, over-wraps. |
| 3.7 | Flexible Film Plastic – LDPE/HDPE (Non-Packaging) | W | Garbage bags, kitchen catcher bags. |
| 3.8 | Compostable-Labelled Flexible Film | W | Compostable-labelled bags and film packaging. |
| 3.9 | #6 PS Expanded Polystyrene | D | Foam cups, clamshells, meat trays, packaging foam. |
| 3.10 | Other Rigid Plastic Packaging | R | Rigid #2–#7 containers, plant pots, pails, tubs. |
| 3.11 | Plastic Laminates & Other Film (Non-Accepted) | W | Chip bags, cereal liners, blister packs, squeeze tubes. |
| 3.12 | Other Plastics (Durable / Non-Packaging) | D | Single-plastic durable goods (e.g., Rubbermaid totes). |
| 3.13 | Mixed Plastics (Durable / Non-Packaging) | W | Plastic products with mixed materials (e.g., toys). |

4. Metal Packaging

| No. | Material Category | Acceptance | Description |
|-----|--------------------------------|------------|---|
| 4.1 | Aluminum Packaging | R | Aluminum food cans, foil, pie plates, aerosols. |
| 4.2 | Other Aluminum (Non-Packaging) | D | Siding, trays, aluminum parts. |
| 4.3 | Steel Food Containers | R | Steel cans, bi-metal cans, empty spray cans. |
| 4.4 | Other Steel (Non-Packaging) | D | Tools, frying pans, trays. |



| | | | |
|-----|-----------------------------------|---|--|
| 4.5 | Empty Paint Containers & Aerosols | D | Empty paint, stain, and coating containers. |
| 4.6 | Mixed Metal | D | Non-PPP metal products requiring processing. |

5. Glass Packaging

| No. | Material Category | Acceptance | Description |
|-----|-----------------------------------|------------|--|
| 5.1 | Clear & Coloured Glass Containers | R | Food, beverage, cosmetic glass containers. |
| 5.2 | Other Glass (Non-Packaging) | W | Dishes, ceramics, window glass. |

6. Hazardous Products (Non-PPP)

| No. | Material Category | Acceptance | Description |
|-----|---|------------|--|
| 6.1 | Hazardous Products in EPR | R | Electronics, lamps, solvents, pesticides, used oil containers. |
| 6.2 | Battery-Containing Products & Batteries | R | Electronics, appliances, toys using batteries. |
| 6.3 | Hazardous Products Not in EPR | D | Hazardous materials not covered by stewardship programs. |
| 6.4 | Asbestos-Containing Material | W | Dated drywall, loose insulation. |
| 6.5 | Pharmaceutical Waste & Packaging | D | Accepted pharmaceutical products for people and animals. |

7. Hot Beverage Capsules / Pods

| No. | Material Category | Acceptance | Description |
|-----|---------------------------|------------|--|
| 7.1 | All Drink Capsules / Pods | W | Coffee and beverage pods, empty or full. |

8. Organics

| No. | Material Category | Acceptance | Description |
|-----|--------------------------|------------|-----------------------------------|
| 8.1 | Food Waste | O | All food waste. |
| 8.2 | Yard Waste | O | Leaves, branches, grass, flowers. |
| 8.3 | Paper Tissue & Towelling | O | Paper towels, facial tissue. |

9. Beverage Containers on Deposit

| No. | Material Category | Acceptance | Description |
|-----|------------------------------------|------------|--|
| 9.1 | All Beverage Containers on Deposit | R | Aluminum, plastic, glass, cartons, pouches; all sizes. |



10. Other Materials

| No. | Material Category | Acceptance | Description |
|-------|---------------------------------------|------------|---|
| 10.1 | Textiles | W | Clothing, mats, drapes, linens. |
| 10.2 | Ceramics / Tiling | W | Tiles and ceramic materials. |
| 10.3 | Concrete / Masonry | D | Concrete, bricks, masonry debris. |
| 10.4 | Carpet | W | Carpet, cuttings, may include underlay. |
| 10.5 | Shingles | W | Asphalt and other shingle types. |
| 10.6 | Drywall / Gypsum | D | Drywall sheets and cuttings. |
| 10.7 | Clean Wood | D | Untreated wood and off-cuts. |
| 10.8 | Treated / Painted Wood | W | Treated or painted wood products. |
| 10.9 | Rubber | W | Tires, tubing, rubber products. |
| 10.10 | Porcelain | W | Toilets, sinks, fixtures. |
| 10.11 | Rubble / Soil | W | Fine debris, soil, mixed rubble. |
| 10.12 | Other Construction & Renovation Waste | W | Plaster, insulation, caulking (no wood). |
| 10.13 | Pet Waste | W | Pet feces, litter, bedding. |
| 10.14 | Diapers | W | Adult and child diapers. |
| 10.15 | Other Waste | W | Materials not listed elsewhere. |
| 10.16 | Bagged Material | W | Unidentified bagged waste. |
| 10.17 | Home Furnishings | W | Furniture and bulky household items. |
| 10.18 | Flooring (Non-Carpet) | W | Flooring excluding carpet and ceramic tile. |