

RFP Pw08-2022

Environmental Monitoring and Reporting at Waste Sites

Questions & Answers

1. With respect to the required Meetings indicated in *Section 5.1 – Meetings* of the RFP, could you please advise if the noted meetings could be conducted virtually (i.e. MS Teams, Zoom, or equivalent) in order to be more budget-friendly for the Township? If so, then supplemental on-site reviews/meetings could be conducted at the sites during sampling events or surveys with Township and Proponent personnel, as a means to keep budget costs down for the overall budget (i.e. less travel time).

Answer:

The proponent will have the option of attending the meetings not requiring field work, virtually or in-person

2. In *Section 5.2 – Landfill Surveying*, could you please clarify what is meant by a “baseline survey”? Could you confirm if this is a survey of the Approved Waste Disposal Area (AWDA) only, or are other areas of Township lands to be surveyed? If other areas/lands of the sites require surveying, could you please provide additional detail for review?

Answer:

The baseline survey is a survey of the Approved Waste Disposal Area only

3. With respect to *Section 5.6 – Reporting Requirements*, the requirements state that “methane” is to be reported on. However, our current understanding of the Township’s five (5) waste disposal sites is that landfill gas monitoring is not required by the Environmental Compliance Approvals (ECAs) issued by the Ontario Ministry of the Environment, Conservation, and Parks (MECP) for any of the Township’s sites. Could you please confirm whether the Township has been directed by the MECP to initiate landfill gas monitoring at any/all of the Township’s five (5) sites, and if so, which ones?

Answer:

We have put out an addendum to remove the Methane It is not required by the ECA

4. Could you please confirm that the Township would like the Annual Reports for this contract to include operational-related data for waste disposal and recycling diversion operations conducted by Township Operations Staff and/or waste and recycling service providers at the transfer stations in a given year? Historically, this operational data has been provided by the Township for inclusion in Annual Reports in January, February, or March, dependent upon when the data from the operational year became available from the Township’s various waste and recycling service providers, and when the Township has completed the data management of

daily/monthly/yearly data from operations at each site by Township Operations Staff, and have provided it to Greenview for inclusion in the Annual Reports (this excludes the waste fill rate data at the Black Donald and Mount St. Patrick Waste Disposal Sites, as this data is calculated based on topographical waste capacity surveys completed by Greenview in Late Fall of each year).

Answer:

The Township will continue to provide the operational data for the Annual Reports

5. With respect to submission dates for Draft Annual Reports and Final Annual Reports in *Section 5.6 – Reporting Requirements*, the Township has indicated that all Draft Annual Reports are required to be submitted to the Township for review no later than December 15th, and Final Annual Reports to be submitted no later than February 15th. With respect to these noted timelines in the RFP, we note the following questions and comments:
 - a. Given that the Draft Annual Report deadline is December 15th of the operational year, and assuming the Township would want waste and recycling operational data included in each Annual Report (as required by the ECAs), then related sections of the Draft Annual Reports would be incomplete at the time of the December 15th submission date (as the operational year would not yet be finished, and all operational data from waste and recycling service providers would not be anticipated until January, February, or March, depending on the responsiveness of the independent service providers). If the Township could acknowledge that the December 15th submission date for Draft Annual Reports would result in these elements of the reports to be incomplete, it would be appreciated. Additional, based on past experience, the Final Annual Report deadline of February 15th may also result in incomplete data, as all operational data would be required from waste and recycling service providers to the Township well in advance of the February 15th deadline, so that the Final Annual Reports could be updated, finalized, printed, bound, and electronic copies prepared for submission to the Township/MECP by the deadline.
 - b. The ECA's of each of the Township's waste disposal sites stipulate that Annual Reports are due for submission to the MECP Ottawa District Office no later than March 31st of a given year. Historically, we have provided Draft Annual Reports to the Township for review between late January and Late February (typical), with finalizations/edits completed in March, and final submission prior to the March 31st deadline to the MECP. Would the Township consider modifying the submission dates for Draft Annual Reports and Final Annual Reports indicated in *Section 5.6 – Reporting Requirements* to dates between January and March, in order to allow for greater flexibility in the review process of operational data and any other issues than may have arisen through the reporting process?
 - c. With respect to the responsibility of submitting Final Annual Reports to the MECP Ottawa District Office, could you please advise if this responsibility would be that of the successful Proponent, or would the Township be submitting the Final Annual Reports to the MECP Ottawa District Office themselves?

Answer:

We have put out an addendum changing December 15th to February 15th and the deadline for the submission of the reports from February 15 to March 31st. We have also added that it is the responsibility of the proponent to submit the reports to the MECP Ottawa District Office.

6. In the event that the Township is not amenable to modifying the submission dates for Draft Annual Reports and Final Annual Reports (see above), how would the Township plan to accommodate the successful Proponent to this RFP in the event that groundwater and/or surface water quality results from Fall Monitoring Events are late in delivery from the Proponent's laboratory partner? This has occurred historically (i.e. results from Fall 2021 groundwater and surface water monitoring events were received late - in January 2022 - due to complications related to COVID, and faulty laboratory testing equipment requiring repairs and the resulting backlog of analysis that resulted from downtime at the laboratory).