



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-028

From: Gerritt Lacey, Solid Waste Manager

Date: January 7, 2021

Subject: Award RFP 41-2020 NPRLF LFG Monitoring, Reporting, and Field Operations

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board awards RFP 41-2020 'North Peace Regional Landfill Landfill Gas Monitoring, Reporting, and Field Operations' to GHD Limited for a three year contract at a cost of \$182,717 (excl. taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the PRRD.

BACKGROUND/RATIONALE:

The North Peace Regional Landfill (NPRLF) is the only Peace River Regional District Landfill that has a Landfill Gas Collection and Control System (LFGCCS). This system was installed in 2014, due to the requirement to manage the Landfill Gas (LFG) generated on the site, as per the Landfill Gas Management Regulation¹. A report on LFGCCS requirements is attached below in "Other Considerations" as attachment #1.

The LFGCCS has been historically operated by the support of two contractors:

1. Technical Support – GHD Limited (GHD)
2. Field Operations/Maintenance – Epscan Ltd.

These two contractors have been involved in the LFGCCS since the original design and construction in 2014. Their involvement has evolved over time to reflect the needs of the system to present day, where GHD provides technical support, data management and reporting; while Epscan works with GHD to provide field services such as routine maintenance and operation of the gas field.

In February of 2020, staff proposed an extension to the contract GHD held for technical support as staff became aware that the previous contract expired in December 31, 2019. The extension allowed time for a request for proposal (RFP) to be created that would combine the technical and field support contracts into a single document (see attachment #2 in "Other Considerations").

When staff began the amalgamation of the contracts it was found that the contract with GHD has historically been an annually renewed service agreement. Additionally, while the field support work that Epscan has historically provided was captured in this same service agreement with GHD, Epscan itself was not named outright as the 3rd party service provider, nor their potential costs or scope of work summarized.

¹ Environmental Management Act: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/391_2008

Staff recognized an opportunity to move away from a service agreement to a multiyear contract that would identify all parties involved and include the detailed scope of Epscan's field support that has been previously missing. As a result, developing the new contract scope took longer than anticipated, with considerable discussions with both contractors to clarify work tasks.

Staff has since gone out to market with a RFP to secure best pricing for the next three years. One proposal was received. The proponent was evaluated on Qualifications, Methodology, and Price. The submission met all the mandatory requirements.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

For the 2020 budget year, staff allocated \$39,774 for the technical support contract based on the proposed 2020 work plan from GHD.

The cost of the work performed by GHD in 2020 totaled approximately \$20,000, the remaining \$19,774 will be carried forward as surplus into 2021.

The yearly cost breakdown of the proposed contract is provided below:

GHD	2021	2022	2023	3 Year Contract Costs	2024 (Optional Extension)
Technical Support	\$39,862	\$40,659	\$41,472	\$121,993	\$42,302
Field Work	\$19,842	\$20,239	\$20,643	\$60,724	\$21,267
Yearly Totals	\$59,704	\$60,898	\$62,115	\$182,717	\$63,569

The costs proposed by GHD increase at a rate of 2% per year for the duration of the contract. The costs provided by GHD is for a full support for the entire year, however only the actual time spent will be billed to the PRRD, similar to what was seen in 2020.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

The previous contract expired December 31, 2020. GHD and Epscan continued to provide their services during the first 2 weeks of January until the new contract is signed. This has work is being done through hourly force account rates which is the same method that the 2020 program was billed.

External Links:

1. Landfill Gas Collection and Control Requirements Report [see SWC March 5, 2020 agenda, [Item R-1, pdf pg. 4-8](#)]
2. NPRLF LFGCCS Extension [see SWC Feb 6, 2020 agenda, [Item R-2, pdf pg. 17-18](#)]