



TOWNSHIP OF ADMASTON/BROMLEY

# Request for Proposal

## WM2025-01

### *Environmental Monitoring and Reporting at Waste Sites*

Name of Firm or

Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Person Signing for Firm: \_\_\_\_\_

Position of Person Signing for Firm: \_\_\_\_\_

#### RFP's RECEIVED BY:

Jennifer Charkavi, CAO/Clerk  
Township of Admaston/Bromley  
477 Stone Road  
Renfrew, ON  
K7V 3Z5  
613-432-2885  
[cao@admstonbromley.com](mailto:cao@admstonbromley.com)

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications.

## **1.0 INVITATION AND INSTRUCTIONS**

The Township of Admaston/Bromley invites proposals for providing consulting services for environmental monitoring programs at the following landfill sites:

1. Osceola Landfill Site (ACTIVE – ECA A411802)
2. Stone Road Landfill Site (CLOSED – ECA A411301) – currently operating as a transfer site
3. Douglas Landfill Site (CLOSED – ECA A411801) – currently operating as a transfer site

This service includes environmental sampling at each site, providing analytical results, providing a summary report for each sampling event at each facility and preparing an annual report for each facility commencing in 2021.

Sealed proposals will be received up to 2:00 p.m. pm December 15<sup>th</sup>, 2025 by:

**Jennifer Charkavi, CAO/Clerk  
Township of Admaston/Bromley  
477 Stone Road  
Renfrew, ON  
K7V 3Z5**

All questions concerning the RFP are to be directed to the CAO/Clerk of the Township of Admaston/Bromley by email. Jennifer Charkavi, CAO/Clerk email:

[cao@admastonbromley.com](mailto:cao@admastonbromley.com).

The anticipated schedule for the service procurement process is as follows:

**Issue RFP: November 28th, 2025  
Deadline for Questions: December 12<sup>th</sup>, 2025  
Proposal Due Date: December 15th, 2025 at 2 p.m. local time  
Selection of Proponent: December 18th, 2025**

Proposals must be sealed and returned in an envelope marked:  
“ENVIRONMENTAL MONITORING AND REPORTING AT WASTE SITES –  
Request for Proposal WM2025-01”.

The responding organization or individual must have their name and full mailing address clearly marked on the outside of the proposal envelope. Late proposals will not be accepted and will be returned unopened to the proponent. Request for Proposals

Documents may be obtained:

- A. On the Township's website at [www.admastonbromley.com](http://www.admastonbromley.com)
- B. Via an email on or after to [info@admastonbromley.com](mailto:info@admastonbromley.com) or in a hard copy format on or after November 28th, 2025 from the following location:

Township Municipal Office at 477 Stone Road, Renfrew, ON between the hours of 8:30 a.m. to 4:00 p.m., Monday to Friday, excluding statutory holidays.
- C. Requests for information shall be through email to the CAO/Clerk at [cao@admastonbromley.com](mailto:cao@admastonbromley.com).

The lowest bid or any proposal will not necessarily be accepted. The Township of Admaston/Bromley, reserves the right to accept or reject any or all proposals. The Townships reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Township. The proponents will be competent and capable of performing the work. By submitting this proposal the proponent further confirms that neither the proponent (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent is an officer, employee or director of the Townships, or is a member of the immediate family of an officer, employee or director of the Townships.

The Townships will not be responsible for any costs incurred by proponents, which result from the preparation or submission of documents pertaining to this proposal call. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at his expense.

## **2.0 INTRODUCTION AND BACKGROUND**

The Township of Admaston/Bromley is requesting proposals from qualified firms to provide consulting services for the Environmental Monitoring of three (3) sites within the Township. The sites consist of two (2) closed landfills and one (1) operating landfill.

The one (1) operating landfill received an Amended ECA to include an expanded area. This area was operational at the beginning of October 2024. Due to this expanded area there are five (5) additional monitoring wells on property southwest to the landfill site.

The three (3) sites are as follows;

1. Osceola Landfill Site (ACTIVE) – Annual Reporting Required
2. Stone Road Landfill Site (CLOSED) – currently operating as a transfer site. Annual Reporting Required.
3. Douglas Landfill Site (CLOSED) – currently operating as a transfer site. Reporting required every two years.

### **3.0 PURPOSE**

The Township of Admaston/Bromley intends to engage a qualified consulting firm to provide environmental monitoring services. These services will include the ground water, surface water and leachate sampling at defined intervals at all of the listed sites, all the required sample analysis, annual report preparation and suggested recommendations to the future development of the Townships monitoring program.

Field work for this proposal will commence in spring of 2026 and as determined by the Township.

Pricing will be detailed as outlined in the Financial Proposal section of this document.

### **4.0 CONTRACT DURATION**

This Contract will begin with the 2026 sampling and finish with the final annual report for the 2030 monitoring year, with the Township's acceptance of the successful proponent's proposal. A possible extension of this contract for an additional two (2) years may be considered if agreeable to both parties. The Township of Admaston/Bromley retains the right of approval or rejection of any contract extension. The contract can be terminated at any time for any reason after six (6) months of the proponent being issued a written notice by the Township.

### **5.0 SCOPE OF WORK**

The scope of the work will be carried out for the duration of this contract. The scope of work will include but not be limited to the following:

#### **5.1 Meetings**

The following is a list of required meetings that will be attended by a qualified representative from the successful proponent and the Township. The individuals will be identified at the commencement of this agreement. Changes to the individuals being responsible for the carrying out of this proposal will be communicated between both the respective Township and the successful proponent.

- Startup meeting, review of program to date and expectations. February/March 2026
- Prior to commencement of the spring field work in 2027
- Prior to commencement of the spring field work in 2028
- Prior to commencement of the spring field work in 2029
- Prior to commencement of the spring field work in 2030
- Final review of the completed works covered by the proposal, January 2031

Items to be covered will be discussed (for agenda purposes) via email prior to actual meeting dates.

## **5.2 Landfill Surveying**

The successful proponent shall for Admaston/Bromley;

- Provide qualified field personnel to carry out baseline surveys for the one (1) active landfill within the first year of awarding the contract.
- Provide qualified field personnel to carry out annual volumetric surveys for the purpose of tracking landfill capacity. This is to determine the capacity of the landfill site. The topographic map will be for the fill area only. During the course of the proposal there should be included at least two (2) in-person visits, not including the original in-person visit for the baseline survey at the beginning of the contract.

## **5.3 Closure Costs**

The successful proponent shall prepare and include closure cost letters for all three (3) landfills to the Township of Admaston/Bromley; including but not limited to the following information:

- Estimated breakdown of remaining landfill capacity, interim cover and final cover
- Capital Cost requirements
- Sampling and Monitoring Costs for the next 25 years

These letters should be prepared in each year of the contract and included in their respective annual reports. A copy of the letter will be provided to the Treasurer of the Township by January 15<sup>th</sup> each year for yearend auditing purposes.

## **5.4 Environmental Monitoring**

The successful proponent shall for Admaston/Bromley;

- Provide qualified field personnel to carry out the ground water, surface water, leachate and condensate sampling for the Township at all three (3) sites listed in the introduction of this document. The successful proponent will provide the Township with a list of all personnel involved in the carrying out of this proposal.

All submissions will be evaluated equally, if there are inconsistencies between bids the Township will complete a follow-up interview with the consultant to make sure each bid is given a fair opportunity.

- Adhere to the “best practices” approach as accepted by government and industry for the sampling of ground water and surface water.
- Provide the Township with copies of the written procedures, including the Quality Assurance and Quality Control protocol, to be followed during the attainment of samples.

- Follow the sampling schedule as provided by the Township and provide seven (7) days written or electronic notification in advance of the start of any sampling event(s) or a request for change in the sampling dates.
- Immediately notify the Township of any infrastructure damage or adverse site conditions encountered during sampling events. At no time shall the proponent carry out work that may be deemed unsafe or that may impact the sampling results.

## **5.5 Sample Analysis**

- All samples will be analyzed by one (1) qualified laboratory for the duration of this agreement. This laboratory will be agreed upon by the Township and the successful proponent.
- Written copies of the analytical methodologies, including the Quality Assurance and Quality Control protocols to be used will be submitted to the Township.
- Individual parameters to be sampled will be determined by the Township with consideration being given to past sampling results and projected trends.
- All samples will be compared using the applicable Ontario Environmental Guidelines.
- Immediately notify the Township of any aberrations or unexpected results observed within the sample analysis

## **5.6 Reporting Requirements**

The successful proponent shall provide an annual report by the end of each calendar year covered under the contract the proponent shall prepare and submit the Annual Report covering the groundwater, surface water, methane and leachate (where applicable) sampling results for the year. An Annual Report will be prepared for each site covered under the terms of this proposal. These reports will include but not be limited to:

- Brief site descriptions based on available Existing Hydrogeological Studies;
- Brief description of the monitoring program and any implemented revisions to the monitoring program;
- Applicable Regulations used for the evaluation;
- Description of the sampling methods being used;
- Brief summary of the sampling program carried out over the previous calendar year;
- Brief summary of the results from each sampling location;
- Excel table showing the analytical results, including prior monitoring events;

- Graphs showing the trends for the lead parameters for each sampling location, generated from the excel tables;
- Drawings and figures showing sampling locations;
- Groundwater quality time series charts for selected landfill leachate indicator parameters;
- Laboratory reports;
- Stiff diagrams (or alternative drawings approved by the Township), plot of select anions and cations for individual monitoring
- Locations for graphical comparison;

A Draft of the Annual Report shall be submitted for review on or before December 15, of each year covered by the contract. The completed Annual Report will be submitted on or before February 15, for each of the previous years covered by the contract. The Annual Report must be sealed and stamped. Delivery of the report should include three (3) bound hard copies and one (1) electronic copy in pdf format to the Township. Additional to the files in pdf format, tables and graphs shall be delivered in Excel format.

An electronic copy of the Annual Report must also be sent to the Ministry of the Environment, Conservation and Parks, District Office, Eastern Region.

## **6.0 PROPOSER INFORMATION**

### **6.1 Qualifications and Experience**

The proponent must include in the proposal a list of personnel on the team, their project role, and curriculum vitae for each member of the team, sub-consultants if any must be identified. The proponent must include a statement of qualifications and relevant experience in support of the proposal.

### **6.2 Insurance**

The Contractor will provide and maintain, either by way of a separate policy, or by endorsement to an existing policy, Comprehensive General Liability insurance, acceptable to the Township and subject to the limits of not less than five million dollars (\$5,000,000) inclusive, per occurrence for bodily injury, death and damage to property including loss of use thereof. The Comprehensive General Liability Insurance will include coverage for:

- A. Blanket contractual liability,
- B. Cross liability,
- C. Liability with respect to non-owned licensed vehicles, and
- D. Personal injury liability.

The Contractor will provide and maintain Owned Automobile liability coverage for not less than five million dollars (\$5,000,000) for any one accident Liability Insurance, Bodily Injury, and Property Damage Liability.

The Township will be named as Additional Insured on all Comprehensive General Liability and Non-Owned Automobile Liability policies required by the Contractor to meet the insurance requirements herein.

Prior to commencement of work, the Contractor will provide the Township with a Certificate of Insurance demonstrating that the Contractor's insurance coverage meets or exceeds the insurance requirements herein.

### **6.3 WSIB**

The Contractor will comply with the provisions of the Workplace Safety Insurance Board (WSIB) and provide proof, satisfactory to the Township that all assessments have been paid and that they are in good standing.

### **6.4 References**

The proponent must include a minimum of three (3) references, complete with contact information, in the proposal for projects similar to the Environmental Monitoring Services at Municipal Landfills. A brief description of the projects completed for each reference should be provided.

### **6.5 Professional Responsibility**

Only qualified and experienced Environmental Consultants will be considered for this project. The successful proponent will be expected to provide services in accordance with a standard care, skill and diligence maintained by a person (or firm) providing the services described herein. The successful proponent will be required to seal all documents issued for this project.

## **7.0 Financial Proposal**

The Financial Proposal must specify the fees required to satisfy the terms of reference, (Scope of Work), for the project, the work plan and methodology. The proponent must clearly identify and detail all costs separately. As well, the various stages of the work plan shall be detailed, with taxes and disbursements clearly identified. The fee structure shall be based on milestones and deliverables to the Township over the duration of the contract period.

A completed Cost Estimate Table must be included, detailing the following items:

- Professional time, fees, for:
  - Review of existing reports

- o Site meetings
- o Preparation of Annual Report
- o Field Work (sampling, field tests, surveying)
- Disbursements:
  - o Lab analysis
  - o Equipment
  - o Travel
  - o Copies
  - o Correspondence

Cost estimates are to be based on the monitoring programs provided in the attachments. The proposal shall allow for cost adjustments due to changing numbers of samples due to weather conditions, accessibility, damages, decommissioning and/or additional sampling locations. The proposal also shall provide costs for additional site meetings if required.

## **7.1 Terms of Payment**

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

## **8.0 WORK PLAN AND SCHEDULE**

The proponent must provide a work plan (in a format of their choice) in the proposal. The work plan is to include a schedule of seasonal sampling events, reporting milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

## **9.0 PROPOSAL FORMAT**

Bidders are to submit two (2) sealed envelopes clearly entitled “Technical Proposal” and “Financial Proposal”, enclosed together in an outer single envelope. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration.

### **9.1 Technical Proposal**

All pages should be consecutively numbered. The Technical Proposal should not exceed twenty pages excluding Items A to C and CVs. A minimum of zero (0) and a maximum of three (3) 11” x 17” pages will be accepted. All other pages must be standard letter size.

- A. Title Page – including Request for Proposal title and number, proponent’s name and address, telephone number, fax number, email address and contract representative.

- B. One-page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- C. Table of Contents including page numbers.
- D. An Executive Summary of the key features of the proposal.
- E. Consultant Qualification and Experience
- F. Past Projects and References
- G. Work plan, Methodology, and Schedule
- H. Additional information that a proponent may choose to provide.

## **9.2 Financial Proposal**

The Financial Proposals are not restricted by a page limit. They should contain all relevant information as set out in Section 7.0 Financial Proposal.

## **10.0 DOCUMENTS**

The successful proponent will be required to provide all documents related to the contract to the Township in hard copy and an electronic format. All drawings will be in PDF. All text documents will be in a Microsoft Word or PDF format. One (1) hard copy along with a digital format copy must be submitted.

## **11.0 EVALUATION OF PROPOSALS**

The proposal submission should be clear, concise and complete. The Township shall be the sole judge of a proposal and its decision shall be final. The following criteria will be used by Township staff to evaluate proposals received:

Evaluation Criteria:

- A. Consultant Qualification and Experience (25 points)  
The length and quality of experience of the person named in the proposal as the consultant's project manager and the consultant's technician assigned to the field work, the consulting firm doing similar projects, and the team assigned by the consulting firm to work on this project. This could include – ten (10) comparisons to each other, industry norms, our expectations, prior individual and institutional experience, the experience/opinions of others or whatever helps us.
- B. Work plan, Methodology, and Schedule (25 points)

This includes the evaluation of thoroughness of the project approach reflected in the work plan and project schedule, level of effort reflected in the total work hours of the team assigned to complete the project, and timing of project tasks outlined in the project schedule.

C. Project Budget (30 points)

This includes the amount of detail given to project relevant line items and the overall proposed project cost per site and year.

D. Quality of Proposal (including format, 20 points)

The Township may make whatever comparisons it finds useful in better understanding and evaluating submissions relative to its requirements and relative to other bids.

## **12.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

Proposals will be received and held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act. All documents, including proposals, submitted to the Township become the property of the Township. The Township will provide a debriefing for individual proponents at their request subject to the Freedom of Information and Protection of Privacy Act.