



TOWN OF SAINT ANDREWS

**REQUEST FOR PROPOSAL 2023-09
ORGANIC COMPOST FEASIBILITY STUDY
TOWN OF SAINT ANDREWS**

DATE: FRIDAY, NOVEMBER 3, 2023

TIME: 12:00 P.M. (NOON) AST

LOCATION: Town of Saint Andrews Town Hall
212 Water Street, Saint Andrews, NB
E5B 1B4

Late Bids Will Not Be Accepted.

The Town of Saint Andrews reserves the right to accept or reject all or part of any Bid, the right to accept other than the lowest Bid, and the right to cancel this Request for Proposal at any time.



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1. SUMMARY AND BACKGROUND

The Town of Saint Andrews is seeking Requests for Proposals from qualified proponents for assistance in determining options and methods for Bayside, Chamcook, and Saint Andrews to have an organic waste composting program. The Town of Saint Andrews currently does not offer any composting services to residents.

The goal of this study is to identify local composting processing options including but not limited to curbside pickup and residential drop-off bins, locations for composting sites, and provide associated costs for the services identified. Note that there are no composting facilities in Saint Andrews or the surrounding area.

As funds were received from the Environmental Trust Fund, of the Province of New Brunswick, the final report must be submitted to the Town of Saint Andrews no later than Friday, February 16, 2024. The upper limit of funds for this project is \$30,000.00 including HST.

2. GENERAL TERMS AND CONDITIONS

2.1 Submission of Request for Proposal

Proposals are to be submitted on or before Friday, November 3, 2023, at 12:00 p.m. (noon) local time to:

REQUEST FOR PROPOSALS 2023-09
ORGANIC COMPOST FEASIBILITY STUDY
TOWN OF SAINT ANDREWS
Paul Nopper, Clerk – Senior Administrator
Town of Saint Andrews
212 Water Street,
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The submission envelope must clearly state the above to be considered.

2.2. Process Schedule

The Town of Saint Andrews intends to utilize the following schedule in the completion of the process. The Town reserves the right to amend the schedule should it be deemed necessary.

Issuance of Request for Proposal

Friday, October 13, 2023



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Deadline for Inquiries/Clarifications
Deadline for Submissions

Wednesday, November 1, 2023
Friday, November 3, 2023

2.3. Request for Proposal Form

Sealed bids must be submitted to the Town of Saint Andrews. The Town will not be responsible for any lost documents.

2.4. Cost of Submission

Bidders assume responsibility for all costs, expenses, loss, damage, and liabilities incurred as a result of or arising from the invitation to bid.

2.5. Rejection of Submission

The following bids will be rejected:

- Late bids.
- Incomplete bids.
- Organic Compost Feasibility Study Form not signed.
- Organic Compost Feasibility Study Form not used.

2.6. Irrevocable

All bids will be irrevocable for a period of ninety (90) days from the closing date of the Request for Proposal or until a contract is signed with the successful bidder, whichever comes first.

2.7. Withdrawal of Bid

Requests for withdrawal of bids received prior to closing time will be allowed. However, withdrawal requests received after the closing date and time will not be allowed.

2.8. Errors and Omissions

It is understood, acknowledged, and agreed that while this Request for Proposals includes specific requirements and specifications, and while the Town of Saint Andrews has used considerable efforts to ensure an accurate representation of information in this proposal process, the information is not guaranteed by the Town to be comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the bidders from forming their own opinions and conclusions with respect to the matter addressed in the Request for Proposal. There will be no



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consideration of any claim, after submission of the bid, that there is a misunderstanding with respect to the conditions imposed by the contract.

2.9. Indemnification and Hold Harmless

The successful bidder shall indemnify and save harmless the Town of Saint Andrews, Council Members, and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part of any negligence acts or missions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

2.10. Historical Performance

The Town of Saint Andrews reserves the right to disqualify and remove from the bid process those whose historical performance has been unsatisfactory in terms of failure to meet contract specifications, terms, and conditions, or for Health and Safety violations, of which the Town shall be the sole judge.

3. SCOPE

3.1. The Town of Saint Andrews is seeking Requests for Proposals from qualified proponents for assistance in determining options and methods for Bayside, Chamcook, and Saint Andrews to have an organic waste composting program. The Town of Saint Andrews currently does not offer any composting services to residents.

3.2. The successful proponent is responsible for providing a report which outlines various options for providing organic waste composting services to the residents of Bayside, Chamcook, and Saint Andrews along with the cost of those options. The Town is seeking options for drop-off locations for composting, residential curbside pickup, and facilities to process compost waste collected. An environmental lens and/or a greenhouse gas reduction lens should be used in the review process.

4. CONTENT OF PROPOSAL

4.1 The following documents must be included in the submission:

- Proposal Submission form (signed and dated)
- Proponent Profile
 - Proposals should include a description of the firm's capabilities, background, and experience that makes it well suited to do this project. The profile will also include:
 - Project Manager whom the Proponent has appointed to lead the project.



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- A list of key individuals that will be participating in the study.
 - Their professional designations, qualifications, education, and relevant experience as related to the proposed study.
- Approach and Methodology
 - Proposals should include a detailed work plan outlining relevant and major tasks along with estimated hours, hourly rates, and total estimated cost of each task and:
 - Detailed breakdown of all anticipated costs including mileage, travel, lodging, and administrative support.
 - Detailed outline clearly describing the methodology anticipated to complete this study and used to manage the project's expectations, resources, and budget, and to ensure quality control.
 - Discuss how the work will be completed and what services or interactions are required from the Town.
 - Identify any specialized approaches or concepts or cost-saving measures your company may use relevant to the study.
 - A list of all relevant tasks, meetings, milestones, and deliverables required to complete the study.
 - Capacity and ability of the Project Manager and team to deliver the study.
 - **It is the expectation of the Town that proposals will include a detailed "Approach and Methodology" section which clearly outlines the approach that the successful proponent will plan to take to complete the project.**
- Fee
 - Proposals must include fees and a list of any additional fees for services included in the proponent's proposal.
 - Proposals should include a total fee amount as well as a rate per hour for the study. Proposals should include a fee amount that identifies expenses allocated with this study, including but not limited to consulting, reporting, presentations, travel, and ancillary expenses.
 - Costs should be broken down based on major tasks and milestones of the study.
- References
 - Proposals must include three (3) references who the proponent has done similar work for. The references should be from a third party who can provide information about the performance of the proponent in delivering the works or services for the experience cited.



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5. BID SUBMISSION INSTRUCTIONS

5.1. Questions regarding the Organic Compost Feasibility Study Proposal may be submitted by email to pnopper@townofstandrews.ca or call Town Hall at 506-529-5120. Questions will be taken until Wednesday, November 1, 2023.

The Town of Saint Andrews reserves the right to post relevant answers and/or issue addendums to the Request for Proposal on the Town of Saint Andrews website at www.townofsaintandrews.ca

5.2 Bids must be delivered in a sealed envelope and submitted to the undersigned prior to the closing date of Friday, November 3, 2023, at 12:00 p.m. AST.

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5.3. All bids must be submitted to the Town of Saint Andrews on the Organic Compost Feasibility Study Form, Appendix “A” hereto, and shall be signed by the bidder, with their business address clearly indicated. The Town will not be responsible for any lost documents.

5.4. Bids should include examples of similar services provided by the applicant. Bidders should also outline the experience and qualifications of the applicant and any other personnel who will be directly involved.

4.7. Bids should list businesses, organizations, or individuals who might supply a reference to the level and quality of service provided by the operator. Please supply a minimum of three (3) such references.

4. BID EVALUATIONS

5.1. The Town of Saint Andrews will compare and evaluate each bid to determine the bid which is the best overall value to the Town, using the following criteria:

- Proposal Submission Form: 5%
- Proponent Profile – 15%
- Approach and Methodology - 45%
- Budget – 25%
- References – 10%



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In addition to the submitted bid, the Town of Saint Andrews reserves the right to invite one or more bidders for interviews and/or presentations to further clarify their bid should it be deemed necessary.

The Town of Saint Andrews reserves the right, in its sole discretion, to consider other additional criteria in the evaluation of a bid. The Town reserves the right to not complete a detailed evaluation of a bid if the Town concludes, having undertaken a preliminary review of the bid, that the proponent as compared to all other bids is not in contention to be the selected bid.

THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.



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SCHEDULE "A"

ORGANIC COMPOST FEASIBILITY STUDY FORM

Name of Operator/Business	
Address	
Phone Number	(h) (c)
Email	
Contact Name	
Title	

Total Cost of Feasibility Study (\$) plus HST	
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Fee Breakdown - (Please attach additional page(s) if more space is needed.



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Proponent Profile – Please list relevant experience below. (Please attach additional page(s) if more space is needed.)



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Approach and Methodology – Please attach additional page(s) if more space is needed.



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References – Please list three (3) related references below.	
Name:	Phone:
Name:	Phone:
Name:	Phone:

I/We, the undersigned, herewith propose to supply an Organic Compost Feasibility Study, in accordance with the specifications issued by the Town of Saint Andrews	
Name of Operator/Business	Authorized Signature

Sealed proposals must be submitted to the Town of Saint Andrews using the Organic Compost Feasibility Study Form, Appendix “A” hereto, and shall be signed by the bidder, with their business address clearly indicated.

The Town of Saint Andrews will not be responsible for any lost documents. Proposals are to be submitted on or before **Friday, November 3, 2023, by 12:00 p.m. AST** to:

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