



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Agenda - Final
Committee of the Whole

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Monday, September 16, 2019

7:00 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- 3) [19-426](#) Minutes of the Regular Committee of the Whole Meeting, June 17, 2019

Attachments: [Minutes COTW, June 17, 2019](#)

- 1) [19-369](#) Minutes of the Special Committee of the Whole Meeting, July 8, 2019

Attachments: [Minutes Special COTW, July 8, 2019](#)

- 2) [19-422](#) Minutes of the Special Committee of the Whole Meeting, August 26, 2019

Attachments: [Minutes Special COTW, August 26, 2019](#)

5. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

6. STAFF REPORTS

Engineering and Public Works

- 1) [19-423](#) Intergrated Resource Management, Report EPW-19-32

Recommendation:

That the COTW receive Staff Report EPW-19-032 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Attachments: [Attachment No. 1 - RFP ENG 19-10 IRM Consultant](#)

7. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

8. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Committee of the Whole

Monday, June 17, 2019

7:00 PM

Esquimalt Council Chambers

Present 5 - Mayor Barbara Desjardins
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Jane Vermeulen

Absent 2 - Councillor Ken Armour
 Councillor Tim Morrison

Staff: Laurie Hurst, Chief Administrative Officer
 Jeff Miller, Director of Engineering & Public Works
 Anja Nurvo, Director of Corporate Services
 Rachel Dumas, Manager of Corporate Services
 Alicia Ferguson, Recording Secretary

Other: Evan Southern, Esquimalt Representative - Victoria and Esquimalt
Police Board

1. **CALL TO ORDER**

Councillor Vermeulen was not present at the time the meeting convened.

Mayor Desjardins called the Regular Committee of the Whole meeting to order at 7:00 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

Mayor Desjardins provided an overview of staff changes in the Municipality and congratulated the CAO on receiving the Professional Service Award for Leadership from the Local Government Management Association of BC.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Helliwell, seconded by Councillor Hundleby: That the agenda be approved as circulated. Carried Unanimously.

4. MINUTES

- 1) [19-298](#) Minutes of the Special Committee of the Whole, May 13, 2019
- 2) [19-299](#) Minutes of the Regular Committee of the Whole, May 13, 2019
- 3) [19-300](#) Minutes of the Special Committee of the Whole, May 21, 2019
- 4) [19-301](#) Minutes of the Special Committee of the Whole, June 10, 2019

Moved by Councillor Hundleby, seconded by Councillor Helliwell: That the Minutes of the Special Committee of the Whole, May 13, 2019, Minutes of the Regular Committee of the Whole, May 13, 2019, Minutes of the Special Committee of the Whole, May 21, 2019, and Minutes of the Special Committee of the Whole, June 10, 2019 be adopted as circulated. Carried Unanimously.

5. PRESENTATION

- 1) [19-302](#) Evan Southern, Police Board Representative - Verbal Update

Mr. Evan Southern - Esquimalt Representative, Victoria and Esquimalt Police Board, provided an update on activities and experiences on the Board, presented a PowerPoint presentation and responded to questions from Council.

Council comments included:

* Encouraging attendance at Board meetings.

**6. PUBLIC INPUT (On items listed on the Agenda)
Excluding items which are or have been the subject of a Public Hearing.**

Terry Prentice, *resident*, encouraged Council to consider amendments to the Council Policy regarding conference attendance; specifically to allow two additional attendances at the Federation of Canadian Municipalities (FCM) annual conference within a Council term at personal expense.

7. STAFF REPORTS***Administration***

- 1) [19-264](#) Amendment to Council Policy re Conference Attendance by Elected Officials, Staff Report ADM-19-016

Council comments included:

* Value of the FCM conferences and consideration of allowing additional attendances at a councillor's personal expense.

- * Importance of attendance at the Association of Vancouver Island Coastal Communities conference due to the governance issues brought forward to the Province.
- * Forecasting conference attendances to coincide with budget considerations.
- * Including a clause to allow additional attendances at the FCM conference at personal expense.

The CAO responded to questions from Council.

Engineering and Public Works

- 2) [19-295](#) Selkirk Avenue Speed Control Measures, Staff Report EPW-19-018

Director of Engineering and Public Works provided an overview of the report, including a brief history of the traffic concerns on Selkirk Avenue and responded to questions from Council.

Council comments included:

- * Various traffic calming options and potential implications.
- * Varying views expressed by residents on the issues and desired remedies.
- * History of traffic in the area and potential triggers causing the increased traffic congestion.
- * Whether the current conditions warrant immediate action.

Councillor Vermeulen joined the meeting at 7:45 PM.

Council comments included:

- * Future plans for the area including crosswalks and potential for bike lanes.
- * Monitoring the traffic in the area and responding when additional triggers such as new developments prompt action.
- * No need to continue with any further measures at this time.

- 3) [19-297](#) Potential Corridor Cross-Sections: Lyall Street Corridor, Staff Report EPW-19-019

Director of Engineering and Public Works provided an overview of the report including the various options and responded to questions from Council.

The CAO responded to questions from Council.

Council comments included:

- * Placement of the sidewalk and consideration of future enhancements, including multi-modal transportation options.
- * Timelines associated with funding for the project.
- * Communicating the rationale for the plans to clearly articulate why certain

survey responses were not included.

- * Consideration of the placement of stop signs on Lyall Street to reduce speeding.
- * Finalizing a long-term transportation study for the future of the corridor.
- * Coordinating road work with the Wastewater Treatment Project.
- * Options for continuing the truck route on Lyall Street.
- * Interest in considering Option 5 further.

8. PUBLIC QUESTION AND COMMENT PERIOD

Excluding items which are or have been the subject of a Public Hearing. Limit of two minutes per speaker.

Doug Scott, *resident*, inquired as to where to find the five options discussed in the previous item.

Staff clarified the options were presented in the report submitted to the January 21, 2019 meeting.

9. ADJOURNMENT

Moved by Councillor Vermeulen, seconded by Councillor Brame: That the Regular Committee of the Whole meeting be adjourned at 8:10 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Special Committee of the Whole

Monday, July 8, 2019

5:45 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Staff: Laurie Hurst, Chief Administrative Officer
 Rachel Dumas, Manager of Corporate Services
 Alicia Ferguson, Recording Secretary

Other: Sean Powell, Finance Chair, Victoria and Esquimalt Police Board
Finance Committee

1. **CALL TO ORDER**

Mayor Desjardins called the Special Committee of the Whole meeting to order at 5:45 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Councillor Hundleby: That the agenda be approved as circulated. Carried Unanimously.

4. **PRESENTATION**

- 1) [19-336](#) Sean Powell, Brian Smith and Patti Stockton, Victoria and Esquimalt Police Board Finance Committee, Re: 2020 Budget Process

Sean Powell, Finance Chair, Victoria and Esquimalt Police Board Finance Committee, requested input from Council on the following questions:

1. Which of Esquimalt's strategic priorities would you highlight in relation to public safety?
2. What are the strengths of the current budget process? and,
3. What gaps are not addressed by the current budget process, and how

should they be addressed?

Councillor Veremeulen left the meeting at 6:25 PM and returned at 6:27 PM.

Comments from Council included:

- Continued focus on community and proactive policing and relationship building with the community.
- Continual engagement and updates to Council from the Board.
- Cost fairness and ensuring adherence with the framework agreement.
- Options to resolve governance and financing issues of the shared service between Esquimalt and Victoria.
- Budget request options and scenarios.
- Relying on statistics and data to inform policing needs and budget requests.

5. PUBLIC INPUT (on items listed on the Agenda)

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Terri Prentice, *resident*, in support of the Police Board Finance Committee Chair collaborating with Council and acting as the spokesperson for Police Board financial media inquiries.

6. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Committee of the Whole meeting be adjourned at 6:37 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Special Committee of the Whole

Monday, August 26, 2019

5:45 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Staff: Ian Irvine, Acting Chief Administrative Officer
 Scott Hartman, Director of Parks and Recreation
 Rick Daykin, Manager of Parks and Recreation
 Rachel Dumas, Manager of Corporate Services
 Alicia Ferguson, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Special Committee of the Whole meeting to order at 5:45 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Brame, seconded by Councillor Morrison: That the agenda be approved as circulated. Carried Unanimously.

4. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Mayor Desjardins called three times for public input and there was none.

5. STAFF REPORTS

Parks and Recreation

- 1) [19-398](#) McLoughlin Amenity Funds - Waterfront Park Project
Renderings Public Engagement Process Plan

Director of Parks and Recreation provided an update on progress towards the waterfront park projects and proposed next steps for public engagement, including the following proposed dates for engagement events:

September 11, 2019 at Esquimalt Gorge Park from 6-8pm

September 19, 2019 at Esquimalt Recreation Centre from 6-8pm

September 11-29, 2019 Online Survey.

Stefan Schulson and Michaelangelo Pico, Stantec Architecture Ltd., presented a PowerPoint Presentation detailing proposed renderings of the conceptual plan for enhancements to Esquimalt Gorge Park and Saxe Point Park and responded to questions from Council.

Council comments included:

- * Details of public engagement events and ensuring clarity on elements being sought for feedback.
- * Options for use of the multipurpose building and how public engagement will shape this.
- * Options for incorporating Japanese heritage.
- * Collaboration with First Nations with park enhancements.
- * Consideration of the proposed dog park's functionality and various design options.
- * Ensuring natural features of the park aren't impacted by improvements.
- * Options for materials and consideration of weathering.
- * Consideration of various park users and how improvements can enhance useability.

6. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Lorne Argyle, *resident*, encourages a similar parking approach to the one taken at Monterey Recreation Centre, located in Oak Bay, when contemplating improvements to Esquimalt Gorge Park. He advised that it was National Dog Day and invited everyone to attend the Cars, Rods, and Rides event on September 7, 2019 during Rib Fest.

Jordan Stanger-Ross, *resident*, provided options for public engagement re: Esquimalt Gorge Park improvements and discouraged any alterations to Saxe Point Park that may alter its current functionality.

Dillon Takata, expressed appreciation for consideration of inclusion of Japanese heritage in Esquimalt Gorge Park.

7. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Special Committee of the Whole meeting be adjourned at 6:51 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS date DAY OF month, 2019

ANJA NURVO, CORPORATE OFFICER
CERTIFIED CORRECT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

Staff Report

File #:19-423

REQUEST FOR DIRECTION

DATE: September 11, 2019

Report No. EPW-19-032

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:

Integrated Resource Management

ESSENTIAL QUESTION:

Does Council want to proceed with the study for the Integrated Resource Management philosophy for solid waste, kitchen scraps, yard/ garden, and sanitary waste latent heat streams?

RECOMMENDATION:

That the COTW receive Staff Report EPW-19-032 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

In February of 2018, a Notice of Motion was introduced to Council for the Township to investigate the possibility that an Integrated Resource Management philosophy be reviewed for the various waste streams produced by the Township. Gasification technology was the preferred process for the treatment of several of the streams.

This subject was further discussed at the March 2018 Committee of the Whole. The Committee provided direction to staff that a line item be part of the budget discussions for the 2019-2023 Financial Plan. In May of 2019, this project was approved with a budget of \$75,000 assigned to it.

During discussions, the Capital Regional District [CRD] continued work treatment processes for both the bio solids waste stream and kitchen scraps waste stream. For the bio solids, anaerobic technology was chosen to treat the bio solids. Disposal of the treated bio solids is a subject still under discussion.

A request for proposal was issued for the treatment of the kitchen scraps in late 2018/early 2019. No decision has been made on the treatment methodology or how to deal with the end product(s) and staff have not been updated on the status of this project.

ISSUES:

Staff has prepared a Request for Proposal for the study of IRM philosophy with respect to the Township's waste streams [Attachment No. 1]. The purpose of the Project will determine the viability of implementing this philosophy and its impact on current operating methodologies along with determining what Provincial approvals will be required.

There are three options for this project:

- Option 1 - Proceed with the Project in 2019
 - Will determine whether or not this philosophy is a valid operating philosophy for the Township
 - Would be in competition for feed stock(s) that could be utilized on a regional basis to implement the still to be chosen CRD treatment methodology for kitchen scraps and possibly yard and garden waste
- Option 2 - Delay the Project until the CRD has determined a treatment methodology(s) for kitchen scraps and possibly yard/garden waste
 - Allows for the Township to determine if the chosen treatment process will meet the Township's goals
 - Dependent on CRD for determining treatment process(s)
 - Not necessary that the all the waste streams will be treated
- Option 3 - Abandon the Project
 - Funds collected during the 2019-2023 Financial Plan will be removed from the Plan and added to Accumulated Surplus
 - No work to be carried out
 - Township will be dependent of the CRD for determining treatment process(s)

ALTERNATIVES:

1. That the COTW receive Staff Report No. EPW-19-032 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



REQUEST FOR PROPOSALS

RFP NO. ENG 19-03

INTERGRATED RESOURCE MANAGEMENT STUDY

DATE OF ISSUE: SEPTEMBER 25, 2019

TABLE OF CONTENTS

1	INTRODUCTION	2
2	BACKGROUND.....	2
3	SCHEDULE	3
4	PROPOSAL ENQUIRIES	3
5	PROPOSAL REQUIREMENTS	3
6	SCOPE OF WORK.....	5
7	AVAILABLE INFORMATION	6
8	EVALUATION CRITERIA.....	7
9	GENERAL INSTRUCTIONS FOR THE PROPONENTS.....	7

APPENDICES

A: Professional Services Agreement

1 INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified consultants to submit proposals for the evaluation of an Integrated Resource Management (IRM) study and project management of its implementation.

2 BACKGROUND

In early 2018, the Capital Regional District Board made the decision not to pursue an IRM philosophy with respect to the various waste streams that are produced in the region. Instead the CRD is looking at treatments that are specific to each waste stream. The waste streams include:

- Solid waste
- Kitchen scraps
- Yard and garden
- Heat from waste water collection mains
- Waste water treatment solids (Bio solids)

The Township has not abandoned the IRM philosophy and wants to examine the potential and possible implementation of an IRM strategy/infrastructure.

Within the sphere of municipal operations the Township plays a significant role in their management. These streams include: solid waste, kitchen scraps, yard/garden waste, sanitary collection mains.

The management of the waste streams is as follows:

Solid Waste

- Collection is carried out by the Township by two split compartment vehicles
- Material is delivered to the Hartland Landfill by the Township
- Material is deposited and managed at the Hartland Landfill by the CRD

Kitchen Scraps

- Collection is carried out by the Township by two split compartment vehicles
- Material is delivered to the Hartland Landfill by the Township
- Material is deposited and managed at the Hartland Landfill by the CRD

Yard and Garden

- A transfer station site is provided by the Township
- A contractor manages the site for disposal and transfer of materials
- Collected materials are transferred to a second site for processing
- Processing produces compost material
- Residents are responsible for the delivery of material to the transfer station

Sanitary Collection System

- Collection is carried out by the Township via local network
- Flows collected are discharged into the CRD Trunk Mains for transportation to the Waste Water Treatment Plant

- Regional flows are then treated at the Waste Water Treatment Plant by the CRD

The philosophy for the management of these waste streams is based on the composition of the waste stream and how it is treated. At this time the streams are fairly independent of each other. Under the IRM philosophy, the Township is looking at having the handling and treatment of the streams in a unified manner. Council has reviewed this issue and have directed staff that gasification technology would offer an acceptable alternative to the current end of point treatment of the streams.

3 SCHEDULE

The Proposed schedule for this Work is as follows:

- RFP issued on September 25, 2019;
- RFP closes on October 31, 2019;
- Professional Services Contract awarded on or before November 25, 2019;
- It is the Township's expectation that work will progress in an organized and timely manner.

4 PROPOSAL ENQUIRIES

All enquiries should be written and directed to:

Jeff Miller, P. Eng.
Director, Engineering and Public Works
Email: jeff.miller@esquimalt.ca
Telephone: 250-414-7147
Fax: 250-414-7160

5 PROPOSAL REQUIREMENTS

The Proponent shall provide three proposal copies to the Township; proposals shall be clearly laid out to address the items listed below.

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Transmittal Letter:**
 - A signed letter briefly stating the Proponent's understanding of the services required, benefits they bring to the Project, the commitment to perform the services as requested and confirmed receipt of all addenda, if applicable.
- **Table of Contents**
- **Section 1 - Executive Summary**
- **Section 2 - Understanding of the Scope of Work:**

- Develop a narrative demonstrating the Proponent's clear understanding of the objectives and expected deliverables of the Work.
 - Detail any assumptions the Proponent has made preparing the Proposal.
 - Include any other services not identified in the Scope of Work.
 - In the Proposal, the Scope of Work should be segregated into sections that are clearly linked to the tasks laid out in the Request for Proposal.
- **Section 3 - Work plan and Methodology:**
 - The Proposal should be clear and concise with a methodology and corresponding task list that details the steps to: fully understand all issues and concerns, secure adequate data to be used to carry out the various activities required and address how all aspects of the Scope of Work will be carried out.
 - Provide information on form of tender and contract documents type (i.e. MMCD, CCDC, own).
 - **Section 4 - Schedule:**
 - Provide a schedule that shows completion of the work based on the work plan and methodology provided.
 - **Section 5 – Proponents and staff qualifications and roles:**
 - The Proponent shall provide information on key individuals that will be undertaking this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience.
 - If a sub-consultant/contract is to be utilized, this information should also be supplied.
 - **Section 6 - References:**
 - Provide a minimum of 3, maximum of 5 selected projects. Information should provide details on past projects the Proponent has completed that are similar to the project and demonstrate the Proponent's suitability.
 - Each reference shall contain the following:
 - Name of the contact person.
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name/description/cost of project
 - **Section 7 - Cost Estimate:**
 - Provide the expected costs to complete the project.
 - The costs should be broken down by person, hours for each task listed in the methodology as per each Task.
 - Provide an upset level for the project.
 - **Section 8 - Insurance:**
 - Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal.

6 SCOPE OF WORK

A change in how these waste streams are managed represents a significant change in the operating philosophy for the Township. The change to an IRM philosophy will most likely represent a significant investment of funds as well. The scope of work for this project will include several components. A detail breakdown of the key components will be listed further in this section.

The successful proponent will develop the business case for the implementation of the IRM philosophy based on gasification technology. This business case will look at current operating methodologies and proposed new ones for IRM. An IRM philosophy will be developed that looks at the cost of the philosophy verses current, impact on the environment, obstacles and opportunities for implementation.

Section 1 - Background Review

The scope of work of this Section is as follows:

- ❖ Review reports and business cases presented to or commissioned by the CRD that were undertaken during the Liquid Waste Master Plan implementation prior to 2018 for the implementation of IRM and gasification technology
- ❖ Review report supplied by the Township on potential sources of IRM from the Waste Water Treatment Plant
- ❖ Review cost of current operating methodologies and scope of work activities that create these costs
- ❖ Review current volumes created with each waste stream
- ❖ Review CRD bylaw(s) that have an impact on the implementation of IRM philosophy (i.e. CRD Bylaw on latent heat from CRD Trunk Mains)
- ❖ Review current initiatives being carried out by the CRD with respect to solid waste, kitchen scraps, yard and garden waste, heat recovery from waste water and bio solids
- ❖ Review CAIRP reports produced by the Township to understand current green house gas production and reduction goals

Section 2 – Development of IRM Philosophy

The scope of work of this Section is as follows:

- ❖ Determine if the current volumes of each waste stream will be a viable supply of feed stock for the proposed technology
- ❖ Determine a potential size of a treatment facility
- ❖ Determine potential locations (maximum of five) for a treatment facility
- ❖ Determine the cost for land purchase
- ❖ Determine the requirements for preparation of the waste stream for utilization for the proposed technology
- ❖ Provide a potential list of end users that could utilize the processed of waste streams
- ❖ Determine the Ministry of Environment's position on the Township's implementation of an IRM philosophy
- ❖ Determine the regulatory requirements that must be met the by the Township in order to implement an IRM philosophy

- ❖ Provide a review of how the IRM philosophy will be implemented
 - What are the potential changes to collection methodologies
 - Impact on carbon footprint for the Township (does it increase or reduce current footprint)
 - Return on investment
- ❖ Determine what markets exist for treated waste
- ❖ Provide a review and recommendation to how proposed technology will be managed along with discussions of pros and cons of Public/Private ownership of the proposed technology
- ❖ Provide order of magnitude costs for the various components of the IRM philosophy implementation
- ❖ Provide order of magnitude costs for operation and maintenance of the IRM philosophy implementation
- ❖ Review potential grant sources to undertake IRM philosophy
- ❖ Determine a time line for the completion of various sections of this Project
- ❖ Determine the impact this Project will have on Township's Budgetary Process and schedule

Section 3 – Discussion

The scope of work of this Section is as follows:

- ❖ Preparing a report that discusses the information learned in Section 1 and 2
- ❖ Preparing an open house presentation for providing information to the residents on Section 1 and 2
- ❖ Included in the open house presentation will be a section on recommendations/costs for implementing an IRM philosophy
- ❖ Gather public comments via electronic media/paper responses and open house to determine the public's concerns, support or non-support for the implementation of the IRM philosophy
- ❖ Prepare a report that summarizes the information learned in Section 1 and 2
- ❖ Report is to include information gathered from Public consultation processes
- ❖ Present the report to Council in conjunction with staff for discussion by Council

7 AVAILABLE INFORMATION

The following information is available to the Proponent:

- CRD reports on gasification technology
- Presentations made to the CRD on gasification technology
- Township report on IRM WWTP
- Annual operating costs for Township activities
- Annual tonnage for solid waste, kitchen scraps, yard/garden waste streams to 2014
- Flows volumes for CRD trunk mains
- Flows volumes for Township collection systems at tie in points to trunk mains
- Cadastral drawing of the Township (AutoCAD)
- CAIRP reports produced by the Township

Professional Services Contract

- Standard Contract for Services – Township of Esquimalt.

8 EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

- Cost of Project – 40 points
 - A budget of \$75,000 has been allocated to this project.
 - A base amount of 30 points will be assigned each proposal. If a Proponent demonstrates that they can complete the Work for a cost less than the base amount, a possible 10 additional points maybe assigned to the score.
 - If a Proponent is above the base amount, a possible three points maybe deducted from the score.
 - For Part 2 of the Proposal, a budgetary amount of \$100,000 will be assigned to each bid. The Proponent shall indicate whether this amount is sufficient to complete the work.
- Project Methodology and Task List – 25 points
- Experience and Capacity– 20 points
- Schedule – 10 points
- Past performance of Proponent– 5 points

9 GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

9.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:

- 9.1.1 To accept any Proposal;
- 9.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 9.1.3 To reject any and/or all Proposals;
- 9.1.4 To accept a Proposal that is not the lowest cost;
- 9.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
- 9.1.6 To work with any Participant who's Proposal, in the opinion of the Management, is in the best interest of The Township;
- 9.1.7 To cancel or re-issue the RFP.

9.2 All Proposals must be submitted to the Engineering Department, on the 3rd floor of the Municipal Hall. Proposals are to be in one sealed envelope or appropriate packaging, containing THREE (3) copies, addressed to:

**Director of Engineering and Public Works
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Esquimalt, British Columbia
V9A 3P1**

The name and address of the Proponent must appear on the outside of the packaging, the packaging must display the Request for Proposal title, due date and time.

October 31, 2019 2:00 P.M. local time

- 9.3 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 9.4 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 9.5 Telephoned, e-mailed and faxed Proposals will not be accepted.
- 9.6 Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 9.7 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 9.8 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 9.9 While The Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 9.10 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 9.11 All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 9.12 Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 9.13 The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.

- 9.14 If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
- 9.15 In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law or a municipal employee.
- 9.16 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 9.17 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 9.18 Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 9.19 Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 9.20 The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.
- 9.21 The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.
- 9.22 The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 9.23 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 9.24 The Proponent must be registered and remain in good standing, throughout the terms of this contract with the WorkSafe BC and will be required to provide evidence of same.
- 9.25 INSURANCE
- 9.25.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

- | | |
|--|----------------|
| 9.25.1.1 Comprehensive General Liability Insurance | \$2,000,000.00 |
| 9.25.1.2 Professional Liability | \$1,000,000.00 |
- 9.25.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:
- 9.25.2.1 The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured
 - 9.25.2.2 Cross liability and a waiver of subrogation or recourse against The Township
 - 9.25.2.3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.
- 9.25.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- 9.25.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
- 9.25.5 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent.
- 9.26 The successful Proponent will enter into a contract in the format as in the attached in Appendix D, including all conditions included in the RFP.
- 9.27 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.
- 9.28 BEST OFFER
- 9.28.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.
 - 9.28.2 A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

APPENDIX A

PROFESSIONAL SERVICES AGREEMENT