

REQUEST FOR PROPOSALS

Reducing plastics from stormwater, wastewater and industrial discharges

Waste Reduction and Recovery Committee & Water Management Committee Canadian Council of Ministers of the Environment

1.0 BACKGROUND

The Canadian Council of Ministers of the Environment (CCME) is the primary minister-led intergovernmental forum for collective action on environmental issues of national and international concern. The 14 member governments work as partners in developing consistent environmental standards and practices.

CCME approved the *Canada-wide Action Plan on Zero Plastic* (CAP-ZPW) in 2019 ([phase 1 action plan](#)) and 2020 ([phase 2 action plan](#)). Together the two phases contain concrete actions to implement the 2018 [Strategy on Zero Plastic Waste](#).

To support the implementation of CAP-ZPW, the Waste Reduction and Recovery Committee's Plastics in Stormwater, Wastewater and Industrial Discharges Project Team (hereafter "the Project Team") seeks to develop guidance on reducing plastics from entering the environment from stormwater, wastewater and industrial discharges. This project will build on a preliminary study from Environment and Climate Change Canada (ECCC), available to bidders on request.

2.0 STATEMENT OF WORK

The Contractor will develop:

- a compendium of existing stormwater treatment technologies and upstream best management practices to mitigate and remove plastics from stormwater, including performance efficacy and lessons learned, and
- a report identifying the industry sectors and facilities that are likely to release plastic residuals directly or indirectly into the environment.

3.0 SCOPE OF WORK

The project will commence by January 26, 2023 and conclude by July 28, 2023.

The primary audience of the deliverables will be federal, provincial and territorial governments. The compendium and report will also provide useful information and tools for municipal governments and industry.

In the context of this project, plastics will include macroplastics (>5mm in size) and microplastics (≤ 5mm in size, e.g., fibres, pellets).

The Contractor will have technical expertise in stormwater management, including treatment systems, technologies and measures, knowledge of industries releasing plastics into the environment, and experience communicating technical information to a non-technical audience.

The Contractor will have proficiency in English and French. While the Contractor will provide most deliverables in English, the Contractor will be responsible for communicating, surveying, and interviewing in both English and French.

All deliverables will be written and structured in a clear, concise and user-friendly manner. Information will be presented in a consistent format. Tables, charts, graphs, or other visuals may be used where they aid in clarity and comprehension. All deliverables will follow the CCME style guide, which will be provided to interested bidders upon request.

Draft deliverables will be prepared and submitted with the same content and quality as if they were final, including grammar, tone, logical process flow, proper citation, consistency and technical contents.

3.1 Tasks

Without limiting the scope of work, the Contractor shall carry out the main items of work as described herein.

Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority will meet via teleconference within a week of the signing of the contract to discuss and agree upon the scope of the project, expectations for deliverables and periodic reports, format of deliverables and expected timelines.

Prior to the project initiation meeting the Project Team will provide the Contractor with a preliminary list of contacts related to stormwater and industrial discharge. The Project Team will also provide the Contractor with some relevant resources for consideration within the study (e.g., National Pollutant Release Inventory, North American Industry Classification System, ECCC's *Economic Study of the Canadian Plastic Industry, Markets and Waste*, and Statistics Canada's physical flow accounts for plastic material).

Task 2: Information Gathering

To support Task 4 – Industrial Pathways Report, the Contractor will collect and review existing data and literature to identify which industrial sectors, facilities and pathways potentially discharge plastics into stormwater, publicly operated wastewater treatment streams or directly into the environment. This includes plastics that enter the environment from agricultural sources.

To support Task 5 – Compendium of Best Practices, the Contractor will also conduct a literature review of technologies and approaches to mitigate, remove and remediate plastics, and upstream management practices for stormwater that have been trialed in or are relevant to the Canadian context, and their effectiveness. Upstream management practices will include approaches to public awareness, education and outreach regarding litter prevention.

For industrial sources of plastics (e.g., construction, plastic manufacturing), the Contractor will expand beyond stormwater to review all industrial discharge pathways where plastics may enter the environment including stormwater, wastewater, and direct discharges into the environment. The Contractor may need to use a sector-specific approach to review management practices for industrial sources of plastics.

The Contractor will provide a list of sources consulted to the Project Authority and Contract Authority by March 3, 2023. The Project Authority will provide the Project Team's comments on the list of sources to the Contractor by March 10, 2023.

Task 3: Survey

Using the list of contacts provided by the Project Team in Task 1 and additional contacts identified by the Contractor, the Contractor will develop a list of federal, provincial and territorial government representatives, municipalities, non-profit organizations, conservation authorities and industry associations to survey.

The Contractor will develop a survey in English and French to collect further information and fill gaps, identified in Task 2, in the literature on:

- mitigation and removal approaches, and upstream management practices for plastics in Canada
- which industrial facilities and practices involved in manufacturing, processing or recycling of plastic potentially discharge plastics into stormwater, wastewater or directly into the environment.

The Contractor will provide the draft survey questions and contact list to the Project Authority and Contract Authority by March 17, 2023. The Project Authority will provide the Project Team's comments on the draft outline and interview proposal to the Contractor by March 24, 2023.

The Contractor will revise the draft survey and contact list based on the comments from the Project Team and provide the final survey and contact list to the Project Authority and Contract Authority by March 31, 2023.

The Contractor will send the survey to the approved contact list. The Contractor will review, summarize, and analyze survey responses and conduct a minimum of 20 follow up interviews with a subset of survey respondents that are representative of survey respondents and other relevant stakeholders, in the official language of their choice, to gather further information, fill any remaining gaps and validate findings as needed.

Task 4: Industrial Pathways Report

The Contractor will develop a draft report identifying the industry sectors, facilities and pathways that are likely to release plastic residuals directly or indirectly into the environment. The Contractor will record all gaps in the analysis and provide recommendations on how to fill these gaps. The report shall not exceed 50 pages.

The finalization process for the report will include two rounds of Project Team review on the completed report, with the second draft and final report incorporating comments from the Project Team. A minimum of two weeks is required for the Project Team to review and provide comments for each draft deliverable.

The Contractor will provide the final report to the Project Authority and Contract Authority by July 21, 2023.

Task 5: Compendium of Best Practices

The Contractor will analyze the efficacy, suitability, costs and lessons learned of the different approaches to mitigate and remove plastics from entering stormwater, and identify best practices.

The analysis will take into consideration factors affecting increased plastic pollution in stormwater (e.g., urban density, land use) and management considerations for rural and remote communities. Each best practice discussed should clearly identify the type and size of plastic it targets.

The best practices for industrial sources of plastics will be organized by sector and will include the sectors that contribute the most significant sources of plastics to the environment in Canada.

The Contractor will prepare a draft compendium that shall not exceed 50 pages. The finalization process for the stormwater compendium will include two rounds of Project Team review on the completed compendium, with the second draft and final version incorporating comments from the Project Team. A minimum of two weeks is required for the Project Team to review and provide comments for each draft deliverable.

The Contractor will provide the final compendium to the Project Authority and Contract Authority by July 21, 2023.

Task 6: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by July 28, 2023 to review the project to identify successes, challenges, and opportunities for improvement.

3.2 Payment and Deliverables

Payments will be based upon the Contractor's completion of tasks and as evidenced by the production of the specified deliverables listed below. Payments will be made only after receipt of such deliverables and acceptance thereof by the Project Authority and the Contract Authority. Except as otherwise specifically provided for herein or in the professional services contract entered into with CCME, CCME will not be required to pay for partially completed tasks or for any additional work that may be required that the Contractor may not have budgeted for in its proposal. CCME shall not be committed to any other basis of payment by virtue of CCME having requested or received information regarding the Contractor's method of determining its bid for the completion of the Project, including, without limitation, any information regarding estimates of time spent and hourly rates of the Contractor's employees, contractors and agents involved in the Project.

Payment will be made by CCME via electronic funds transfer (TelPay is CCME's current provider) to the Contractor according to the following schedule, subject to the deliverables listed below having been received and accepted by the Project Authority and the Contract Authority, and invoices having been submitted by the Contractor, and approved by the Project Authority and the Contract Authority and received by CCME. The Contractor will provide all necessary information to enable electronic funds transfers before initiating work on the project. If the electronic payment information provided by the contractor is incorrect and results in a returned payment, the Contractor will be responsible for reimbursing CCME for the service fees charged by CCME's electronic funds transfer provider.

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Project initiation meeting, information gathering, survey (Tasks 1, 2 and 3)	15%	March 31, 2023
Industrial pathways report, Compendium of best practices, and Project Close Meeting	85%	July 28, 2023

The Contractor agrees to initiate work on the project by January 26, 2023.

The Contractor must provide all deliverables in electronic format to the Project Authority and Contract Authority no later than the dates specified above. All records, including but not limited to documents, reports, briefing notes and correspondence, generated by the contractor during the course of this project must be prepared in English using *Microsoft Word* for word processing, *Microsoft Excel* for data management, and *Microsoft PowerPoint* for presentations and other graphics.

All deliverables are the property of CCME and CCME reserves the right to publish them. The copyright in all materials produced as a product of the services shall belong exclusively to CCME. The Contractor shall waive all moral rights to all materials produced as a product of the services. The Contractor must advise the Project Authority of any information provided by a third party on

a confidential basis for the purpose of the study and is to transmit the original documents containing any such information to the Project Authority under separate cover.

All discussion papers, reports and correspondence produced by the Contractor are subject to review by people designated by the Project Authority. The Contractor must perform all work to the satisfaction of the Project Authority and the Project Team.

Sufficient flexibility is required of the Contractor to respond to changing schedules and developments.

3.3 Budget

The maximum budget for this project is \$70,000.00 Canadian, inclusive of all fees, expenses and applicable taxes; proposals in excess of the maximum budget will not be considered. Proposed professional fees must be inclusive of all office and administrative costs. Project-specific expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the project. These project-specific expenses may be billed on an “as incurred” (or monthly) basis and payment will be made after written confirmation from the Project Authority that the expenses were authorized and approved. The Contractor must supply reasonable and adequate documentation to support the expense claims. Travel-related expenses must follow *CCME Guidelines for Reimbursement of Expenses*.

Bidders from HST jurisdictions are advised that CCME’s office is located in Winnipeg, Manitoba and accordingly only GST should be applied.

4.0 PROPOSALS

4.1 The proposal shall be written in English and shall not exceed a maximum of 10 pages in length, excluding appendices. The proposal must:

- Provide an outline of the intended approach including basic tasks, schedule of activities, and budget.
- Describe the personnel of the project team, areas of responsibility, time allotted and charge out rates.
- Document contingent procedures and personnel to be used if key team members become unavailable.
- Provide a brief description of any similar projects undertaken. Include the timeframe that the work was undertaken and key individuals involved in its completion.
- Include the names and contact information of three references.
- Include as an appendix *curricula vitae* and contact information of key team members.
- Include as an appendix:
 - the bidder’s legal name and mailing address
 - the name and contact information of the bidder’s authorized signing officer
 - the name and contact information for the bidder’s administrator of the contract if different from the signing officer
 - the bidder’s GST registration number or if exempt, proof of exempt status.

4.2 Personal information requested above is required to enable CCME to evaluate the proposal. All individuals noted in the proposal should be advised of and approve the release of personal information for the purpose of the proposal and the bidder is responsible for obtaining such approval.

4.3 The Contractor shall not, without written consent of CCME, subcontract any obligation of the Contractor.

5.0 CONDITIONS

5.1 CCME reserves the right in its sole discretion to consider or reject any and all proposals. CCME reserves the further right to extend the deadline for proposals and to add, delete and/or change the terms of this Request for Proposals (RFP) and issue corrections and amendments to it. CCME has made every effort to ensure the completeness and accuracy of the information contained in this RFP. CCME shall not be liable for any errors or omissions or responsible for any bidder interpretations or conclusions regarding the information contained in this RFP. Contractors who submit proposals will not acquire any legal or equitable rights or privileges whatsoever until a contract is signed with CCME. CCME will not pay any compensation for the preparation of the proposal and all proposals become the property of CCME.

5.2 The successful bidder is required to agree to a professional services contract with CCME. A sample CCME professional services contract is posted with this RFP. Bidders must identify in their proposals any changes requested to CCME's sample professional services contract and CCME reserves the right in its sole discretion to consider, accept, reject or amend such requested changes. CCME further reserves the right to revoke any offer to enter into a professional services contract. As part of a commitment to environmentally-sound business practice, it is CCME's practice to prepare, sign and transmit contracts electronically.

5.3 Proposal Deadline

The Contract Authority must receive proposals no later than 12:00 noon Central, January 12, 2023; proposals received after the deadline will not be considered. The time stamp on CCME's email server shall be deemed to be conclusive evidence of time of receipt.

5.4 Method of Submission

Bidders must submit proposals by email to the Contract Authority in an unsecured electronic format, file size to be no larger than 5.0 MB, compatible with MS Word or Adobe Acrobat.

5.5 Ineligible Bidders

The following organizations and individuals, and organizations proposing such individuals as part of a project team, are ineligible to bid on this project:

- 5.5.1 Federal, provincial and territorial governments and all their departments and ministries and Crown corporations, boards, commissions and agencies and any officials and employees of them.
- 5.5.2 Members of the House of Commons and provincial and territorial legislative assemblies.
- 5.5.3 Persons providing administrative and related services to the CCME group responsible for the project.
- 5.5.4 Members and participants of CCME committees and groups, and for a period of six months after such membership ends.
- 5.5.5 Any company that is ineligible to bid on federal, provincial or territorial government contracts.

6.0 CONTACTS

Prospective bidders should direct questions to the Contract Authority.

6.1 Contract Authority

Charlotte Thrift
Canadian Council of Ministers of the Environment
123 Main Street, Suite 360
Winnipeg, MB R3C 1A3
Tel: (204) 793-0291
Email: clthrift@ccme.ca

6.2 Project Authority

Sarah Da Silva
Environment and Climate Change Canada
351 Saint Joseph Blvd.
Gatineau, QC, K1A 0H3
Tel: 613-404-9765
Email: sarah.dasilva@ec.gc.ca

7.0 PROPOSAL EVALUATION

All assessments and weighting of criteria is at the sole discretion of CCME. The Project Team will evaluate proposals based on the following criteria:

Technical and Management Proposal Evaluation Criteria

TECHNICAL PROPOSAL	Score
Demonstrated understanding of the project scope and objectives	10
Technical approach and methodology to meet project objectives	10
Work plan feasibility and organization	10
Recognition of possible problems, proposed solutions and additional innovative suggestions	10
MANAGEMENT PROPOSAL	
Experience and qualification of Program/Project Manager	10
Experience and qualifications of project team members, and alternate team members in case of unforeseen availability:	10
(a) qualifications of team members	
(b) depth and breadth of the team's experience	
(c) depth and breadth of individual team members experience in similar assignments	
Experience of organization in similar assignments	10
Experience working with a range of stakeholders	10
Ability to communicate effectively and to provide leadership/ coordination/ management under multi-partnership team setting	10
Value for money	10
COMPLETENESS OF PROPOSAL	
All information described in section 4.1 has been provided	10

8.0 AWARD OF CONTRACT

The Project Team will determine award of the contract by January 23, 2023. The lowest or any bid will not necessarily be accepted.

Upon award, the work must proceed on a timely basis as outlined in the table of deliverables. The successful proponent must not commence work until a contract is in place.

Contractors can view the status of this project on the CCME website, www.ccme.ca, on the What's New page.