

**TERMS OF REFERENCE
CENTRAL NEWFOUNDLAND WASTE
MANAGEMENT STUDY**

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A. GENERAL INFORMATION FOR SUBMISSION OF PROPOSALS

1. Proposal Submissions:

The submissions for this proposal will be evaluated using the rating system as detailed in Section 7.

Proposals should contain the following information:

- a) consultant's proposed work schedule
- b) methodology outline
- c) project team information and description
- d) Curriculum Vitae for personnel who will be working on the project
- e) a summary of the team's (or firm's) relative experience and expertise
- f) a detailed cost breakdown of the proposed study. The estimate shall be itemized in detail for each work component. Fees, other expenses and miscellaneous costs shall be itemized. The consultant shall be expected to complete the project within the cost estimate, and no applications for additional payments will be considered unless prior written authorization is issued.

2. Submission of Proposals:

Four copies of the proposal must be submitted, clearly marked:

“Proposal for Central Newfoundland Waste Management Study”

Addressed to:

Chairperson
Central Newfoundland Waste Management Committee
c/o Town of Gander
P.O. Box 280
Gander, NF A1V 1W6

Proposals must be received on or before the exact closing time and date indicated in the advertisement. Proposals received after that time will not be considered.

Before submitting a proposal, Consultants shall carefully examine the Terms of Reference and fully inform themselves of all aspects of the required work.

Consultants are advised that a specific amount has been allocated to undertake this study. As such, the Central Newfoundland Waste Management Committee does not bind itself to accept any or all proposals.

3. Qualification of Consultants:

3.1 Proposals will be considered from qualified engineering firms licensed to practice in the Province of Newfoundland, with an Environmental Engineer on staff or in association with one.

3.2 Proposals should include evidence of the firms experience and competence. The consultant's proposals shall include sufficient information to demonstrate that they have the capability to undertake the study. It shall include a list of the project team including their areas of responsibility and their related experience, a schedule indicating when various components of the study would be completed and times for submission of interim reports and the final report.

4. Contract:

A standard Engineering/Architectural client contractual agreement will be entered into by the Central Newfoundland Waste Management Committee and the consultant for the performance of work.

5. Proposal Particulars:

The following should be provided by the consultants:

a) Proposals should clearly identify: (1) by time and task allocation, the personnel including sub-consultants, who will be assigned management and working level responsibilities for the study (resumes should be included); (2) a schedule of project activities in chronological order which shows each activity and the duration of same.

b) Consultants should provide the name, address and telephone numbers of reference contacts for whom the firm has conducted similar or appropriate studies.

- c) List of projects successfully completed.
- d) Proposals should also include details of time, fee structure, staff cost, overhead and other related expenses.
- e) Outline the methodology to be used to complete the project.

6. Reports and Inquiries:

All reports and inquiries relating to the preparation of the proposal are to be addressed to:

Chairperson
 Central Newfoundland Waste Management Committee
 c/o Town of Gander
 P.O. Box 280
 Gander, NF A1V 1W6

Tel: 709-651-5915
 Fax: 709-256-5809

7. Evaluation of Proposals:

Proposals will be evaluated as follows:

	<u>CRITERIA</u>	<u>RATING</u>
<u>Comprehension</u>	<ul style="list-style-type: none"> - Understanding of the problem - Appreciation of the factors involved in preparing a pre-design report - Understanding of local conditions, funding system, tendering procedures and construction costs 	15 points
<u>Experience</u>	<ul style="list-style-type: none"> - Organization of the firm or - Projects of a similar nature (should be listed in proposal) 	20 points

<u>Project Team Quality</u>	<ul style="list-style-type: none"> - Organization of team - Experience as a team on similar projects - Expertise and experience of individual team members - Leadership/Supervision 	20 points
<u>Report & Methodology</u>	<ul style="list-style-type: none"> - Scheduling of Components - Work Plan/Approach - Reporting procedures 	25 points
<u>Local Experience</u>	<ul style="list-style-type: none"> - In-house capabilities - Work experience related to the area - Percentage of work handled in Newfoundland 	10 points
<u>Cost</u>	<ul style="list-style-type: none"> - Cost of report including all and expenses - Insurance coverage of firm or team 	10 points
TOTAL		<u>100 POINTS</u>

B. Terms of Reference

1. Purpose:

The purpose of the project is to review and evaluate the solid waste management needs, including recycling programs, of the Central Region of Newfoundland (a map of the study area is attached). The study shall identify existing problems and determine the most feasible means of improvement to provide the region with an acceptable solid waste management plan for a design period of 20 to 30 years.

2. Background:

The Central Newfoundland Waste Management Committee is an umbrella organization made up of representatives of the community councils within the Central Region of Newfoundland. The Committee has a mandate to study and recommend a cost effective, environmentally acceptable solid waste management system for Central Newfoundland.

The present Committee will initiate a solid waste management plan for the Central Newfoundland Region.

In recent years, environmental issues have begun to have a significant impact on waste disposal within the region. In some cases, short term measures have already had to be taken to address immediate problems. Concerns have been expressed with the life of existing landfills, potential pollution problems, future development and operation. Recently, Government has expressed a desire to regionalize waste disposal facilities and have closed as many dump sites as possible.

3. Study Requirements:

This study should include but not be limited to the following list of activities

PHASE 1

1. Limit the boundary to include the Central Region of Newfoundland from Buchans in the West to then to the National Park in the east, north to Twillingate as outlined on the attached map. This boundary may be subject to change depending upon economic feasibility.
2. Review existing data and information from studies that have been previously completed for various areas within the region.
3. Initially discuss and review existing solid waste practices with the Central Newfoundland Waste Management Committee, officials of all communities and municipalities within the study area, applicable provincial and federal departments and identify special problems or constraints.
4. Review development plans for the region including land use plans, transportation, proposals, and population projections over the design period. Existing development plans shall be evaluated and changes and additions are compatible with the introduction, implementation and utilization of the designed system shall be recommended.
5. Review current operations in the study area, on an individual community basis, for waste handling including collection, transportation, treatment (if any) and disposal and recycling programs. Such review to include all costs whether incurred in the private or public sector. The consultant shall compare these costs with those incurred in similar areas for the same level of service.

6. Determine amortization of capital costs, annual operations and maintenance costs, for each site involved and each alternative method of disposal. Collection costs and costs of delivery to the waste management facility are to be examined separately, noting in particular, trucking distance for each site as well as whether transfer stations will be required and where they are to be placed.
7. Produce a table indicating a comparison of existing costs of proposed facilities for each alternate. This table to include amortized capital costs, operation and maintenance costs and collection costs. Show the difference in costs for each alternate.
8. Review waste management techniques currently feasible and economical and recommend which process, methods or techniques shall be considered, either in part or in whole within the study area. The new facility or facilities should have as large a recycling and composting component as possible.
9. Based on preliminary information available on sites selected, solid waste quantities involved, and relevant cost data, consider alternative systems of waste management to service the study area. The review shall consider, among other things, costs, level of service and flexibility. A review of alternative systems shall be presented with a recommendation with respect to which system(s) are appropriate for further investigation.

PHASE 2

The Committee will determine which system(s) are to be further studied, and will call for proposals or appoint a consultant to:

Conduct the necessary site investigations including preliminary soils investigations and identification of any potential groundwater problems to prepare concept and preliminary engineering plans for the selected sites. These plans should include costs for capital works, and equipment as well as operating costs for all sites. This information shall be presented along with a recommendation with respect to which system is appropriate for the study area. The consultant shall also facilitate a public consultation process with meetings to be held within the region.

PHASE 3

Upon receipt of notice from the committee that one system is preferred, a consultant shall provide recommendations with respect to:

- a) The staged implementation of the system.
- b) Detailed costs of establishing, operating, and managing the system together with recommendations for equitable cost sharing arrangements.
- c) The control and management of the system.
- d) Financing including amortization of any capital costs.
- e) Closure of existing dumps and landfills.

4. Presentation:

Interim Progress Reports

The consultant shall provide a schedule of interim reports to be provided or shall provide details of the number of meetings with the Central Newfoundland Waste Management Committee. At least one meeting with the Committee will be required at the completion of each phase. It is imperative that some monitoring sequence be established to ensure the information being gathered and of the study be beneficial and remain on track.

Draft Final Report (for each phase)

Four copies of the draft final report will be submitted directly to the manager of the Committee.

The draft final report shall include the following:

- a) Details of all investigations, cost analysis, review of alternatives, and recommendations with respect to staging and implementation of the proposed waste management system(s)
- b) Documentation of any financial or economic analysis that has been used in formulating recommendations
- c) Estimates of capital costs, engineering/architectural design fees, contract supervision and inspection fees

- d) Following submission of the draft final report, the consultant shall be available to attend a briefing session with the Committee

Final Payment (for each phase)

Ten copies of the final report will be submitted directly to the manager of the Central Newfoundland Solid Waste Management Committee. In addition to all the items of the draft final report, the final report shall include an Executive Summary of the report in a separate form.

5. Payment:

Payment shall be as per the Engineer/Architect client agreement

6. Cost Control:

The consultant shall submit a cost estimate and work schedule for the study. The cost estimate shall be itemized in detail for each component of the work and a schedule of professional fees provided complete with man hours for each assignment. The estimate shall be broken down into three phases as indicated. *Each phase should be considered a separate work item and consultants are asked to note that proceeding beyond phase I is dependent upon funding.*

Fees, other expenses and miscellaneous costs shall be itemized. The consultant will be expected to complete the project within the cost estimate. No additional payments will be considered unless *prior* written authorization is issued. A monthly record of expenses and updated projections shall be provided.

7. Liaison:

The consultant will report regularly to the Central Newfoundland Waste Management Committee. The day to day issues that arise will be dealt with directly between the consultant and the Chairman of the Committee. Progress meetings with the Committee will be required and the consultant shall present design briefs which summarize the information, assumptions, and criteria upon which designs are based.

The consultant will maintain liaisons throughout the study period with all communities and municipalities in the study area and applicable Provincial and Federal regulatory authorities.

8. Completion:

Projected completion date of the consultant's report will be as follows:

Phase I to be completed within 45 working days following contract award

Phase II to be completed within 60 working days (if funds permit)

Phase III future study