

AGENDA ITEM NO: 7.2

MEETING DATE: April 18, 2023

STAFF REPORT – COVER SHEET

SUBJECT: Landfill Gas System Operating Contract DATE: April 6, 2023

DEPARTMENT: Engineering PREPARED BY: T. Friesen

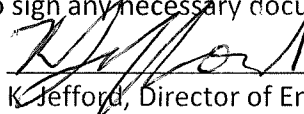
1. SUMMARY OF ISSUE:

The Bailey Landfill gas extraction system has historically been operated and maintained under a contract with consultants GHD Limited. A review of the system is underway and the consultants have recommended that it would be more effective to have a portion of the operation and maintenance work carried out by City staff, which will substantially change the scope of consulting services required. A Request for Proposals for consulting services will be issued once the new operating configuration is finalized, but an extension to the contract with GHD Limited is required in the interim. GHD Limited was the only bidder in response to the last Request for Proposals for this work.

A decision to extend the Bailey Landfill Gas Extraction System Operation and Maintenance Contract with GHD Limited is required.

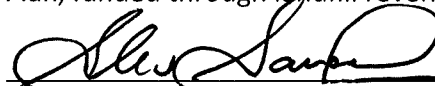
2. RECOMMENDATION:

That Council authorize staff to extend the Bailey Landfill Gas Extraction System Operation and Maintenance Contract with GHD Limited on a month-by-month basis; and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.


K. Jefford, Director of Engineering


3. FINANCE COMMENTS:

Funding is allocated within the 2023 Financial Plan, funded through landfill revenues.


Glen Savard, Director of Finance

**4. CHIEF ADMINISTRATIVE OFFICER'S
RECOMMENDATION/COMMENTS:**

Supports recommendation.


Chris Crosman, CAO

STAFF REPORT ON
BAILEY LANDFILL GAS SYSTEM OPERATING CONTRACT

PREPARED BY:	Tara Friesen	DATE:	April 6, 2023
POSITION:	Manager of Environmental Services	DEPARTMENT:	Engineering

1. DEFINITION OF ISSUE:

The Bailey Landfill gas extraction system has historically been operated and maintained under a contract with consultants GHD Limited. A review of the system is underway and the consultants have recommended that it would be more effective to have a portion of the operation and maintenance work carried out by City staff, which will substantially change the scope of consulting services required. A Request for Proposals for consulting services will be issued once the new operating configuration is finalized, but an extension to the contract with GHD Limited is required in the interim. GHD Limited was the only bidder in response to the last Request for Proposals for this work.

A decision to extend the Bailey Landfill Gas Extraction System Operation and Maintenance Contract with GHD Limited is required.

2. BACKGROUND:

- 2.1 The landfill gas extraction system was installed in 2014 as part of a design-build-operate contract. The system was designed and operated by GHD Limited (then operating as Conestoga-Rovers & Associates) under that contract. GHD was then the sole bidder for the current operating contract and has therefore been the only firm with experience operating the gas extraction system.
- 2.2 A review of the system is underway and both GHD and Sperling Hansen Associates have recommended that it would be more effective to have a portion of the operation and maintenance work carried out by City staff, which will substantially change the scope of consulting services required in the future.

3. FACTORS:

- 3.1 Staff are in the process of preparing the class description for a new landfill gas technician, and the scope of consulting services will be refined once a suitable candidate has been secured. A new Request for Proposals will be issued for the modified consulting services, but an extension to the contract with GHD Limited is required in the interim.

- 3.2 There is uncertainty with the timeframe required to finalize the class description and complete the recruitment process, so staff recommend the contract with GHD be extended on a month-by-month basis. Monthly costs vary from \$6,000 to \$24,000 depending on the extent of maintenance required, but average approximately \$15,000/month. If equipment replacement is required it would be additional to these base rates and GHD would notify staff and provide quotations from suppliers for approval.
- 3.3 The operating and maintenance costs for the landfill gas system are funded through landfill revenues and sufficient funds are included in the approved 2023 Financial Plan.

4. RECOMMENDATION & SUBSTANTIATION:

Recommendation:

That Council authorize staff to extend the Bailey Landfill Gas Extraction System Operation and Maintenance Contract with GHD Limited on a month-by-month basis; and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.

Substantiation:

GHD Limited has been operating and maintaining the Bailey Landfill gas extraction system since its construction in 2014 and is therefore the most suited to continue this work until the new operating configuration is in place.