



## **TOWN OF SHELBURNE**

REQUEST FOR TENDERS

# **First Generation Landfill Decommission Project**

**31 Morvan Road**

Town of Shelburne  
P.O. Box 670  
168 Water St  
Shelburne, NS B0T 1W0

**Opening Date: September 6, 2022**

**Closing Date: September 28, 2022, 2:00pm**

## **1. INFORMATION TO BIDDERS**

### **1.1 Scope of Tenders**

The Town of Shelburne is requesting tenders from experienced bidders for the decommissioning of the Town of Shelburne’s first-generation landfill, at 31 Morvan Road, in accordance with the Terms of Reference provided in this Request for Tenders (RFT) document.

### **1.2 Questions & Clarifications**

It is the Bidder’s responsibility to clarify any details in question not mentioned in this document prior to submitting their tender.

Questions relating to this tendering process must be received by September 21, 2022, before 4:00 p.m. and can be emailed to the attention of Sarah Mattatall, Manager of Administration & Human Resources ([sarah.mattatall@shelburnens.ca](mailto:sarah.mattatall@shelburnens.ca)).

Responses to all questions will be shared with all bidders via the website to ensure a level playing field for all bidders. Questions received after this date and time will not receive a response. Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the tendering document.

Any modifications to the document will be in the form of an addendum which will be issued to all bidders and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

### **1.3 Delivery and Closing Date for Tenders**

Any change notices, appendices and addenda issued for this Request for Tenders shall be considered part of this proposal document.

The tender document is to be submitted in a sealed envelope clearly marked with the tender name, number and directed to the attention of the appropriate contact on or before the closing date and time. Bidders must submit one hard copy of the submission and a suitable electronic copy for distribution. Your tender must be written in ink or type written. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the bidder. Fax or e-mail tenders are not acceptable.

Tenders shall not be accepted after the closing date and time. Bidders may not make modifications to their tenders after the closing date and time.

All tender documents shall become the property of the Town.

It is the responsibility of each bidder to submit all required documents as outlined in this Request for Tenders. Failure to quote on all options set out will disqualify your tender.

Sealed tenders in an envelope, including the attached document (Schedule “A”) should be clearly marked as to contents and will be received until 2:00 p.m. on September 28, 2022.

Tenders will be opened immediately following the closing date detailed above and will be reviewed and awarded by the evaluation committee.

**1.4 Town Contact Person**

Questions with respect to this Request for Tenders should be directed to Sarah Mattatall, Manager of Administration & Human Resources at 902-875-2991 ext. 4 or via email to [sarah.mattatall@shelburnens.ca](mailto:sarah.mattatall@shelburnens.ca).

**1.5 Selection Process**

The Town will not necessarily accept the lowest price or any tender. Any implication that the lowest price or any tender will be accepted is hereby expressly negated. The tender will be awarded to one firm only.

**1.6 Evaluation Criteria**

Each tender will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

- a) Completeness: the completeness of the document submitted and its compliance with this Request for Tenders. Submissions must include three (3) quality technical ability references for a similar type of work, as well as the profiles of the leaders that will be assigned to the contract. The overall accountability leader must hold a P.Eng or P.Geo.
- b) Timelines: the conformance of the project timeline as submitted, to the requirements of the Town.
- c) Cost: cost schedule as per Terms of Reference and must be valid for 90 days after tender submission.

<i>Bidder</i>	<i>Completeness (50%)</i>	<i>Timelines (10%)</i>	<i>Cost (40%)</i>	<i>Total Points</i>

**1.7 Rejection of Tenders**

The Town reserves the right to reject any and/or all tenders received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Tender at any time for any reason, and to withdraw from discussions with all or any of

the bidders who have responded. The receipt and opening of a tender does not constitute acceptance of any tender.

### **1.8 Reservation of Right**

Bidders will not have the right to change conditions, terms or prices of the tender once the tender has been submitted in writing to the Town, nor shall bidders have the right to withdraw a tender once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of tenders:

- a) The Town's past experience with the Bidder and/or its management,
- b) Information provided in response to enquiries of credit and industry references,
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the tender in relation to the reputation, reliability, experience and capabilities of the Bidder,
- d) The manner in which the Bidder provides services to others, and
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any tender which does not fully satisfy the above consideration to its satisfaction.

### **1.9 Governing Law**

Any contract resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

### **1.10 Indemnification and Insurance**

- a) General Commercial Insurance: Bidders shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Town, be written by an insurer licensed to conduct business in Nova Scotia and include but not be limited to the terms detailed in the Town of Shelburne's Procurement Policy found at <https://www.shelburnens.ca/policies/627-procurement-policy/file.html>.
- b) Workers' Compensation Board (WCB): Certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

## **2. TERMS OF REFERENCE**

### **2.1 Project Background**

The subject property located at 31 Morvan Road, encompasses approximately 1.2 hectares. Reportedly, the landfill originated in the 1940s and accepted waste material from the Town as well as other waste generators including the Municipality of the District of Shelburne, the Canadian Forces Station Shelburne and the Roseway Hospital and, in

later years, the Roseway Manor. Materials were delivered to the subject property for disposal and some of the waste materials were buried under onsite soil or burned to reduce volume.

In 1998 closure activities were completed on the site. These included reshaping the landfill contours, grading the side slopes to a uniform 2H:1V slope, placement and compacting of 300mm (12 inches) on onsite soil (high silt/clay content) on the top and side slopes, relocation of recyclable metals and automobile bodies, as well as hydro-seeding the top and side slopes.

Provincial legislation banned the disposal of MSW in first-generation, natural attenuation landfills, after 1 December 2005. This landfill was closed in 1996. Since 1996, storm event brush debris, at the approval of NSECC, had been stockpiled at the top of the southern end slope. Until 2016, the property was used as a transfer station or white metals.

In 2016, a NSECC inspection report was issued against the subject property as surficial soil standing was observed. Subsequently, the Town retained contaminated site professional services to conduct an L1 Limited Remediation program, per the NS Contaminated Sites Regulations. A total of 15.89 tonnes of petroleum hydrocarbon impacted soil was extracted.

## **2.2 Environmental Considerations**

- a) A geophysical survey along the perimeter of the landfill and surrounding wet areas needs to be conducted by the Contractor and reported on.
- b) An intrusive environmental site assessment (ESA) by the Contractor needs to occur to characterize soil, groundwater, and surface water conditions onsite and potential domestic well sampling offsite. The planning and implementation thereof need to include:
  - i. The characterization of conditions and down-gradient receptors (for example, aquatic environments) are required and will be done by the Contractor by installing groundwater monitoring wells, and surface water sampling stations in order to collect soil, groundwater and surface water samples. The samples need to be analyzed for typical NSECC landfill leachate parameters and other contaminants of concern, through an accredited laboratory,
  - ii. The Contractor shall produce a draft work plan that includes suggested locations of:
    - (a) Three (3) surface water monitoring stations from surfaces water bodies on or near the subject property
    - (b) Four shallow and four (4) deep groundwater monitoring wells on the subject property of which two (2) to be installed as background wells to evaluate naturally occurring soil/groundwater conditions.

- These proposed monitoring wells and surface water station, need to be prepared and discussed with the Town, along with proposed sampling frequency, available access to drilling locations and potential sampling of domestic water sources, and
- iii. The agreed upon (between Contractor and Town) draft ESA, including a proposed sampling program duration, would then be presented to NSECC by the Contractor and then, in consultation with the Town and NSECC, be finalized then implemented by the Contractor.
- c) Per the outlined needs of 2.2 b) above, monitoring wells need to be installed by the Contractor, domestic wells need to be sampled by the Contractor and year 1 groundwater/surface water need to be completed by the Contractor. This includes:
- i. Select soil samples collected during the monitoring well installation program, need to be submitted for analysis of benzene, toluene, ethylbenzene, xylenes (BTEX) and petroleum hydrocarbons (PHCs), metals, and polycyclic aromatic hydrocarbons (PAHs),
  - ii. This groundwater and surface water monitoring event is to occur twice in the year, with the laboratory analysis per Schedule 1 of the NSECC Municipal Solid Waste Landfill Guidelines,
  - iii. Following each monitoring event, a brief, letter-styled report will be prepared by the Contractor summarizing the findings of the corresponding monitoring event, and
  - iv. An annual report needs to be prepared by the Contractor that summarizes the findings of the corresponding calendar year,
  - v. Six (6) water quality samples need to be collected by the Contractor from nearby residences during one of the two annual monitoring events. These samples need to be submitted for laboratory analysis of general chemistry and metals, with a brief, letter-styled report sent to each residential property owner (copied to the Town) following receipt of the analytical data from the laboratory.

### **2.3 Environmental Monitoring Program Technical Assumptions**

- a) geographic conditions would allow for the use of standard augers and split-spoons to install the shallow monitoring wells, while a rock-coring method would be required to install the deep monitoring wells,
- b) drilling water for the rock-coring method would be sources locally, and laboratory analysis of one sample for general chemistry and metals would be completed on the drilling water,
- c) the results of the wetland delineation survey and the opinion of NSECC would offer approval to install the groundwater monitoring along the perimeter of the inferred limits of waste on the subject property,
- d) the geophysical survey would be completed over a period of two days,
- e) no underground utilities are installed on the subject property,

- f) the four (4) shallow monitoring wells and the four (4) deep monitoring wells the Contractor will install will be no deeper than 6.1 meters and 9.1 meters, respectively
- g) onsite time required for the drilling program would not exceed five (5) days,
- h) no site alterations (tree clearing/grubbing, access trail, side sloping) are required to access the NSECC approved drilling locations,
- i) drill cuttings/excess soil and return water generated during the drilling program would be suitable to remain onsite and would be levelled near the monitoring well locations,
- j) development water generated onsite during the groundwater monitoring programs would be suitable to infiltrate back into the subsurface,
- k) during the drilling program, five (5) samples, including one for quality assurance/quality control (QA/QC), would be submitted for laboratory analysis of metals, PAHs and PHCs, per 2.2 c) iii. (a) above,
- l) for the domestic well sampling program, permission to access the property/sample the water supply well, would be received from six (6) residents and up to seven samples (including one QA/QC) would be submitted for analysis of general chemistry and metals,
- m) the time spent corresponding/communicating with each property owner regarding their permission to sample their domestic well would not exceed one hour per residence,
- n) during the groundwater monitoring events up to nine (9) samples (including one QA/QC) would be collected and submitted for laboratory analysis per Schedule 1 of the NSECC Municipal Solid Waste Landfill Guidelines,
- o) throughout the project, site conditions and access would permit that one groundwater/surface water monitoring event would be completed in the “high water table” months (fall/spring) and the remaining events would be completed in the “low water table” months (summer/winter), and
- p) based on the results of the assessments and directives from NSECC, additional sampling points, monitoring events, parameters of analysis, and/or reporting requirements would not be required.

Should site conditions change or differ from the above assumptions, or should analytical results warrant further assessment, any additional costs above the agreed upon pricing, may be incurred. That said, no such extra or additional payments in respect of this work shall be made unless the Town has given prior written approval to the Contractor for such "extras" or additional payments in respect of the work or otherwise.

### **3. MANDATORY TENDER REQUIREMENTS**

#### **3. Tender Requirements**

Bidders are required to provide the following in their tenders:

- Three (3) quality technical ability references for a similar type of work,
- High-level profiles (with credentials) of the leaders that will be assigned to the

contract. The overall accountability leader must hold a P.Eng or P.Geo.

- Full cost information (including HST and expenses) as requested. This pricing must be valid for a minimum of 90 days,
- Suggested high-level timelines per 2.2 above. It is anticipated that this project will be completed no later than 31 March 2024,
- Detailed description of any warranty conditions, and
- Proof of required insurance and WCB coverage.

#### **4. SUBMISSION DEADLINE**

##### **4. Tender Submission**

Please submit your tender package by mail or to the Town Office by NO LATER THAN 2:00pm on September 28, 2022, to Sarah Mattatall, Manager of Administration & Human Resources at:

Sarah Mattatall  
Manager of Administration & Human Resources  
Town of Shelburne  
PO Box 670  
168 Water Street  
Shelburne, Nova Scotia  
B0T 1W0

**SCHEDULE A**

**COVER SHEET FOR TENDER**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Key Contact for Tender: Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Tender:** \_\_\_\_\_

**Documents Attached:** \_\_\_\_\_

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