



**REQUEST FOR PROPOSALS (RFP)**

Landfill Capacity, Compliance, Closure Cost and Groundwater Monitoring Review

**RFP #: 2025-01**

**Township of Armstrong**

**Issue Date: May 22, 2025**

**Submission Deadline: June 6, 2025 at 2:00 PM (EST)**

**Contact Information:**

Dan Thibeault

CAO Clerk Treasurer

Township of Armstrong

Email: [dan.thibeault@armstrong.ca](mailto:dan.thibeault@armstrong.ca)

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## 2 Introduction

The Township of Armstrong is seeking proposals from qualified consulting firms to undertake a comprehensive assessment of the Armstrong Landfill. The project scope includes a review of remaining landfill capacity, compliance with the Environmental Compliance Approval (ECA), a review and update of groundwater monitoring programs, and a full update of closure cost estimates and landfill life expectancy modeling.

The final report will support operational planning, regulatory compliance, financial forecasting, and strategic decision-making.

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## 3 Background

- The Armstrong Landfill operates under Environmental Compliance Approval (ECA) Number A7011002.
  - Historically operated as a trench and fill site.
  - Past estimates (2016 K. Smart Associates) suggested 15 years of life remaining under trench methods, with potential to expand lifespan by above-grade filling ("mountain" method).
  - Two groundwater monitoring wells (MW1 and MW2) were installed in 2017 by Pinchin Ltd., but groundwater was not intercepted at that time.
  - No consistent groundwater or surface water monitoring program is currently in place.
  - Site may be nearing 40,000 m<sup>3</sup> total capacity, which would trigger additional regulatory requirements under Ontario Regulation 232/98.
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## 4 Scope of Work

The successful proponent shall undertake the following tasks:

### 4.1 Landfill Capacity Assessment

- Review historical and current filling practices.
- Quantify remaining airspace, considering:
  - Current trench operations.
  - Potential lift/mountain fill method with 4:1 side slopes.
- Project landfill operational life under both current and optimized filling practices.

### 4.2 Environmental Compliance Review

- Review compliance with ECA A7011002.
  - Assess operations against:
    - Environmental Protection Act
    - Ontario Regulation 347
    - Ontario Regulation 232/98 (if expansion is considered)
    - Landfill Standards: A Guideline on Regulatory and Approval Requirements (2012).
  - Identify non-compliance risks and recommend corrective actions.
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#### **4.3 Groundwater Monitoring and Well Review**

- Inspect the condition and construction details of monitoring wells MW1 and MW2.
- Determine if existing wells are adequate, or if additional/deeper wells are required.
- Develop a groundwater and surface water monitoring program, including:
  - Recommended well locations (if new installations are needed)
  - Parameters for analysis
  - Monitoring frequency
  - Reporting format (aligned with MECP standards)
- Provide a sampling and analysis plan to satisfy requirements of Ontario Regulation 347 and MOECC guidelines.

#### **4.4 Updated Closure Cost and Life Expectancy Study**

- Conduct a new topographical survey of the active landfill site. *(The Township does not currently have recent topographic mapping of the landfill. The successful consultant is expected to provide all necessary survey work to support volume calculations and closure design, including ground or drone survey as appropriate.)*
- Recalculate filled volume and remaining capacity.
- Update landfill life expectancy models based on:
  - Trench-only filling
  - Above-grade (lift) filling
- Prepare a full closure cost estimate, including:
  - Final grading and contouring
  - Low permeability final cover, topsoil, and vegetative cover
  - Installation of new or replacement monitoring wells
  - Public notification and signage
  - Site access control post-closure
- Calculate the contaminating lifespan of the landfill based on chloride leachate modeling, in accordance with Ontario Regulation 232/98 and the MECP Landfill Standards (2012).
- Develop a post-closure care plan including groundwater and surface water monitoring.
- Estimate annual post-closure monitoring and maintenance costs for a 15-year post-closure period.
- Summarize total closure and post-closure financial obligations.

#### **4.5 Provincial Rules and Regulatory Updates**

- Identify any recent changes in Provincial landfill regulations.
- Advise on any potential triggers for Environmental Assessment or other regulatory approvals if future site expansion is contemplated.

#### **4.6 Final Recommendations**

- Provide prioritized action items:
    - Immediate compliance issues
    - Near-term operational improvements
    - Long-term site management and expansion opportunities
  - Provide cost estimates where applicable for recommended actions.
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### **5 Deliverables**

- Draft Report for Township review.
  - Final Report incorporating feedback.
  - Survey drawings showing landfilled areas and available expansion zones.
  - Updated closure cost tables and life expectancy projections.
  - Attendance at one Council meeting (virtually or in-person) to present findings.
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### **6 Proposal Submission Requirements**

- Proposals must include:
    - Company Profile and Experience.
    - Qualifications of key project staff (resumes).
    - Detailed Methodology and Work Plan.
    - Project Timeline.
    - Fee Structure:
      - Lump-sum pricing for all deliverables.
      - Hourly rates for additional services (optional work).
    - Three References for similar landfill projects.
    - Proof of Insurance:
      - Certificate of Insurance confirming \$5 Million in general liability and \$5 Million in professional errors and omissions insurance.
      - Certificate of Clearance from WSIB (recommended but not mandatory).
      - Health and Safety Policy (recommended but not mandatory).
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## 7 Timeline

Activity	Date
RFP Issued	May 22, 2025
Questions Deadline	May 30, 2025
Proposal Submission Deadline	June 6, 2025 (by 2:00 PM)
Award Notification	June 12, 2025
Project Commencement	July 3, 2025
Draft Report Due	August 15, 2025
Final Report Due	November 28, 2025

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## 8 Evaluation Criteria

Criteria	Weight
Understanding of Project Scope	20%
Experience with Similar Projects	25%
Proposed Methodology	25%
Cost Competitiveness	20%
References	10%

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## 9 Submission Instructions

### 9.1 Proposal Submissions

- Submit proposals electronically in PDF format to:  
**Contact:** Dan Thibeault  
**Email:** dan.thibeault@armstrong.ca  
**Subject Line:** “Proposal – Armstrong Landfill Comprehensive Review”
- **Submission Deadline:** June 6, 2025 at 2:00 PM (EST)
- Late submissions will not be accepted.

### 9.2 Questions and Clarifications

- All questions or requests for clarification regarding this RFP must be submitted by **May 30, 2025 at 2:00 PM (EST)**.
- Questions must be submitted by email to:  
**Dan Thibeault**  
**Email:** dan.thibeault@armstrong.ca
- Verbal questions will not be accepted.
- Responses to all questions will be provided in writing via email and may be shared with all known proponents at the Township's discretion.

### 9.3 Addenda

- If any changes or clarifications are required, they will be issued via an addendum to this RFP.
- It is the responsibility of each proponent to confirm receipt of all addenda.
- Proponents must acknowledge receipt of any addenda in their proposal submission.

## 10 Appendix A: Bid Submission Form

### Township of Armstrong

### Armstrong Landfill – Capacity, Compliance, Closure Cost, and Monitoring Review

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#### Proponent Information

Item	Details
Company Name	
Contact Name	
Address	
Phone	
Email	

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#### Pricing

Task	Lump Sum Price (excluding HST)
Total Lump Sum Price )	\$ _____

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#### Declaration by Proponent

The undersigned confirms that the prices herein are firm for acceptance for a period of sixty (60) days and that the Proponent has reviewed and agrees to the full scope of work described in the Township's Request for Proposals. We also hereby acknowledge receipt of any addenda (if any).

Authorized Signature \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

Date \_\_\_\_\_

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#### Acceptance by Township of Armstrong

The Township of Armstrong hereby accepts the above bid for the work described in the RFP, subject to any conditions mutually agreed upon in writing.

Authorized Signature (Township) \_\_\_\_\_

Name and Title (printed) \_\_\_\_\_

Date \_\_\_\_\_

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## 11 Appendix B: Reasons for Bid Exclusion

In accordance with the Township of Armstrong Procurement Policy, the following circumstances may result in the exclusion or rejection of a bid submission:

1. Late Submission
  - Bids received after the official closing date and time will be automatically rejected without being opened or read publicly.
2. Unsealed Submission
  - Any bid that is not sealed will be automatically rejected.
3. Incomplete Financial Security
  - Failure to provide required bid security (e.g., bid bond, certified cheque, irrevocable letter of credit) where specified will result in automatic rejection.
4. Incomplete or Missing Bid Documents
  - All mandatory sections of the bid documents must be completed. Failure to do so will lead to automatic rejection unless deemed trivial by the Department Head and Council.
5. Qualified or Conditional Bids
  - Bids containing qualifications, conditions, or restrictions not provided for in the RFP will be automatically rejected unless deemed insignificant.
6. Use of Unauthorized Forms
  - Bids submitted on forms other than those issued by the Township will be automatically rejected.
7. Failure to Acknowledge Addenda
  - Failure to acknowledge receipt of all issued addenda having financial implications will result in automatic rejection.
8. Mathematical or Clerical Errors
  - Where mathematical errors or clerical errors exist, bidders will have 48 hours to correct and initial such errors. Failure to correct within the timeframe may result in rejection.
9. Missing Corporate Seals or Authority to Bind
  - Missing corporate seals or authority to bind the corporation must be rectified within 48 hours, or the bid will be rejected.
10. Non-Compliance with Mandatory Insurance, WSIB, or Health & Safety Policy Requirements
  - Bidders must submit proof of insurance coverage (minimum \$5 million general liability), WSIB Clearance Certificates, and a Health & Safety Policy (if required). Failure to provide satisfactory proof may result in rejection.
11. Conflict of Interest
  - Bids will be rejected if a conflict of interest is identified which cannot be adequately mitigated.
12. Non-Responsive Bids
  - Bids that fail to meet mandatory technical requirements or scope of work criteria will be considered non-responsive and rejected.
13. Non-Compliance with Procurement Policy Requirements
  - Any deviation from the purchasing methods, commitments, or reporting requirements as outlined in the Township's Procurement Policy may result in exclusion.
14. Other Irregularities

- Any other irregularities as determined jointly by the Department Head and Council to be material will result in the bid being rejected.

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**Privilege Clause:**

“The Township reserves the right to reject the lowest or any bid, and shall not be obliged to accept any proposal or tender.”

## 12 Appendix C: Reference Materials Available Upon Request

The following documents are available upon request to assist proponents in preparing their submissions. These materials provide important historical context, technical data, and regulatory guidance relevant to the current scope of work.

- **Environmental Compliance Approval**

**Document:** Environmental Compliance Approval A7011002

**Issued by:** Ministry of the Environment and Energy

**Date:** November 24, 1974

**Content:** Authorizes the operation of the Armstrong Landfill. Contains site-specific conditions, although limited due to its age.

- **Closure Cost and Life Expectancy Report**

**Document:** Report on Closure Costs and Life Expectancy – Armstrong Landfill Site

**Prepared by:** K. Smart Associates Limited

**Date:** August 26, 2016

**Content:** Includes estimated remaining site life, landfill volume calculations, contaminating lifespan based on chloride leachate modeling, and closure cost estimates.

- **Monitoring Well Installation Report**

**Document:** Monitoring Well Installation Program – Township of Armstrong Waste Disposal Site

**Prepared by:** Pinchin Ltd.

**Date:** September 21, 2017

**Content:** Documents borehole advancement, monitoring well installation (MW1 and MW2), subsurface conditions, and limitations due to dry wells.

- **Solid Non-Hazardous Waste Disposal Site Inspection Report**

**Document:** MECP Inspection Report – Earlton Landfill

**Prepared by:** Ministry of the Environment, Conservation and Parks

**Date:** January 9, 2020

**Content:** Includes observations on ECA compliance, groundwater and surface water concerns, and required actions including capacity assessment and groundwater monitoring program.

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**To request copies of these documents, please contact:**

**Dan Thibeault**

CAO Clerk Treasurer

[dan.thibeault@armstrong.ca](mailto:dan.thibeault@armstrong.ca)