



**THE CITY OF WINNIPEG**

# **REQUEST FOR INFORMATION**

**RFI NO. 1112-2015**

**REQUEST FOR INFORMATION FOR BIOSOLIDS LAND APPLICATION**

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## REQUEST FOR INFORMATION

### B1. DEFINITIONS

B1.1 When used in this Request for Information (RFI):

- (a) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) **"Calendar Day"** means the period from one midnight to the following midnight;
- (c) **"City"** means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (d) **"City Council"** means the Council of the City of Winnipeg;
- (e) **"City Contact"** means the person authorized to represent the City in respect of the Request for Information unless otherwise specified hereinafter;
- (f) **"Contractor"** means the person undertaking the performance of the work under the terms of the Contract that may arise from this RFI;
- (g) **"may"** indicates an allowable action or feature which will not be evaluated;
- (h) **"must"** or **"shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (i) **"Person"** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (j) **"Respondent"** means any Person or consortium submitting an Information Submission in response to this Request for Information;
- (k) **"should"** indicates a desirable action or feature which will be evaluated on a relative scale;
- (l) **"Site"** means the lands and other places on, under, in or through which the work is to be performed;
- (m) **"Submission or Information Submission"** means that portion of the Request for Information which must be completed or provided and submitted by the Submission Deadline;
- (n) **"Submission Deadline"** means the time and date for final receipt of Submissions;

### B2. BACKGROUND

- B2.1 According to the Manitoba Water Protection Act, the City of Winnipeg wastewater biosolids must be beneficially re-used and nutrients must be recovered and recycled to the maximum extent possible. The City of Winnipeg (City) submitted a Biosolids Master Plan in 2014 to Manitoba Conservation and Water Stewardship to maximize the beneficial reuse of biosolids. It outlines a 30 year plan for biosolids management, with multiple beneficial re-use strategies for maximum flexibility and robustness. The Biosolids Master Plan recommended application of biosolids to agricultural land as one of the beneficial re-use strategies. This RFI is specific to biosolids land application.
- B2.2 The City of Winnipeg operates three treatment plants: the North End Sewage Treatment Plant (NEWPCC), South End Sewage Treatment Plant (SEWPCC) and the West End Sewage Treatment Plant (WEWPCC). Currently, all City of Winnipeg municipal sludge is hauled to NEWPCC where it is anaerobically digested to produce biosolids.
- B2.3 Currently, the biosolids are disposed at the Brady Road Resource Management Facility (BRRMF). At the BRRMF, most of the biosolids (approx. 80%) are sent to landfill and some of the biosolids (approx. 20%) are used in a composting pilot project. The composting pilot is a two year project that was commissioned in May 2015.

#### B2.4 Recent Treatment Plant Flows

	NEWPCC	SEWPCC	WEWPCC
Secondary Treatment Process	High Purity Oxygen	High Purity Oxygen	Biological Nutrient Removal (BNR)
Design DWF	302 MLD	60 MLD	32 MLD
Average DWF - 2012	144 MLD	47 MLD	21 MLD
Average DWF - 2013	133 MLD	46 MLD	20 MLD
Average DWF - 2014	132 MLD	46 MLD	20 MLD

Note DWF = dry weather flow and MLD = mega litres per day

#### B2.5 Recent Biosolids Production

Year	Wet Tonnes	Dry Tonnes	Average Solids Concentration
2012	50,804	13,029	25.7% ± 2.7%
2013	49,280	12,927	25.9% ± 3.7%
2014	49,163	13,687	27.7% ± 3.7%

B2.6 Information on the City's biosolids characteristics can be found within the City's compliance reports to Manitoba Conservation and Water Stewardship, available at the following website: <http://winnipeg.ca/waterandwaste/sewage/WPCClicenseMonitor.stm>

B2.7 Prior to January 2011, municipal biosolids were applied to agricultural land as part of the City WinGro program.

### B3. FUTURE INFRASTRUCTURE DEVELOPMENT

B3.1 The City will complete major capital upgrade and expansion projects for its two largest wastewater treatment plants, SEWPCC and NEWPCC.

B3.2 The SEWPCC Upgrade/Expansion project includes upgrades to several major processes, including upgrading the secondary treatment to biological nutrient removal (BNR). The SEWPCC Upgrade/Expansion project is currently in the design and construction stage.

B3.3 The NEWPCC Upgrade project includes upgrades to several major processes, including upgrading the secondary treatment to BNR. The NEWPCC Upgrade is currently in the procurement stage of the Owner's Advocate.

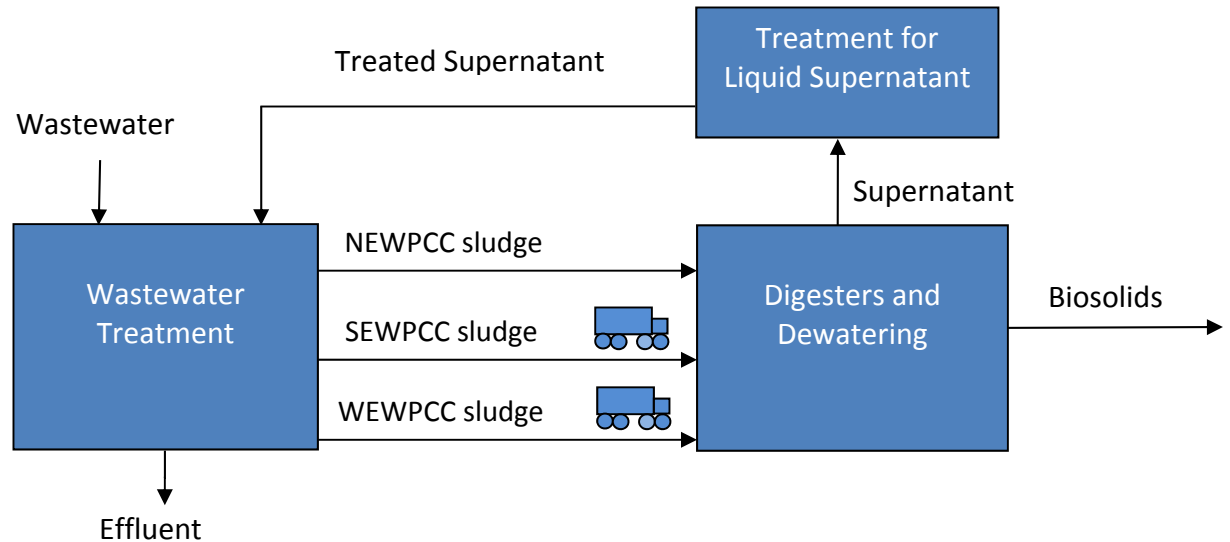
B3.4 The NEWPCC Upgrade also includes new sludge treatment facilities for sludge storage, handling, digestion and dewatering. The NEWPCC Upgrade includes design and construction of the following new sludge process facilities:

- (a) Sludge phosphorus release and thickening
- (b) Sludge screens and intermediate dewatering
- (c) Thermal hydrolysis facility
- (d) Mesophilic anaerobic digesters
- (e) Phosphorus recovery system

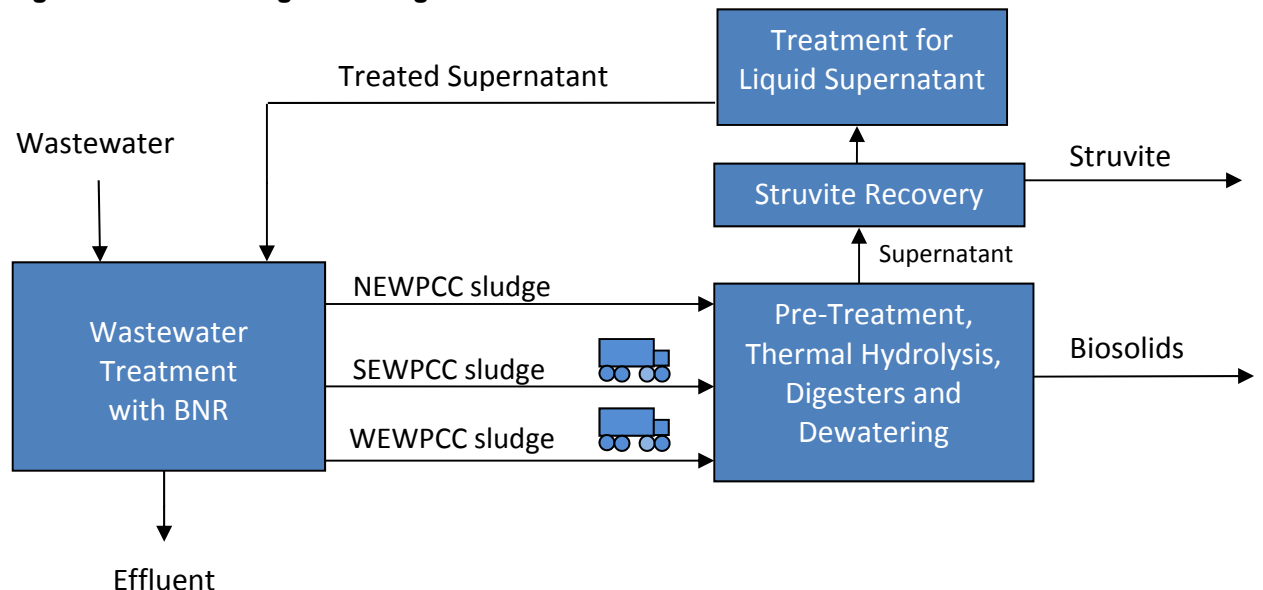
- (f) Final dewatering facility
- (g) Biosolids cake hauling station

NEWPCC will continue to be the centralized location for sludge processing, during construction and after the upgrades are complete. Sludge from SEWPCC and WEWPCC will continue to be hauled to NEWPCC for treatment. Figure 1 shows the existing sludge handling process and Figure 2 shows the future sludge handling process.

**Figure 1: Existing Sludge Handling Process**



**Figure 2: Future Sludge Handling Process**



B3.5 Note that WEWPCC was upgraded to BNR in 2008.

**B4. PURPOSE OF THE REQUEST FOR INFORMATION DOCUMENT**

B4.1 The City is considering several options for a biosolids land application contract. The purpose of this RFI is to identify experienced and capable Respondents to:

- (a) Determine what contract details are acceptable to Respondents for a biosolids land application contract.
- (b) Determine the strategy for biosolids storage.

B4.2 The City invites qualified Persons to submit an Information Submission in response to this RFI.

B4.3 After receiving the Submissions to this RFI, the City will review all Submissions received and use the information to decide whether to proceed to Request for Proposal, and how to structure the contract if a Request for Proposal is issued.

## **B5. SCHEDULE**

B5.1 The City intends to

- (a) Review the Information Submissions by April 2016
- (b) Determine how to proceed by June 2016

## **B6. ENQUIRIES**

B6.1 All enquiries shall be directed to the City Contact identified in B7.

B6.2 Any Respondent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the City Contact.

B6.3 If the Respondent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Respondent shall promptly notify the City Contact of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B6.4 If the Respondent is unsure of the meaning or intent of any provision therein, the Respondent should request clarification as to the meaning or intent prior to the Submission Deadline.

B6.5 Responses to enquiries which, in the sole judgment of the City Contact, require a correction to or a clarification of the RFI will be provided by the City Contact to all Respondents by issuing an addendum.

B6.6 Responses to enquiries which, in the sole judgment of the City Contact do not require a correction to or a clarification of the RFI will be provided by the City Contact only to the Respondent who made the enquiry.

B6.7 The Respondent shall not be entitled to rely on any response or interpretation received pursuant to B6 unless that response or interpretation is provided by the City Contact in writing.

## **B7. CITY CONTACT**

B7.1 The City Contact is:

Amanda Wolfe  
Senior Project Engineer  
Wastewater Planning and Project Delivery  
Telephone No. 204 986-2808  
Email: awolfe@winnipeg.ca

## **B8. ADDENDA**

- B8.1 The City Contact may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFI, or clarifying the meaning or intent of any provision therein.
- B8.2 The City Contact will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- (a) The Addenda will be available on the Bid Opportunities page at the Materials Management Division's website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B8.2.1 The Respondent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B8.3 The Respondent should acknowledge receipt of each addendum on Form A: Request for Information Application.

## **B9. CONFIDENTIALITY AND PRIVACY**

- B9.1 Information provided to a Respondent by the City or acquired by a Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFI and any subsequent proposal to the media or any member of the public without the prior written authorization of the City.
- B9.2 The protection of personal information and privacy will be fundamental aspects of the Project. Respondents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Respondents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) ("FIPPA") and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.
- B9.3 To the extent permitted, the City shall treat all Submissions as confidential. However, the Respondent is advised that any information contained in any Submission may be released if required by City policy or procedures, by FIPPA, by other authorities having jurisdiction, or by law.
- B9.4 All Information Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Information Submissions will become the property of the City. The City will have the right to make copies of all Submissions for its internal review process and to provide such copies to its staff and/or external advisors and representatives.
- B9.5 All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

## **B10. NON-DISCLOSURE**

- B10.1 Respondents must not disclose any details pertaining to their RFI and the selection process in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Respondents shall not issue a news release or other public announcement pertaining to details of their Information Submission or the selection process without the prior written approval of the City.

**B10.2** Respondents are advised that an attempt on the part of any Respondent or any of its employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the City Contact with respect to this RFI solicitation, may lead to disqualification.

**B11. RESPONDENT'S COSTS AND EXPENSES**

B11.1 Respondents are solely responsible for their own costs and expenses in preparing and submitting an Information Submission and participating in the RFI, including the provision of any additional information or attendance at meetings or demonstrations of the product(s).

**B12. NO CONTRACT**

B12.1 By submitting an Information Submission and participating in the process as outlined in this document, Respondents expressly agree that no contract of any kind is formed under, or arises from this RFI, and that no legal obligations will arise. The City will have no obligation to enter into negotiations or a Contract with a Respondent, even though one or all of the Respondents are determined to be responsible and qualified, and the Submissions are determined to be responsive.

B12.2 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFI at any time.

**SUBMISSION INSTRUCTIONS**

**B13. SUBMISSION DEADLINE**

B13.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 17, 2016.

B13.2 The City Contact or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B13.1.

B13.3 Information Submissions will not be opened publicly.

B13.4 The Information Submission should be submitted enclosed and sealed in an envelope clearly marked with the RFI number and the Respondent's name and address.

B13.5 Information Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B13.6 Information Submissions shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

**B14. INFORMATION SUBMISSION**

B14.1 The Information Submission should consist of the following components:

- (a) Form A: Request for Information Application;
- (b) Form B: Request for Information Questionnaire.

B14.2 All requirements of the RFI should be fully completed or provided, and submitted by the Respondent no later than the Submission Deadline, with all required entries made clearly and completely.



- B14.3 All Submissions received in response to this RFI will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.
- B14.4 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

**Format**

- B14.5 Respondents should submit one (1) unbound original (marked "original") and one (1) searchable .pdf copy
- (a) Each requirement should be addressed in a separate section clearly marked with the corresponding letter;
- B14.6 The City reserves the right to make additional copies of all Submissions for its internal review process.

**B15. FORM A: REQUEST FOR INFORMATION APPLICATION**

- B15.1 Further to B14.1(a), the Respondent shall complete Form A: Request for Information Application, making all required entries.
- B15.2 Paragraph 2 of Form A: Request for Information Application shall be completed in accordance with the following requirements:
- (a) if the Respondent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Respondent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Respondent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Respondent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B15.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B15.2.
- B15.3 In Paragraph 3 of Form A: Request for Information Application, the Respondent shall identify a contact person who is authorized to represent the Respondent for purposes of this RFI.
- B15.4 Paragraph 7 of Form A: Request for Information Application should be signed in accordance with the following requirements:
- (a) if the Respondent is sole proprietor carrying of business in his/her own name, it shall be signed by the Respondent;
- (b) if the Respondent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Respondent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Respondent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B15.5 The name and official capacity of all individuals signing Form A: Request for Information Application should be printed below such signatures.
- B15.6 All signatures should be original.

B15.7 If a Submission is submitted jointly by two or more persons, the word "Respondent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Respondents in the Submission, shall be both jointly and several.

**B16. FORM B: REQUEST FOR INFORMATION QUESTIONNAIRE**

B16.1 Further to B14.1(b) the Respondent should complete Form B: Request for Information Questionnaire, making all required entries.

- (a) Form B: Request for Information Questionnaire has been provided in Microsoft Word format for the convenience of Respondents.
- (b) For each question in Form B, the length of response should be limited to one (1) page. Responses should be concise.