



# The Corporation of the Township of Drummond/North Elmsley

## REQUEST FOR PROPOSAL

### CODE ROAD LANDFILL MONITORING AND ANNUAL REPORT

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Name of Company (Contractor)

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Address

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Telephone Number

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Name of Person Signing for Firm

**LOCATIONS:**        745 Code Road, Perth.

**SUBMISSION DEADLINE:**        **May 7th, 2025, at 11:00am**

#### **Tenders received by**

Clint Bron  
Public Works Manager  
Township of Drummond/North Elmsley  
310 Port Elmsley Road  
Perth, Ontario K7H 3C7  
Phone: (613) 267-6500 ext. 250  
[clbron@dnetwork.ca](mailto:clbron@dnetwork.ca)

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**PART “A” General Information**

**1. General**

The Township of Drummond/North Elmsley is seeking the professional services of a qualified consulting firm to provide environmental monitoring services at the Code Road Landfill. These services include but are not limited to water sampling and analysis, annual report preparation and suggested recommendations to the future development of the Townships monitoring program.

Field Work for this proposal will commence in the spring of 2025 and as determined by the Township.

**2. Proposal Submission**

Submissions clearly marked as to contents, will be received at the Municipal Office, 310 Port Elmsley Road., Perth, ON, K7H 3C7 no later than **11:00am on May 7<sup>th</sup>, 2025.**

- Last Day for questions April 29<sup>th</sup>, 2025
- Last day for Addenda May 2<sup>nd</sup>, 2025
- Submission Due date May 7<sup>th</sup>, 2025

**3. Inquiries**

Inquires for this Request for Proposals shall be directed to Clint Bron, Manager of Public Works at (613) 267-6500 ext. 250 or email [clbron@dnetwork.ca](mailto:clbron@dnetwork.ca)

**4. Submission Requirements**

- A short narrative of the Consultants qualifications and experience in Landfill and environmental monitoring.
- Price quotation per the **Proposal Form 1.**
- The price quotations to include:
  - All work required to complete the necessary reporting.
  - All travelling expenses and disbursements.
  - All other sub-consultants cost if required.
- The Proposal and the Proposal Form shall be summited in its entirety in a clearly marked envelope no later than 11:00am on May 7<sup>th</sup>, 2025.

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Submissions should be forwarded to:

Township of Drummond/North Elmsley  
Public Works Department  
Attention: Clint Bron  
310 Port Elmsley Road  
Port Elmsley, ON K7H 3C7

Telephone: (613) 267-6500 ext. 250

**5. Ability and Experience of Company**

The Township reserves the right to reject the proposal of any Company who does not, when requested, furnish satisfactory evidence of sufficient capital and/or experience to successfully perform and complete the work in the specific time.

**6. Government Requirements**

The Contractor shall comply with relevant Federal, Provincial and Municipal Laws, Acts, Ordinances, Regulations, Order-in-Council and By-laws which could in any way pertain to the work outlined in the Contract or to the Employees of the Contractor.

**7. Payment Terms**

The Township of Drummond North/Elmsley shall pay for the work upon completion and receipt of an itemized invoice sent in by the Contractor to the Township of Drummond/North Elmsley, Attention: Public Works Manager. The Township's standard payment term is net thirty (30) days.

**8. Harmonized Sales Tax**

Harmonized Sales Tax (HST) will be paid.

**9. Insurance**

The successful Company shall maintain for the duration of the contract or as otherwise stated the following insurance:

**General Liability Insurance**

All policies shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a) Third party bodily injury, personal injury and property damage including loss of use, of not less than \$5,000,000 per occurrence/aggregate.

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- b) Such Insurance shall include personal injury and advertising injury; premises, property & operations; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees and Additional Insured(s); tenants legal liability.
- c) The Township shall be added as an additional insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.
- d) The policy shall contain a provision for cross liability and severability of interest clause.
- e) The policy shall contain a provision for blanket contractual liability-oral and written.
- f) The policy shall provide the Township with 30 days' notice of cancellation, change or nonrenewal.
- g) Non-owned Automobile Coverage for a limit of not less than \$5,000,000 including contractual non- owned coverage.
- h) Contingent Employer's Liability.
- i) Broad Form Property Damage.
- j) If applicable, the coverage shall not contain any exclusions with respect to explosion collapse, and underground property damage hazards.
- k) If applicable, attached machinery.

**Automobile Liability Insurance**

The Company shall provide Automobile liability insurance in respect of licensed vehicles with limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the Contractor.

**Contractors' Equipment Insurance**

"All risks" contractors' equipment insurance covering construction machinery and equipment used by the contractor for the performance of the Work, excluding boiler insurance, shall be in a form acceptable to the Township and shall not allow subrogation claims by the insurer against the Township. Subject to satisfactory proof of financial capability the Contractor for self-insurance of their equipment, the Township agrees to waive the equipment insurance requirement. Failure to effect insurance will not impose any liability on the Township.

**Environmental Liability Insurance**

Environmental Liability Insurance shall be in the joint names of the Contractor and the Township of Drummond/North Elmsley with limits of no less than \$5 million per occurrence, an aggregate of not less than \$5 million in any policy year, and a deductible not to exceed \$5,000. Coverage shall include Third Party Liability including

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on-site and off-site clean-up costs (Restoration Costs) and not be limited to sudden & accidental incidents.

Such insurance to be maintained for the duration of Work. If coverage is written on a claims made basis, coverage shall contain a 24-month extended reporting period or be maintained for two years from the date of Substantial Performance of Work.

**Professional Liability Insurance**

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$5,000,000 Limit / Aggregate. If coverage is written on a claims made. coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Installation Floater covering material used in the project on an All Risk basis subject to replacement Cost. (if applicable).

The Contractor shall maintain insurance on their property and assets – Failure to do so shall not impose any liability on the Township.

**Other Requirements**

The Company shall provide The Corporation of the Township of Drummond/North Elmsley Township with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Township.

The Company remains responsible for maintaining the required insurance even if certificates are never exchanged and/or requested.

The Company is responsible for any deductible under the applicable policy- the Township shall not bear any cost of such deductible.

**Indemnification Clause**

The Company shall defend, indemnify and save harmless The Corporation of the Township of Drummond/North Elmsley and their elected officials, officers and employees from and against any and all claims, actions, losses, expenses, fines, cost (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of all allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Company, its agents, officers, employees, or others who the Company is legally responsible. This

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indemnity shall be in addition to and not in lieu of any insurance to be provided by the Company in accordance with this agreement.

**10. Health and Safety**

The Company assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislations.

Accordingly, the Company shall;

- (a) Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation.
- (b) Provide a copy of your Company's Health and Safety Policy Statement dated no later than 2025, to be submitted with the proposal.
- (c) Provide a copy of the applicable WSIB Certificate of Clearance or equivalent (if the Company is from outside Ontario), to be submitted with the proposal.

Upon request, at any time, from the awarding to the completion of the Contract, submit proof of fulfillment of the above noted.

**11. Accessibility**

The Company shall provide a declaration with the proposal that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is provided as **Form 3**.

**12. Proposal Checklist**

To assist the Company with completing a response to the RFP, a checklist is included as **Form 2**. The Checklist must be included in the Company's submission.

**13. Addenda**

The Company may be advised by addenda, of required additions, deletions, or alterations in the requirements of the RFP documents. All such changes shall become an integral part of the proposal documents and shall be allowed for in arriving at the total submission price. Any Addendums will be posted on the Township website and is the responsibility of the Company to ensure that all changes, specified in the Addendums have been included in the submission.

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**14. Withdrawal**

A submission may be withdrawn at any time prior to the closing date and time. Withdrawal notification must be in written form, signed and must be submitted to the Public Works Manager. No fax, telephone calls or emails will be accepted.

If a Company wishes to amend an already submitted proposal prior to the Submission Deadline, the Company may withdraw the submitted proposal and submit a revised proposal prior to the Submission Deadline. The Company is solely responsible for ensuring the revised bid is received by not later than the Submission Deadline.

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**PART “B” Scope of Work**

The Successful bidder shall provide qualified personal to complete the following,

- Spring and fall groundwater monitoring.
- Spring and fall surface water monitoring.
- Fall landfill gas monitoring.
- Fall residential well sampling.
- Engineering evaluation and preparation of site life calculations.
- Preparation and Council presentation of an Annual Report.
- Submission of the Annual Report to the MECP in compliance with ECA No. A45110.
- Closure Cost Memo.

**Details**

**Environmental Monitoring**

The ground water and landfill gas monitoring programs shall be conducted in accordance with **Schedules A, B and C**.

- Collection of ground water samples from selected monitoring wells in the spring (20 wells) and from all monitoring wells in the fall (30 wells).
- Collection of groundwater samples from three (3) monitoring wells in the spring and fall for analysis of volatile organic compounds.
- Collection of surface water samples from three (3) locations in the spring and fall.
- Measure water levels in all monitoring wells in the spring and fall.
- Measure methane concentrations in the three (3) on- site buildings, in the headspace of nine (9) monitoring wells immediately adjacent to the waste mound and the methane monitoring well in the fall.
- Collect groundwater samples from four (4) residential drinking water supply wells in the vicinity of the Site in the fall.



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- Provide a summary of the results in tables including comparison to applicable provincial standards, Ontario Drinking Water Quality Standards, Objectives and Guidelines (ODWSOG), Reasonable Use Criteria (RUC), and Provincial Water Quality Objectives (PWQO).
- Provide a discussion and interpretation of results.
- Provide an assessment of the sites compliance in relation to Guideline B-7 Reasonable Use Criteria (RUC).
- Provide recommendations regarding environmental issues at the Site.
- Determine the need to implement additional contingency measures based on the results from the monitoring program.
- Collect a blind field duplicate sample for groundwater and surface water during both spring and fall sampling events, as well as the residential drinking water during the fall sampling events and submit for laboratory analysis.
- Monitor the lab QA/QC process due to the high RPD values.
- Evaluate manganese concentrations at monitoring wells around the waste mound; and
- Monitor metals and phosphorus exceedance in the downgradient surface water sampling locations to observe whether there is an increasing trend in concentrations.

**Site Operations and Development**

- Complete reporting requirements in 2025 as required by ECA No.A451101.
- Complete a topographical survey of the waste mound to determine the volume of waste placed and the remaining Site capacity.
- Conform to the Operation and Development Plan created in January 2020.

**Closure Cost Memo**

Complete a revised closure costing estimate for the Code Road Landfill. The revised closure costing takes into account costs to close the remaining portion of Phase I of the site that is currently active, as well as Phase II which has yet to be brought into use.

This Memo must be provided to the Treasurer of the Township by January 31<sup>st</sup> each year for year-end auditing purposes.

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**Annual Landfill Report**

A written report on the development, operation and monitoring of the Site. The Annual Report shall be submitted and presented to Council no later than March 30<sup>th</sup> of the following year and shall cover the 12-month period ending December 31<sup>st</sup>.

The Annual Report shall include but not be limited to the following:

- Summary of the tonnage of waste received at the site for final disposal (data provided by the Township).
- Detailed monthly summary of the type and quantity of all incoming and outgoing waste and destination of all outgoing waste (data provided by the Township).
- Discussion of the progress of landfilling for the previous year.
- A topographic survey of the site.
- A projection of the forecasted closure date for the site.
- Collated and interpreted data collection from the previous year's groundwater, surface water, landfill gas monitoring program.
- Proposed changes to the Monitoring Programs in accordance with recommendations of a hydrogeologist, geoscientist or professional engineer.
- Any environmental and operational problems encountered during the operation of the Site and during the facility inspections and any mitigative actions taken.
- A discussion outlining the effectiveness of the alternative daily cover at the Site and whether the use of alternative cover(s) should continue.
- Summary of all complaints received regarding the Site and the steps taken to identify, resolve and remediate the issue.
- A summary of site operation upgrades that occurred at the site.

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**Part “C” – Proposal Evaluation**

The proposals will be evaluated on the Consultant’s project teams experience in completing similar type projects and their capabilities as well as price.

The lowest priced proposal will not necessarily be accepted.

Assessment of the Proposal submissions will commence after the RFP closing date.

**Conduct of Evaluation**

In conducting its evaluation of Proposals, the Township may, but will not be obligated to do the following:

- Seek clarification or certification from the Company regarding all information provided by them with respect to this RFP;
- Contact any or all references supplied by the Company to verify and validate any information provided by them;
- Request specific information with respect to the Company’s legal status;
- Conduct a survey of the Company’s Financial capabilities to determine if they are adequate to meet the requirements of the RFP.

Every Company that submits a Proposal will be given a specific number of days by the Township to comply with any request related to any of the above items. Failure to comply with the request may result in the Proposal being declared non-responsive.

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**PROPOSAL – Form 1**

| Description of Item   | Bid Price |
|---|-----------|
| <b>Environmental Monitoring</b>   |           |
| Complete groundwater, surface water, landfill gas and residential well monitoring program | \$        |
| <b>Environmental Engineering</b>  |           |
| Data evaluation and site capacity analysis  | \$        |
| <b>Annual Report</b>  |           |
| Completion of comprehensive Annual Report and Council Presentation                        | \$        |
| Annual Closure Cost Memo  | \$        |
| Topographical survey of the waste mound   | \$        |
| Sub-Total   | \$        |
| HST   | \$        |
| Total   | \$        |

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**CHECKLIST – FORM 2**

Enclosed with submission:

- |  |                          |
|--|--------------------------|
| 1. Completed Form 1 as part of proposal    | <input type="checkbox"/> |
| 2. 2025 Health and Safety Policy Statement | <input type="checkbox"/> |
| 3. WSIB Certificate of Clearance           | <input type="checkbox"/> |
| 4. Accessibility Declaration               | <input type="checkbox"/> |

Documents upon Award of Contract:

- |                                       |                          |
|---------------------------------------|--------------------------|
| 1. Certificate of Liability Insurance | <input type="checkbox"/> |
|---------------------------------------|--------------------------|

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**AODA DECLARATION – FORM 3**

[COMPANY LETTERHEAD]

To: The Corporation of the Township of Drummond/North Elmsley

From: [Company Name]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act  
(AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with  
the Accessibility of Ontarians with Disabilities Act and its regulations

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]

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**Schedule “A” – Groundwater Monitoring Program**

Table B.1 - Spring Sampling Locations

| <b>Monitoring Well ID</b>  | <b>Well Type/Location</b>                                       |
|--|---|
| MW91-2 <sup>1</sup>  | Leachate Well/Township Landfill Property                        |
| MW99-2   | Background Monitoring Well/Township Landfill Property           |
| MW15-1S, MW15-1D   | Background Monitoring Well/Township Buffer Property (Northeast) |
| BH-3, MW91-1 <sup>1</sup> , MW99-1S, MW05-4S                       | Shallow Monitoring Well/Township Landfill Property              |
| MW05-1S, MW05-2S   | Shallow Monitoring Wells/Township Buffer Property (Northeast)   |
| MW99-1D, MW05-4D   | Deep Monitoring Well /Township Landfill Property                |
| MW99-4A, MW99-4B, MW99-4C, MW99-4D <sup>1</sup> , MW05-1D, MW05-2D | Deep Monitoring Wells/Township Buffer Property (Northeast)      |
| MW15-2S  | Shallow Monitoring Wells/Township Buffer Property (Southwest)   |
| MW15-2D  | Deep Monitoring Wells/Township Buffer Property (Southwest)      |

Table B.2 - Fall Sampling Locations

| <b>Monitoring Well ID</b>  | <b>Well Type/Location</b>                                       |
|--|---|
| MW91-2 <sup>1</sup>  | Leachate Well/Township Landfill Property                        |
| MW99-2   | Background Monitoring Well/Township Landfill Property           |
| MW15-1S, MW15-1D   | Background Monitoring Well/Township Buffer Property (Northeast) |
| BH-3, MW91-1 <sup>1</sup> , MW91-3S, MW99-1S, MW05-4S                                | Shallow Monitoring Well/Township Landfill Property              |
| MW92-2, MW92-1S, MW99-3, MW05-1S, MW05-2S, MW05-3S                                   | Shallow Monitoring Wells/Township Buffer Property (Northeast)   |
| MW91-3D, MW99-1D, MW05-4D  | Deep Monitoring Well /Township Landfill Property                |
| MMW92-1D, W99-4A, MW99-4B, MW99-4C, MW99-4D <sup>1</sup> , MW05-1D, MW05-2D, MW05-3D | Deep Monitoring Wells/Township Buffer Property (Northeast)      |
| MW13-1S, MW15-2S   | Shallow Monitoring Wells/Township Buffer Property (Southwest)   |
| MW13-1D, MW15-2D   | Deep Monitoring Wells/Township Buffer Property (Southwest)      |

Note 1. Samples are to be collected and analyzed for full VOC scan

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Parameters: Alkalinity, Ammonia, Arsenic, Barium, Boron, Cadmium, Calcium, Chloride, Chromium, Conductivity, Copper, Iron, Lead, Magnesium, Manganese, Mercury, Nitrate, Nitrite, Total Kjeldahl Nitrogen, pH, Total Phosphorus, Potassium, Sodium, Suspended Solids (Leachate Only), Total Dissolved Solids, Sulphate, Zinc, Benzene, 1,4 Dichlorobenzene, Dichloromethane, Toluene, Vinyl Chloride, Biochemical Oxygen Demand (BOD5)(Leachate Only), Chemical Oxygen Demand, Dissolved Organic Carbon, Phenol, hardness, anion sum, cation sum

Table B.3 - Residential Wells - Fall Sampling Event

| <b>Monitoring Well ID</b> | <b>Well Type/Location</b> |
|---------------------------|---------------------------|
| R1                        | Residential/Off site      |
| R2                        | Residential/Off site      |
| R3                        | Residential/Off site      |
| R4                        | Residential/Off site      |

Parameters: Alkalinity, Ammonia, Arsenic, Barium, Boron, Cadmium, Calcium, Chloride, Chromium, Conductivity, Copper, Iron, Lead, Magnesium, Manganese, Mercury, Nitrate, Nitrite, Potassium, Total Kjeldahl Nitrogen, pH, Total Phosphorus, Suspended Solids, Total Dissolved Solids, Sulphate, Zinc, Biochemical Oxygen Demand (BOD5), Chemical Oxygen Demand, Dissolved Organic Carbon, Phenol, hardness

Groundwater levels to be measured and recorded at each monitoring well for all sampling events.



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**Schedule “B”- Surface Water Sampling**

Table C.1 - Spring Sampling Locations

| <b>Surface Water Station</b> | <b>Location</b>     |
|------------------------------|---------------------|
| SW-1                         | Off-site Upstream   |
| SW-2                         | Off-site Downstream |
| SW-3                         | On-site Downstream  |

Parameters: Alkalinity, Ammonia, Arsenic, Barium, Boron, Cadmium, Calcium, Chloride, Chromium, Conductivity, Copper, Iron, Lead, Magnesium, Mercury, Nitrate, Nitrite, Total Kjeldahl Nitrogen, pH, Total Phosphorus, Suspended Solids, Total Dissolved Solids, Sulphate, Zinc, Biochemical Oxygen Demand (BOD5), Chemical Oxygen Demand, Phenol, hardness

Field Parameters: Temperature, pH, Conductivity, Dissolved Oxygen, Flow

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**Schedule “C”- Landfill Gas Monitoring**

Table D.1 - Landfill Gas

| <b>Gas Monitoring Location</b> | <b>Well Type/Location</b>                                     |
|--------------------------------|---|
| MW91-2                         | Leachate Well/Township Landfill Property                      |
| BH-3, MW91-1, MW99-1S,         | Shallow Monitoring Well/Township Landfill Property            |
| MW05-4S                        | Shallow Monitoring Wells/Township Buffer Property (Northeast) |
| MW99-1D, MW05-4D               | Deep Monitoring Well /Township Landfill Property              |
| MW15-2S                        | Shallow Monitoring Wells/Township Buffer Property (Southwest) |
| MW15-2D                        | Deep Monitoring Wells/Township Buffer Property (Southwest)    |
| GP15-01                        | Gas Probe/Township Landfill Property                          |
| Re-use Facility                | On-site Building  |
| Maintenance Building           | On-site Building  |
| Scale House                    | On-site Building  |

Methane Concentrations to be measured and recorded in the spring and fall of each year.