



## **REQUEST FOR PROPOSAL (RFP)**

### **Depot Mapping and Siting Criteria**

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**Date:** December 18, 2020

### **Submission**

**Deadline:** February 3, 2021 at 14:00 (MST)

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# 1. BACKGROUND

The Beverage Container Management Board (BCMB) is a Delegated Administrative Organization (DAO) created through legislation to aid the Ministry of Environment and Parks in achieving its goals and objectives. The BCMB is a not-for-profit organization formed by representatives of Alberta beverage manufacturers, depots and the public (environmental organizations, municipalities and interested citizens). The BCMB is charged with the responsibility of regulating and delivering Alberta's beverage container system. Since its inception on December 1, 1997, the BCMB has worked to ensure that Albertans have access to a convenient, innovative and cost-effective system for recycling and reusing used beverage containers.

The BCMB and its industry stakeholders work in partnership to ensure the collection and processing of used beverage containers for purposes of recycling those containers. For further information on our organization please go to our website at [www.bcmb.ab.ca](http://www.bcmb.ab.ca).

BCMB aims to have 85% of beverage containers sold in Alberta returned to a recycling depot (collection rate). As an important part of reaching this collection rate goal, BCMB has criteria around where new depots can be sited. To ensure Albertans have convenient and accessible locations to return their containers, the BCMB's By-law prescribes criteria for siting new depots. In the BCMB's Depot By-law<sup>1</sup>, section 3 it states:

- 3.2. In determining the number and location of Depots to be permitted in Alberta, the BCMB shall have regard to the following criteria:
  - 3.2.1. patterns of population growth;
  - 3.2.2. closure of existing Depots;
  - 3.2.3. the number and nature of complaints received from the public regarding the collection of Containers generally; and
  - 3.2.4. any other criteria the BCMB considers relevant in order to maintain a viable Container recovery system.
- 3.3. Unless otherwise directed by the Board, the number of Depots allowed in a Metro Area shall be calculated by dividing the population of that Metro Area by 40,000.
- 3.4. Unless otherwise directed by the Board, the number of Depots to be allowed in an Urban Area shall be calculated by adding 10,000 to the population of that Urban Area and dividing that number by 30,000.

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<sup>1</sup> [https://www.bcmb.ab.ca/uploads/source/By-laws\\_Current/Depot\\_By-law/2020.11.25.Dpot.Bylaw.BOARD.APPROVED.pdf](https://www.bcmb.ab.ca/uploads/source/By-laws_Current/Depot_By-law/2020.11.25.Dpot.Bylaw.BOARD.APPROVED.pdf)



3.5. Unless otherwise directed by the Board, no new Permit may be issued in a Metro or Urban Area for a Depot that will be located within a 3 kilometre radius of an existing and operating Depot.

3.6. Unless otherwise directed by the Board, no new Permit may be issued in a Rural Area for a Depot that will be located within a 24 kilometre driving distance by Public Road, of an existing and operating Depot in a Rural Area, or within a 10 kilometre driving distance by Public Road of an existing and operating Depot in an Urban or Metro Area.

BCMB has identified that the tools they have been using when evaluating a new depot permit request could be enhanced to properly consider population distributions across Alberta, including patterns of population growth. To ensure the depot system continues to serve Albertans adequately going forward, BCMB is undertaking a project to analyze depot site locations in the current depot network, demographic patterns, and spatial data, and create criteria to assist in permitting depots going forward.

## 2. SCOPE OF SERVICES

The BCMB is seeking an expert to perform analysis and recommend criteria for depot siting across Alberta, along with a tool to assess new depot applications going forward and creating criteria that the BCMB will use to guide decisions on siting new depots in all areas of Alberta. We see this work as three sections that have specific goals and deliverables as outlined in the sections below.

### 2.1. Evaluation of Current Depot System and Development of Ideal Future State

The BCMB needs to understand the following information about the current depot system:

- a) Where depots are located in the province including an analysis on potentially overserved or underserved areas, how Albertans are served relative to location (i.e. are customers expected to travel longer distances to depots in one area of the province?), and the areas of the province where customers may choose which depot they attend based on considerations other than distance.
- b) The population range served by each depot based on the location of depot and location of customers including production of summary data for driving distances from customers to depots within various catchment areas.

Using this information, identify the ideal placement of depots considering the following:

- a) Achieving or exceeding the BCMB's target container collection rate of 85%
- b) Customer access to depots
  - i. The driving distance for Albertans across the province and in different regions within the province.
  - ii. Number of people served and potential impact on service times, etc.
- c) Service area of depots (i.e. location in relation to other depots) which may be differentiated by location (metro/urban/rural)
- d) Potential collection volumes (i.e. prioritizing depot siting based on the container sales in an area or other appropriate methods)
- e) Maximizing total system value for money as a function of maximizing collection rates while minimizing total system costs for beverage container manufacturers and end use consumers

## 2.2. Evaluation of Siting Criteria in Bylaw and Recommendations on Improvements

Current siting criteria are laid out in the BCMB's Depot By-law<sup>2</sup> and include guidelines for the number of kilometers between depots and the number of depots allowed within metro and urban areas. The BCMB wishes to update these criteria to provide specific guidelines for future depot siting including:

- a) Population served for future depots
- b) Distance (either driving or radius) requirements between depots
- c) Other criteria identified by the consultant during the project.

This evaluation of siting criteria will involve research on siting criteria best practices in other jurisdictions and similar industries. The BCMB will consider using recommended criteria to guide decisions on siting new depots in all areas of Alberta.

## 2.3. Creation of Tool to Assist in Future Siting

On a go-forward basis, the BCMB requires a tool to evaluate new depot applications against the established criteria. The tool should be able to utilize BCMB's existing data in concert with potential 3<sup>rd</sup> party data sources (e.g. Population/census data, GIS data, etc.). The tool should facilitate visual presentation of current and potential future optimized depot locations considering the key decision criteria established. Any tools proposed should be consistent with BCMB's Information Technology Strategy and will need to outline what ongoing support would be required, if any.

## 3. TIMING

The BCMB would like to begin work on April 1, 2021 to be finished by July 31, 2021. Commitment to meet the launch timeline is a critical component of project success.

## 4. RFP RESPONSE REQUIREMENTS

In your response please provide the following:

1. Methodological Approach - A description of the approach to the required scope of services;
2. Qualifications - Description, timing and scope of similar work assignments;
  - a. Experience with data analytics, including work with integrating multiple internal and 3<sup>rd</sup> party data sources into a visual analytics tool
  - b. Experience with optimization and the application of data science using similar use cases and established criteria as outlined herein
  - c. Recycling or other similar industry experience, ideally with knowledge of depot locating and route optimization
3. Schedule - Statement committing to the schedule noted in section 3; and
4. Pricing - Pricing proposal.

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<sup>2</sup> [https://www.bcmb.ab.ca/uploads/source/By-laws\\_Current/Depot\\_By-law/2020.11.25.Depot.Bylaw.BOARD.APPROVED.pdf](https://www.bcmb.ab.ca/uploads/source/By-laws_Current/Depot_By-law/2020.11.25.Depot.Bylaw.BOARD.APPROVED.pdf)

## 5. SCHEDULE OF THE RFP PROCESS

The schedule of the RFP Process is as follows:

EVENT	DATE
1. Submission Deadline	February 3, 2021 14:00 (MST)
2. Interviews with Short Listed Proponent Candidates	Early March, 2021
3. BCMB Selection of Proponent	Late March, 2021
4. Project kick off	April 1, 2021

## 6. CONFIDENTIALITY

BCMB reserves the right to share RFP responses to the extent required to make an informed decision. RFP responses will not be shared with other proponents.

By submitting a proposal, the proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the BCMB on a confidential basis as a result of or during the course of the RFP process.

All proposals submitted to the BCMB are considered as confidential and will not be shared with other parties unless in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP).

The BCMB is required to comply with the FOIP Act in the course of carrying out its powers, duties and functions. Proponents are asked to identify information contained in their proposals that is submitted on a confidential basis. Subject to its obligations under the FOIP Act, the BCMB will hold in confidence any such information submitted by a proponent. However, the BCMB reserves the right to distribute information about any proposal internally to its own directors, officers and employees and to its consultants where the distribution of that information is considered necessary by the BCMB.

## 7. GENERAL CONDITIONS

Proponents are solely responsible for their own expenses in preparing a submission and for subsequent negotiations with the BCMB. The BCMB will not be liable to any proponent for costs, expenses, damages, loss of anticipated profit or any other claims by a proponent in connection with or arising out of this RFP.

By participating in this RFP process, the proponent agrees that neither the BCMB nor its directors, officers, employees, agents or other representatives shall be liable to the proponent for any action, cause of action, suits, debts, dues, sums of money, damages, costs, claims and demands of every nature and kind at law or in equity or under statute whatsoever arising out of or in any way connected with this RFP or the performance of any work or services in relation to this RFP.

The proponent further agrees that the award of approved status in connection with this RFP is in the sole discretion of the BCMB and in no event shall the proponent seek injunctive or other relief to prevent or delay the award of approval in connection with this RFP or the performance of any work or services in relation to this RFP.

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any submission will not necessarily be accepted and the BCMB is not bound to enter into a contract with any proponent.

Notwithstanding any other provision in this agreement, the BCMB, in its sole discretion, shall have the right to do any or all of the following:

- Accept any submission;
- Reject any submission;
- Reject all submissions;
- Discontinue this RFP process without obligation or liability to any proponent; and
- Negotiate terms with any proponent.

Any submission which does not meet the requirements of this RFP, or which includes qualifications to the requirements of this RFP, may be rejected. However, notwithstanding anything to the contrary contained in this RFP, the BCMB may elect to retain any such submission for consideration and may waive any RFP requirements on such terms and conditions as the BCMB may consider appropriate, and the submission may be considered by the BCMB in the same manner as a submission that fully conforms to the requirements of this RFP.

All unsuccessful submissions will be returned to the proponent it was submitted by and will be removed from all BCMB records.

Note that the BCMB will be the sole owner of the resulting visual analytics tool upon completion of any agreement resulting from this RFP.

## 8. EVALUATION OF RFP RESPONSES

BCMB will evaluate and select a successful RFP response based on the following information:

1. BCMB will evaluate each RFP response separately against the RFP's requirements.
2. During the evaluation process, RFP Respondents may be required to provide additional information, to participate in an interview and/or to clarify statements made in their RFP response.
3. BCMB will rate each RFP response on a scale of 1 (unacceptable) to 10 (exceeds) and will use the following weightings:
  - Industry Knowledge and Project Understanding 15%
  - Relevance and Breadth of Experience/Qualifications 25%
  - Methodological Approach 30%
  - Innovation and Value Add of Solution 10%
  - Price/Budget 20%

## 9. SELECTION OF PROPONENT AND NEGOTIATION OF CONTRACT

If the BCMB selects a preferred proponent, it may enter into a contract with the preferred proponent, or enter into negotiations with the preferred proponent to attempt to finalize the terms of the contract including amendments to the scope of services and the price set out in the preferred proponent's proposal.

If at any time the BCMB reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the BCMB may give the preferred proponent written notice to terminate discussions, in which event the BCMB may then open discussions or negotiations with another proponent or proponents, or may terminate the RFP.

Notice in writing to a proponent that it has been identified as the successful proponent and the subsequent execution of a written contract will constitute a contract for goods and services and no proponent will acquire any legal or equitable rights relative to the provision of goods and services until the occurrence of both these events.

## 10. CONTACT

Any questions concerning the RFP requirements are to be directed to:

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