1. Statement of Purpose

The Powell River Regional District is undertaking a feasibility analysis to assess the technical, environmental and economic dimensions of constructing a new organics processing facility. Implementation of the results from the feasibility analysis will increase the rate of diversion of the community’s waste stream through advanced composting technology. Site and technology options will be evaluated and a life-cycle analysis will be applied including transportation impacts; land use impacts; greenhouse gas emissions; and air quality impacts. The overall goal of the feasibility study is to determine the most effective solution for diverting organic waste from the transfer station thereby reducing the Regional District’s landfill disposal costs, associated transportation costs and greenhouse gas emissions.

The feasibility analysis will thoroughly investigate new and potential technologies for composting including, but not limited to, the feasibility of co-composting wastewater biosolids with municipal organic wastes to produce a Class A compost. The analysis will examine the costs (capital, operational and maintenance) for hauling and processing organic materials, and the potential options and costs for an organics processing facility.

In order to increase the Powell River Regional District’s waste diversion, a new compost collection and processing system should be considered that can accept all types of organics, including but not limited to: meat, bones, fish, dairy products, soiled paper products, food scraps, non-styrofoam take-out containers and compostable utensils, beer and wine making waste, as well as leaf & yard waste and land clearing debris.

The scope of this RFP is focused on:

a) feasibility analysis of a composting facility in the region,
b) comparative assessment of processing technologies; and
c) site evaluation.

2. Description and Background

With solid waste disposal and fuel costs on the rise, the Powell River Regional District wants to increase waste diversion and minimize the amount of waste transported to Rabanco in Washington state. The collecting, processing and transportation costs of hauling waste outside of our region could be greatly offset with a local centralized composting technology. A system that efficiently processes organic waste in a local facility is a possible solution.

In 2009, the Regional District conducted a waste composition audit that concluded that nearly 40% of the waste exported to the states is organic matter that could be composted within our
region. This volume of waste reduced from export could greatly decrease total municipal solid waste disposal costs, including the potential to reduce industrial, commercial and institutional organic materials.

In 1990, the Regional District conducted a pilot kitchen organics composting program, which included 280 households, 2 restaurants and 1 industry. The collection of kitchen food scraps was processed through an in-vessel container and was well received by the community with a recommendation for a centralized composting facility as an output of the pilot. In 2009, the Solid Waste Management Plan recommended that a Composting Advisory Committee be created to evaluate the feasibility of a centralized composting facility in the region and the committee has just recently been launched this Fall. Also in 2011, a Compost Education Centre was launched to encourage and promote backyard composting and to educate residents on vermiculture and composting container options.

It is estimated that nearly 4,000 tonnes of organic material could be diverted from the waste stream annually. The City of Powell River currently collects from 6500 municipal households, and rural residents have the option of garbage collection or self-haul to the regional transfer station. A breakdown of the materials received from the regional transfer station for export include:

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011ytd</th>
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<tbody>
<tr>
<td>L&amp;YW</td>
<td>1340</td>
<td>1270</td>
<td>1117</td>
</tr>
<tr>
<td>Wood debris</td>
<td>16</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>MSW</td>
<td>5002</td>
<td>4703</td>
<td>3440</td>
</tr>
</tbody>
</table>

A centralized composting facility would need to service both municipal and self-haul organics collection and processing. Evaluation of windrow technologies, aerated and static piles, and in-vessel containers should give consideration to seasonal weather patterns, convenience of location, operational and maintenance costs, and finished compost distribution options.

3. Scope of Work

The intent of the feasibility analysis is to produce a report with recommendations on the viability of a facility, the technologies best suited for the area and site selection. The successful applicant will provide the Powell River Regional District with the information required to determine the most appropriate processing technology and the most appropriate location based on that technology, local land use, and environmental and social constraints for construction of a new compost processing facility for the community.

The following specific objectives are to be achieved:

1. Technical evaluation of available composting systems and recommendation of which is most suitable for the Powell River Regional District to produce Class A compost, including:
a. Study of the mix of local feedstocks (including meat and dairy) to determine process requirements for control of carbon/nitrogen ratio, moisture, oxygen and temperature factors.
b. Study the range of amendment options including, but not limited to, recycling streams, e.g. newsprint, mixed paper, ground clean C/D waste and wood waste.
c. Control of public health and other identified nuisance factors.
d. Capacity-technology-manpower options analysis.
e. Identification of finished compost quality based on applicable CCME standards.
f. Capital cost ranges for preferred options.
g. Operating and maintenance costs for preferred options.
h. Determine savings associated with the reduction of MSW being handled by the Regional District.
i. Design must be energy efficient and capitalize on opportunities to increase the energy efficiency of the entire operation.
j. Opportunities to harness the energy (e.g. the generation and use of bioenergy to power processing equipment or other systems).
k. Opportunities to recover heat.
l. Ability to monitor fuel and electricity use associated with the system, i.e. measure the GHG emissions emitted as a result of the composting operation.
m. Opportunities to lower and capture GHG emissions (CO₂, SF₆, CH₄, N₂O, HFCs, PFCs).
n. Ability to weigh tonnages (feedstock and finished compost).
o. Mechanisms to control leachate/runoff.
p. Mechanisms to control emissions.
q. Mechanisms to control odour.
r. A mechanism to ensure finished compost is weed free.
s. Must comply with British Columbia Ministry of Environment standards.
t. Must comply with Organic Matter Recycling Regulation standards.

2. Review of potential sites and recommendation of which site is most appropriate for the chosen technology, including:
   a. Evaluate and choose an appropriate location (based on land availability).
b. Determine the space requirement for the chosen system.
c. Determine the zone of influence for the chosen system.
d. Determine impacts to surrounding land use and land users.
e. Identify manpower and equipment requirements; identify synergies with existing transfer site operations.
f. Identify costs (capital, operational and maintenance) associated with each location.
g. Identify GHG emissions associated with each candidate location and identify opportunities for reduction.
h. Must comply with British Columbia Ministry of Environment standards.
i. Must comply with Organic Matter Recycling Regulation standards.
j. Must meet or exceed all provincial or federal regulations for the operation of compost facilities.
3. Identify market opportunities for finished compost.
   a. Consider and present feasibility of selling finished product, i.e. compost.
   b. Consider and present feasibility of distribution of compost.

The scope of work shall be considered complete when the above objectives are met and presented in a final report.

4. Requirements for Proposal Preparation

Proposals must include, but are not limited to, the following information:
- Company name;
- Company address;
- Brief description of the company’s area of expertise, and how it relates to the Powell River Regional District and this project;
- Description of the proposed work plan required to accomplish the Scope of Work;
- Project schedule and time-line, including proposed start date;
- Detailed budget illustrating all costs, and differentiating between fees and expenses or disbursements. Budget must illustrate daily or hourly personnel charge-out rates and estimated project time required;
- Separate costing for, and description of, on-going technical support offered;
- Samples of work done in similar communities;
- Three (3) current professional references; and
- Three (3) current client references.

Please ensure that your fee quotation for any additional services is separate and independent from the fee quotation for the services required. It is the intent of the Regional District to complete this project within a budget of $20,000.

Firms that are interested in bidding on this Request for Proposal are invited to submit any additional information which they feel would assist the selection committee in their decision.

**To be considered, proposals must be received no later than 4:00pm PST, Thursday, January 5, 2012.**

*In order to be compliant, the Proposal must address all of the documentation requirements set out above.*

Five (5) copies of the Proposal must be submitted. Each of the bound copies of the Proposal shall clearly indicate the name of the Proponent and must be in separate and sealed envelopes. An electronic version, in pdf format, of the proposal must be sent via email after 4pm PST, Thursday in order to meet the requirements of a closed bidding system.
Proposals will be received by the Regional District at the POWELL RIVER REGIONAL DISTRICT - ADMINISTRATION RECEPTION DESK no later than as noted above. The clock at the ADMINISTRATION RECEPTION DESK is the official clock. Each Proposal package must be clearly marked on the outside:

**PROPOSAL** - “Organics Processing Facility Feasibility Analysis”

along with the Proponent's name and address. Each Proposal must be submitted to the Regional District in a sealed package clearly addressed to:

“Organics Processing Facility Feasibility Analysis”
Sean McGinn, Manager of Community Services
Powell River Regional District
5776 Marine Avenue, Powell River, BC V8A 2M4

The proposal with the lowest bid will not necessarily be chosen.

5. **Evaluation and Award Process**

The Powell River Regional District will appoint an evaluation team that will review and evaluate the Proposals. The evaluation of Proposals will be based solely on the contents of Proposals, and any clarification provided in writing in response to questions asked by the Evaluation Team.

Proposals are due by 4:00pm PST, Thursday, January 5, 2012, and will be evaluated on the basis of a 100-point rating system with points distributed as follows:

- Experience of consultant, for example: 30%
  - compost facility design and operation
  - new technology research and development
  - assessment experience
  - combined stream optimization
  - innovation and commitment to sustainability
- Technical and management capabilities 20%
- Methodology 20%
  - work plan, including budget allocations
- Cost 30%

It is assumed that travel costs will be no more than 15% of the overall budget.

**Evaluation of Proposals**
All submissions received in response to this RFP will be evaluated and reviewed by the Composting Advisory Committee, and the Proponent judged by the Powell River Regional District Board to have the “best value for the money” will be selected as the Preferred Proponent to enter into negotiation leading to a Contract with the Regional District for this project.
The Powell River Regional District reserves the right, in its absolute discretion, to accept the Proposal which it deems most advantageous to itself and the right to reject any or all Proposals, in each case without giving any notice. The lowest or any Proposal will not necessarily be accepted. In no event will the Regional District be responsible for the costs of preparation or submission or a Proposal other than those noted within this document.

Proposals that contain qualifying conditions or otherwise fail to conform to the instructions to the Proponents may be disqualified or rejected. The Regional District may, however, in its sole and absolute discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the Instructions to Proponents or for failure to comply with the process for submission set out in these Instructions to Proponents.

**Clarification of Proposals**
If the Powell River Regional District evaluation team decides that a Proposal is unclear or deficient in some aspects, but that these deficiencies are capable of being clarified, the Evaluation Team may invite a Proponent to provide clarifications, by written submission or by presentation to the Evaluation Team. No clarification will be received except on invitation from the Regional District.

**Right Not to Award**
The Proposal that scores the highest, or any Proposal, will not necessarily be accepted. The Regional District reserves the right to reject any or all of the Proposals. If it is determined that all of the Proposals are unacceptable, or the Regional District decides in its sole and absolute discretion that it does not, for any reason, wish to continue with this RFP process, then the Regional District may reject all of the Proposals. In the event that all of the Proposals are rejected, the Regional District reserves the right to call for tenders or call for proposals for the same or similar work.

6. **Contacts**

The Powell River Regional District representative responsible for this project is:

Sean McGinn, B.Sc. Eng.
Manager of Community Services
Powell River Regional District
(604) 483-3231
communityservices@powellriverrd.bc.ca