

**REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT SELECT COMMITTEE
AGENDA**

Monday, July 17, 2017

1:30 P.M.

Committee Room

This meeting will be recorded

Pages

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Solid Waste Management Select Committee Meeting - June 14, 2017** **2**

That the minutes of the Solid Waste Management Select Committee meeting held June 14, 2017, be adopted.
- 4. INVITED PRESENTATIONS**
 - 4.1 Solid Waste Services Update**

Staff will provide presentation.
 - 4.2 Organics Processing Update**

Staff will provide presentation.
- 5. REPORTS**
 - 5.1 Contract Award - Regional Landfill Scale and Scale House Replacement** **5**
- 6. NEW BUSINESS**
- 7. ADJOURNMENT**

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING****Wednesday, June 14, 2017****1:30 P.M.****Committee Room**

In Attendance:	A. McPherson	Chair
	H. Houle	Electoral Area B
	M. Young	Electoral Area C
	J. Stanhope	Electoral Area G
	B. McKay	City of Nanaimo
	J. Hong	City of Nanaimo
	J. Kipp	City of Nanaimo
	Alternate	City of Parksville
	K. Oates	
Regrets:	M. Lefebvre	City of Parksville
	T. Westbroek	Town of Qualicum Beach
Also in Attendance:	P. Carlyle	CAO
	L. Gardner	Manager, Solid Waste Services
	M. Larson	Solid Waste Planner

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**Solid Waste Management Select Committee Meeting - May 30, 2017**

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held May 30, 2017 be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

SWMP Update

M. Larson updated the Committee on the SWMP.

Charitable Organization Waived Tipping and Hauling Fees

L. Gardner presented the Committee on the Charitable Organization Waived Tipping and Hauling Fees report.

REPORTS

Charitable Organization Waived Tipping and Hauling Fees

It was moved and seconded that the Charitable Organization Waived Tipping and Hauling Fees report be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Charitable Organization Waived Tipping and Hauling Fees report be referred back to staff to provide further information.

CARRIED UNANIMOUSLY

Comox Valley Regional District Disposal Request for Asbestos Waste Disposal Bylaw No. 1531 Revision

It was moved and seconded that the Solid Waste Management Select Committee recommends that “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be introduced and read three times; and

Opposed (2): Director Young, and Director Kipp

CARRIED

It was moved and seconded that the Solid Waste Management Select Committee recommends that “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.08, 2017” be adopted.

Opposed (2): Director Young, and Director Kipp

CARRIED

Curbside Collection Contractor - Amalgamation and Name Change

It was moved and seconded that this report be received for information purposes only.

CARRIED UNANIMOUSLY

Solid Waste Management Plan Dispute Resolution Process

It was moved and seconded that this report be received for information only.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

CHAIR

TO: Solid Waste Management Select **MEETING:** July 17, 2017
Committee

FROM: Maggie Warren **FILE:** 5330-20 SCAL
Superintendent Scale & Transfer Service

SUBJECT: Contract Award – Regional Landfill Scale & Scale House Replacement

RECOMMENDATION

That the Board award the contract for the construction of the Regional Landfill scale and scale house to Island West Coast Development in the amount of \$498,301 and a total project cost of \$572,801.

SUMMARY

The inbound and outbound scales and scale house at the Regional Landfill are at end of life. These facilities are critical infrastructure for the Landfill as they are used to determine the amount of all incoming waste and to calculate the appropriate fee. There is a high risk of significant failure of the scales by attempting to extend their life any further. The 2017 budget includes replacement of this infrastructure.

BACKGROUND

The Regional Landfill scale house and scale was installed in 1991. All customers disposing materials at the landfill are required to weigh their vehicle upon arrival on the inbound scale and weigh their vehicle upon departure on the outbound scale. Scale software enables the calculation of the net weight of the load and the associated disposal fee. The budget for the RDN's Solid Waste Services program is largely funded through these user fees.

If one of the scales fails, all traffic is diverted through the remaining working scale causing significant traffic delays and inconvenience to customers. When both scales fail, the default is to apply the minimum charge of \$6 (an estimated \$13,000 per day in lost revenue, plus repair costs).

In April 2015, the scale manufacturer, Mettler Toledo, conducted Landfill Scale Assessments and found there was a risk of the inbound scale failing and the potential for vehicle damage and personal injury. In order to mitigate the hazard, a portion of the decommissioned scale deck from the Church Road Transfer Station was salvaged and installed at the landfill. This interim solution allowed staff to postpone the replacement of both scales until 2017.

The scale house has been in operation for 26 years. Challenges exist with the facility which includes malfunctioning doors and windows, maintaining the integrity of the roof, space to house computer hardware and poor ergonomics. The building envelope has reached the end of its lifespan leading to increased energy consumption and impacts to air quality in the building. Considering the current condition of the scale house, it is appropriate to replace the structure in conjunction with the scales. In doing so, the new scale house and scales will have a projected life span that is commensurate with the projected life span of the landfill.

The Regional Landfill Scale and Scale House Replacement Project Request for Proposals (RFP) was sent to local construction contractors as well as posted on BC Bids and the Regional District of Nanaimo (RDN) website for bid submissions with a closing date of June 26, 2017. Only one proposal was received as set out in Table 1 below.

Table 1 – Tender Summary (exc. GST)	
Contractor	Total Price
Island West Coast Development (IWCD)	\$498,301

The bid price by IWCD is greater than the design/build target of \$400,000 stated in the RFP. However, the target budget was set at a realistic, yet very conservative value to encourage competitive bids. Additionally, the higher than expected bid price can be attributed to: the weak Canadian dollar resulting in higher material costs; the current economic climate in British Columbia resulting in a tightening of the labour market resulting in higher labour costs; and less competition on smaller projects due to the economic climate. It is unlikely that re-tendering the project would see a reduced price and could risk losing the qualified bidder. The total project costs for this project falls within the 2017 Board approved budget.

The engineering consulting firm, XCG Consultants Ltd. (XCG), was retained to review the bid and has recommended the contract be awarded to IWCD in the amount of \$498,301. Based on recommendations XCG , a contingency amount of \$50,000 is recommended to accommodate unforeseen conditions or scale house alterations.

Table 2 below provides an overview of total project costs.

Table 2 – Total Project Cost	
Site Activity	Projected Costs
Predesign & RFP Administration	\$12,500 (completed)
Construction Project	\$498,301
Traffic Lights	\$7,000
Construction Oversight Fees	\$5,000
Project Contingency	\$50,000
Total Project Cost	\$572,801

ALTERNATIVES

Alternatives in proceeding with the project are as follows:

- 1) Approve the total project budget and award the project construction project to IWCD.
- 2) Alternate direction as provided by the Regional Board.

FINANCIAL IMPLICATIONS

The 2017 budget set a total project cost of \$573,000 to replace the Landfill scales and construct a scale house. The total projected construction costs as set out in Table 2 fall within this amount. Revenue losses in the event of failure of the scales are predicted to be approximately \$13,000 per day, plus cost of repairs and replacement.

STRATEGIC PLAN IMPLICATIONS

This project is consistent with key priorities of the 2016-2020 Strategic Plan in the following area:

- *Focus on service and organizational excellence.* The replacement of the Landfill scales and construction of the scale house is to ensure the solid waste department provides cost effective and efficient service to the Region.

SUMMARY/CONCLUSIONS

The scale and scale house are critical components of the Landfill infrastructure and ensure tipping fees are applied accurately to the vehicle net weight. The replacement of the Landfill scales and scale house provides reliable service for the public and revenue for operations through user fees for the next 25 years.

Maggie Warren
mwarren@rdn.bc.ca
June 28, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer