



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Request for Proposal

West Coast Landfill Design, Operating, and Closure Plan RFP – WCLP05-26

Submission Deadline:

July 28, 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 **no later than 2:00 pm Pacific Time, July 28, 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 8:00 am to 4:30 pm, 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 WCLP05-26 – West Coast Landfill Design, Operating, and Closure Plan."

Alternatively, proposals may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line " Request for Proposal WCLP05-26 – West Coast Landfill Design, Operating, and Closure Plan " 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 seeking proposals from qualified consultants with demonstrated expertise in landfill engineering to prepare a Design, Operations, and Closure Plan (DOCP) for the West Coast Landfill (WCL).

The DOCP will reflect current site conditions, regulatory requirements, and operational practices, and provide clear implementable guidance for landfill operations, environmental protection, infrastructure planning, and long-term financial management.

The WCL, located at 1500 Alaska Pine Road, Ucluelet, BC, is owned and operated by the ACRD and serves west coast communities within the region.

This RFP:

- Defines the scope of required consulting services
- Establishes proposal requirements and evaluation criteria
- Identifies deliverables

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.

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

The ACRD intends to retain a qualified consultant to prepare an updated DOCP for the WCL that is compliant with regulations, site specific, implementable and supports ongoing landfill operations including long-term planning.

The primary objectives of this RFP are as follows:

1) DOCP Update and Regulatory Alignment

Review and update the existing DOCP to reflect current site conditions, operational practices, and regulatory requirements. Assess the WCL against the BC Landfill Criteria (2016) and other applicable regulations, identify key gaps in compliance and develop practical, site-specific



recommendations to achieve compliance or alternative risk-based environmental outcomes, recognizing site constraints and legacy conditions.

2) Site Specific Technical Assessments

Undertake targeted technical assessment to identify key operational systems and environmental risks at the WCL, including:

- Leachate management systems and infrastructure performance
- Surface water management and monitoring programs
- Biosolids and organics processing operations
- Landfill design, cover systems and operational practices
- Site specific geotechnical and hydrological considerations (at a conceptual level).

3) Operational Optimization

Evaluate current landfill operations and design to identify opportunities to:

- Improve compaction and airspace utilization
- Optimize fill sequencing and operation efficiency
- Extend landfill lifespan
- Enhance day to day operational practicality

4) Environmental Protection and Risk

Identify existing and potential risks to the environment and landfill operations including those related to leachate, surface water, climate conditions and site configuration. Provide practical and prioritized recommendations to improve environmental performance and minimize risk.

5) Climate Change and Hydrology

Update hydrologic and water balance assumptions to reflect current conditions and projected climate change impacts, including increased precipitation and extreme weather events. Provide adaptive design and operational recommendations to enhance resilience and long-term performance.

6) Infrastructure Planning

Assess current and future infrastructure needs to support landfill operations including:

- Power supply and service capacity.
- Organics diversion and biosolids processing requirements.
- Leachate management infrastructure enhancement.

Provide recommendations to support future operation demands and long-term site development.

7) Closure and Financial Planning

Update conceptual closure and post-closure strategies that reflect current site conditions, climate considerations and regulatory expectations, including:

- Final Cover concepts.
- Long term environmental controls.



- Post-closure monitoring requirements.

Update closure and post-closure cost estimates and evaluate the adequacy of current funding contributions. Provide recommendations to support long-term financial planning, capital investment decisions, and funding applications.

8) Develop an Implementation Plan and Support Future Funding

Develop a phased implementation plan to support decision-making by delivering a clear and prioritized set of short-, medium-, and long-term actions, including capital and operational cost implications and practical, achievable recommendations aligned with the ACRD's financial and operational capacity. The updated DOCP should support future funding applications by enabling regulatory submissions and approvals, informing capital planning and budgeting, strengthening applications for external funding opportunities, and providing a foundation for future detailed design and implementation work.

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.

1.3 BACKGROUND FOR RFP

The WCL is owned and operated by the ACRD and is located near Tofino, British Columbia. The WCL has been in operation since approximately 1980 and serves a number of communities on the west coast of Vancouver Island. Additional information can be found in Appendix 'A'.

The WCL is currently operating under an Operating Certificate issued in 2005 and a DOCP completed in 2012. These documents no longer reflect current site conditions, operational practices, or regulatory expectations.

Current Context

Over the past decade, the WCL has undergone significant operational and infrastructure changes, including:

- Upgrades to the tipping area (2023)
- Introduction of organics and biosolid processing operations
- Evolving operational practices and waste streams
- Increasing regulatory expectations and environmental standards

Key Challenges

Regulatory and Planning Gaps

The existing DOCP does not align with the BC Landfill Criteria (2016) or reflect current operational realities. This limits the ACRD's ability to demonstrate regulatory alignment and effectively plan for future operations.

Leachate and Water Management

The WCL is located in a high precipitation environment, with annual rainfall exceeding three (3) metres. Combined with legacy landfill design and limited leachate infrastructure, this creates challenges related to:

- Leachate generation and management
- Storage capacity and pond overflow risk
- Surface water monitoring and protection

These issues require updated analysis and improved management strategies.

Biosolids and Organics Integration

Recent introduction of biosolids processing and expanded organics management has created new operational and environmental considerations that are not addressed in the current DOCP, including impacts on:

- Leachate generation
- Operational efficiency
- Regulatory compliance

Climate and Site Constraints

The WCL is located on low-lying terrain with marine clay deposits, high groundwater conditions, and limited elevation differences. These characteristics, combined with increasing precipitation and climate variability, influence landfill performance and require updated hydrologic modelling and adaptive management approaches.

Operational Efficiency and Landfill Lifespan

Opportunities exist to improve landfill performance through better airspace utilization, cover practices, and operational approaches. The DOCP should be updated to reflect these opportunities and provide guidance for optimization.

Infrastructure and Servicing Needs

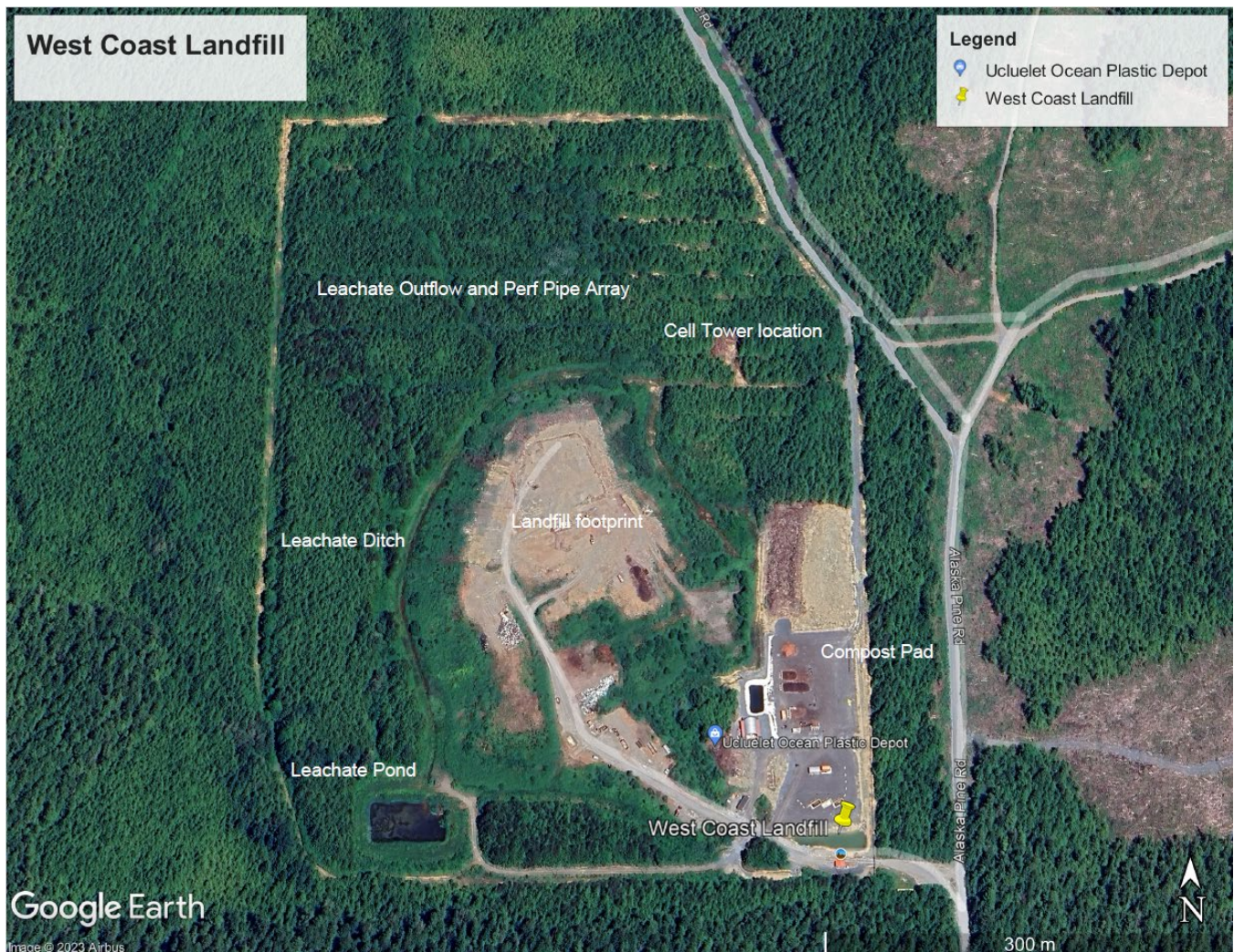
Emerging operational requirements including increased diversion, biosolids processing, and servicing demands, require a clearer understanding of infrastructure needs to support long-term operations.

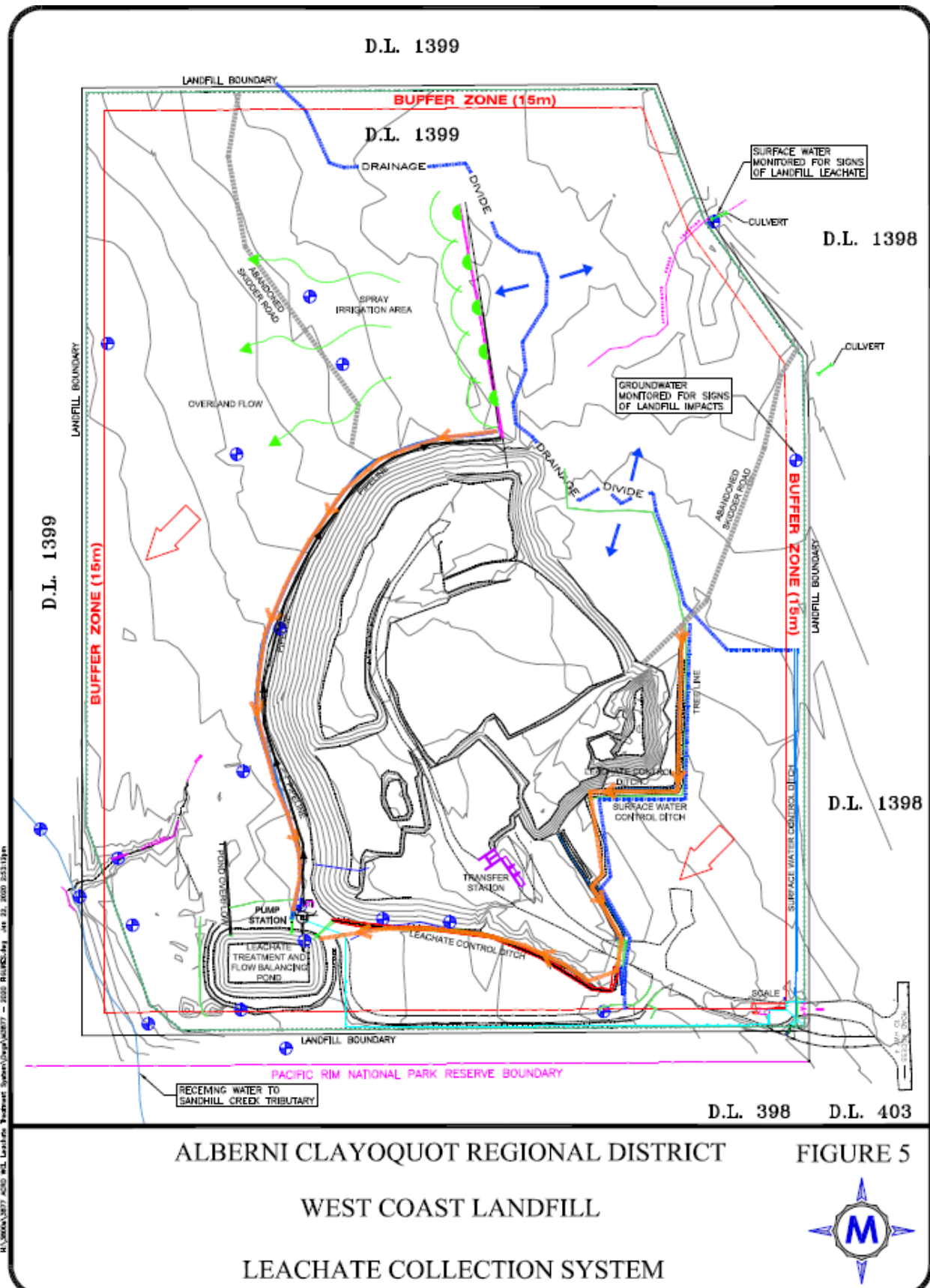
Financial and Long-Term Planning

Existing closure cost estimates and funding contributions are based on outdated assumptions and do not fully reflect up-to-date site conditions and related future liabilities. Updated financial modelling is required to support sustainable long-term planning.

The updated DOCP will provide a site-specific, and implementable framework to guide the safe, efficient, and environmentally responsible operation of the West Coast Landfill, while positioning the ACRD for future funding and infrastructure investment opportunities.

Updating the DOCP will realign operations with current regulatory requirements, strengthen environmental protection measures, and improve operational efficiency and site safety. The updated DOCP will provide a foundation for future infrastructure planning, long-term financial planning, and support eligibility for funding through the Solid Waste Management Plan (SWMP).







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 thirty-two (32) pages including the Cover Page.

All enquiries related to this RFP are to be directed in writing, only to the Procurement Administrator (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	June 30, 2026
Deadline for receipt of questions	July 10, 2026 @ 2:00 pm Pacific Time
Addenda issued (if required)	July 15, 2026
Request for Proposal closes	July 28, 2026 @ 2:00 pm Pacific Time

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 July 28, 2026** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal WCLP05-26 – West Coast Landfill Design, Operating, and Closure Plan," 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 Administrator. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal WCLP05-26 – West Coast Landfill Design, Operating, and Closure Plan " 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 Administrator 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 BC Bid 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	20	3.1
References	/10	0.5	5	3.2
Project Understanding & Proposal Quality	/10	2.5	25	3.3
Approach & Schedule	/10	1.5	15	3.4
Social Procurement	/10	0.5	5	3.5
Total (Non Monetary)			70	
Price	/10	3	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)
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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.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 pm on July 28, 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

To be included in the Proposal:

- 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 for the Consultant and Project Team. 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 sub-contractor(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 sub-contractor(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.

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. Contractors may be required to provide certificates and/or third-party validation where applicable.

Social Procurement Principles or Practices	Yes	No	Describe where applicable
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?			
Does the Proponent work with employment support services or Contract within the communities you operate?			



Social Procurement Principles or Practices	Yes	No	Describe where applicable
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.

Proponents should: 1) list work activities/deliverables that will be included in the DOCP to meet basic regulatory requirements, and also include deliverables listed in Section 3, Scope of Work; and 2) state the corresponding prices for each work activity/deliverable.

Please expand the table as needed to provide a complete cost break-out of the work proposed.

Work Activity/Deliverable	Hourly Rate	Estimated Hours	Price (excluding GST)
Total Price (excluding GST)			

Proponents must submit an hourly wage rate breakdown for any additional work for items/tasks not included in Schedule B: Scope of Work and Deliverables.

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 term, upon acceptance of Proposal, shall commence in August 2026, and expire in November 2027.

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 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 Proponent will be required to provide the ACRD with evidence of the following **as scheduled within the Contract**:

- Greenhouse Gas (GHG) emission report for the project.
- GHG emission report 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 fossil fuels consumed in relation to the service delivered under the contract in each vehicle class, up to the dates specified above.

SECTION VI – APPENDICES

Schedule A: Form of Proposal

Schedule B: Statement of Work and Deliverables



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: WCLP05-26
PROJECT: West Coast Landfill Design, Operating, and Closure Plan
CLOSING: July 28, 2026

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: West Coast Landfill Design, Operating, and Closure Plan

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 & DELIVERABLES

This RFP will inform the appropriate funding level required to deliver a DOCP that addresses the full scope outlined herein.

The proposed budget for this project must include any administrative fees, charges for printing, copying and couriers, travel expenses, accommodation expenses, meals, public engagement room rentals.

1. Project Overview

The Alberni-Clayoquot Regional District (ACRD) is seeking proposals from qualified consultants to update the Design, Operations, and Closure Plan (DOCP) for the West Coast Landfill (WCL).

The current DOCP (2012) and Operating Certificate (2005) are outdated and do not reflect significant operational, regulatory, and environmental changes, including upgrades to the tipping area, introduction of organics and biosolids processing, evolving regulatory requirements, and climate-related impacts.

The updated DOCP must provide site-specific, technically rigorous, and implementable guidance to support landfill operations, regulatory compliance, environmental protection, and long-term financial planning. Proponents are advised that a generic DOCP will not meet the requirements of this RFP.

2. Project Context and Expectations

The DOCP must be landfill-specific, actionable, and aligned with operational realities at the West Coast Landfill.

The ACRD requires a highly site specific DOCP. Proposals that relay on standardized or template-based approaches without demonstrated adaptation to the WCL unique conditions (including climate, legacy design and operational constraints) may be considered non-responsive. Proponents must clearly describe how site specific data observations and analyses will directly inform recommendations and implementation strategies.

3. Scope of Work

The consultant shall complete all work necessary to produce an updated DOCP that meets regulatory requirements, and which includes but is not limited to the following components:

A. Phase 1 - Review and Gap Analysis

Review all available relevant background materials, including but not limited to:



- Existing DOCP (2012)
- Operating Certificate (2005)
- Annual Reports and Environmental Monitoring Reports (2022–2025)
- Waste Composition Studies (2019, 2023, and 2026 scheduled for Aug)
- Previous landfill review reports and Solid Waste Management Plan documents

Identify:

- Key gaps and deficiencies,
- Non-alignment with current regulations, including updated BC Landfill criteria
- Risks arising from outdated assumptions or incomplete data

B. Phase 2 – Technical Assessment

Leachate Management and Infrastructure

- Document and assess leachate infrastructure, including:
 - Existing overflow pipes, emergency discharge points, conveyance pathways and discharge pathways
 - Leachate lagoon performance, storage capacity and overflow risks
- Evaluate leachate generation, handling and discharge, including impacts from:
 - Increased precipitation
 - Landfill layout and active areas
 - Biosolids processing activities
- Assess options and provide corresponding cost estimates to improve leachate management performance and compliance at WCL, including phasing options for partial capping to reduce leachate quantity.

The consultant shall specifically identify, map, and document all known leachate overflow pipes and discharge pathways. This shall include an assessment of overflow frequency, trigger conditions (e.g., storm events), system capacity limitations, and associated compliance risks.

Contaminated Soil Evaluation

- Assess the presence, sources, extent, and current management practices for contaminated soils received and managed at the site.
- Evaluate alignment with applicable provincial regulations and guidance and identify operational or regulatory risks.



- Provide clear, practical recommendations for improved management, including acceptance criteria, segregation, storage practices, and disposal pathways.

Biosolids Management (Tofino WWTP)

- Evaluate current biosolids management practices introduced in August 2024
- Assess composting operations (windrow processing on the landfill active face, 2025 operations).
- Evaluate:
 - Operational efficiency
 - Environmental impacts (including leachate generation)
 - Regulatory compliance
- Identify and assess alternative processing options to optimize performance

Climate Change and Hydro Modelling

- Update runoff and water balance modelling to reflect:
 - Current and projected climate conditions.
 - Increased precipitation and extreme weather events.
- Replace outdated assumptions in the exiting DOCP.
- Recommended adaptive design and operational strategies.

C. Phase 3 – Design and Operational Improvements

- Evaluate implications of:
 - Three-phase power availability; and
 - Increased organics diversion (including ICI materials for future organics bans).
- Identify infrastructure needs to support future operations and capacity

Landfill Design and Operational Enhancements

- Evaluate and provide recommendations on:
 - Tipping area design and recent upgrades (2023)
 - Cover material use (daily, intermediate and final cover)
 - Alternative cover systems
 - Airspace optimization and fill sequencing
- Assess opportunities to improve operation efficiency and landfill lifespan

Earthquake Resilience

- Assess landfill stability and infrastructure resilience under seismic conditions
- Provide recommendations to improve earthquake preparedness and design resilience



Regulatory Alignment

- Evaluate compliance with updated BC Landfill Criteria (2016 and subsequent changes)
- Identify gaps and provide practical pathways to achieve compliance or equivalent outcomes
- Document rationale where full compliance is not feasible

Water Monitoring and Management

Evaluate and update long-term water management strategies, including:

- Assessment of existing surface water monitoring program.
- Provide monitoring and reporting recommendations.

D. Phase 4 - Closure and Financial Planning

Closure Planning

- Update closure strategies, including:
 - Final cover concepts
 - Long-term environmental controls
 - Evaluate implications of updated conditions (e.g., climate, biosolids, leachate)

Financial and Budget Planning

- Update closure and post-closure cost estimates (previously \$5.6 M in 2012 DOCP)
- Evaluate adequacy of current annual contributions (\$70,000/year baseline)
- Provide recommendations for:
 - Revised funding requirements
 - Capital planning priorities
- Identify cost implications of recommended improvements

E. Phase 5 - Implementation Plan

All components are to be completed at a conceptual to preliminary design level (unless otherwise specified). Detailed engineering design suitable for construction is not required. The deliverables are to incorporate current practices to minimize landfill airspace consumption, maximize environmental controls and to ensure future design and operations conform with requirements in the existing operational certificate and the 2016 BC Landfill Criteria, where appropriate.



The final DOCP must include a phased implementation plan outlining prioritized short-, medium-, and long-term actions, associated capital and operating costs, and recommendations to support regulatory approvals and future funding applications.

Deliverables:

The Consultant shall provide the following deliverables:

Draft DOCP

A comprehensive draft including

- updated site conditions,
- detailed technical assessments,
- conceptual to preliminary design recommendations,
- regulatory alignment evaluation,
- risk and gap analysis, and
- financial modelling outputs.

Final DOCP

A finalized document incorporating ACRD feedback, including

- Clear, prioritized and phased recommendations,
- an implementation roadmap (short-, medium-, and long-term),
- capital and operational cost implications, and
- supporting figures, drawings, and updated site mapping.

Technical Appendices

Supporting documentation including

- hydrologic and climate modelling outputs,
- biosolids processing evaluation,
- leachate system assessments,
- monitoring program review, and
- any field investigation results.

Presentations

The Consultant may be required to present findings to:

- the ACRD Board

All deliverables shall be provided in editable digital format, with figures, mapping, and supporting data suitable for future use by the ACRD.



4. General Requirements

- All work shall be undertaken at a conceptual to preliminary design level unless otherwise specified
- Recommendations must be practical cost effective and prioritized.
- Proponents must clearly identify all assumptions, exclusions and optional components
- The consultant is responsible for providing all equipment, and expertise required to complete the scope of work

Given that the landfill predates the 2016 BC Landfill Criteria, full compliance may not be achievable. The DOCP should demonstrate alignment with the intent of the Criteria where reasonably practical, while minimizing environmental impacts and supporting long-term site value.

The Consultant shall assume responsibility for completing all components of the scope and must identify any deviations in their Proposal. The Consultant may be required to attend and present at ACRD Board meetings, committee meetings, and public engagement sessions.

5. Support and Resources:

Available Materials for Reference: Proponents are encouraged to become familiar with these background materials when preparing their response.

The following information is available for viewing and download on the ACRD website and that of the Government of British Columbia:

- a) Government of British Columbia 2016 Landfill Criteria and other landfill related resources
 - <https://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/landfill>
- b) West Coast Landfill Home Page including user information
 - <https://www.acrd.bc.ca/west-coast-landfill>
- c) 2007 Solid Waste Management Plan
 - [2007 Solid Waste Management Plan](#)
- d) 2019 Waste Composition Report
 - [2019 Waste Composition Study](#)
- e) 2023 Waste Composition Report
 - [2023 ACRD Waste Composition Study](#)
- f) 2025 West Coast Annual Report
 - [2025 West Coast Landfill Annual Report](#)
- g) 2025 West Coast Environmental Monitoring Report
 - [2025 West Coast Landfill Environmental Monitoring Report](#)
- h) 2024 West Coast Annual Report



- [2024 West Coast Landfill Annual Report](#)
- i) 2024 West Coast Environmental Monitoring Report
 - [2024 West Coast Landfill Environmental Monitoring Report](#)
- j) 2023 West Coast Annual Report
 - [2023 West Coast Landfill Annual Report](#)
- k) 2023 West Coast Environmental Monitoring Report
 - [2023 West Coast Landfill Environmental Monitoring Report](#)
- l) 2022 West Coast Annual Report
 - [2022 West Coast Landfill Annual Report](#)
- m) 2022 West Coast Environmental Monitoring Report
 - [2022 West Coast Landfill Environmental Monitoring Report](#)

Appendix ‘A’

The information in this Appendix provides general background information pertaining to the West Coast Landfill. Additional background information that addresses the current status, needs and challenges at WCL can be found in the 2025 Annual Reports, the current WCL DOCP, and other documents included in Section 5 of the RFP which lists reference documents for Support and Resources.

Mean annual precipitation at WCL exceeds three metres per year with 450 mm falling in each of some winter months. The summers are not as wet, but the west coast communities are still amongst the rainiest places in Canada. This has an impact on site operations, especially in the generation of leachate and the management of surface water.

The site is underlain by marine clays of very low permeability. These deposits are indicated to be in excess of 15m thick. There is a surface deposit of peat in the areas that have not been disturbed. Although there is a high groundwater level, the monitoring wells are slow to respond and are not regularly monitored. There is no local use of groundwater, therefore focus is placed on surface water quality that is measured at sampling stations.

At the time the site was first developed it was customary at small landfills to excavate trenches in which to place waste. This appears to have been the case at WCL. However, this practice was discontinued at the WCL after a few years because of the presence of a high-water table combined with the sticky local clays which made operations difficult. Management of waste using “area fill” was developed and used on the site as a result. This means that nearly all the waste that has been placed is above ground.

At the WCL steel plates are used for daily cover on a relatively small active face. Granular soils are used as intermediate cover because of the high rainfall. The full extent of the in-place waste is in intermediate cover. Final cover has not yet been installed on any of the landfill footprint.

No basal system of leachate collection is present beneath the waste because of early development. Leachate that issues from the flanks of the waste is directed via an unlined ditch system to a holding pond before being discharged via a force main leading to a series of perforated pipes northwest of the site. Flow is directed to the south and west in this manner. The discharge point for the leachate means leachate is directed away from the site and the western boundary is approximately 250m from the discharge “irrigation” line. The Water Monitoring Program at WCL has been directed at sampling fixed points both on the site and off site. The receiving water body is Sandhill Creek. This and other areas are the focus of the surface water program and ensuring appropriate water quality.

The leachate storage lagoon at WCL overflows during and after significant winter storms. Leachate is not able to be directed to the discharge system in these “decant events”. Leachate seeps have been monitored in the recent past.

A Closure accrual fund exists for the WCL as indicated in the 2025 Annual Report.