



REGIONAL AND COMMUNITY UTILITIES

SOLID WASTE SERVICES

REQUEST FOR PROPOSALS

**ENVIRONMENTAL MONITORING PROGRAM AUDIT
& UPDATE HYDROGEOLOGICAL STUDY**

2017-2020



JUNE 2017

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REGIONAL DISTRICT OF NANAIMO – SOLID WASTE SERVICES

**ENVIRONMENTAL MONITORING PROGRAM (EMP) AUDIT &
UPDATE HYDROGEOLOGICAL STUDY**

REQUEST FOR PROPOSALS (RFP)

1.0 INTRODUCTION

The Regional District of Nanaimo (RDN) is requesting proposals to provide consulting services for the following tasks:

- Conduct an annual audit of the of the environmental monitoring program completed by the RDN for quality assurance/quality control (QA/QC) purposes;
- Review the annual monitoring data and provide an interpretation for inclusion in an annual report; and
- Conduct an Update Hydrogeological Study including:
 - Review of the previous hydrogeological study that was prepared in 2007 and any new information that has been collected since 2007; and
 - Following the review, prepare a report that includes an update of the Hydrogeological Study (Conceptual Site Model) and a data gap analysis with recommendations to address the data gaps.

It's the intent of the RDN to issue a three year contract with an option to extend the contract for an additional two years. The Updated Hydrogeological Study would be completed during the second year.

The closing date for submissions is August 11, 2017 as set out Section 4.5

A Contract will not necessarily result from this Request for Proposal ("RFP").

2.0 GENERAL INFORMATION

The RDN Landfill is located approximately 5 km south of the city of Nanaimo, on Cedar Road. The landfill has been under RDN operation since 1968 and currently receives approximately 46,500 tonnes of municipal solid waste annually.

Adjacent land use includes residential dwellings located immediately north of the site on Cedar Road. A ready-mix concrete plant is located adjacent to the northeast corner of the site. The region bordering the site to the east is undeveloped Snuneymuxw (Nanaimo) First Nations Land that may be slated for development. The City of Nanaimo owns an abandoned roadway to the south of the site.

The disposal area covers approximately 21.2 hectares. The landfill is divided into two major areas:

- Cell-One – the unlined natural control landfill encompassing an area of approximately 8.6 hectares in the west portion of the property; and
- Cell Two – the lined landfill encompassing an area of approximately 12.6 hectares in the east portion of the landfill.

The Cell One does not have a leachate collection system below the cell; however, leachate perimeter and finger drains surround the cell. This portion was closed in 1996 and capped with a 1.0 m clay-layer. The first stage of final closure with an area of approximately 3 hectares was completed in 2011.

Cell Two is lined with a HDPE composite geomembrane and equipped with a leachate collection system. Leachate is conveyed through the sanitary lines along the south and north side of the landfill to the offsite lift station and pumped to the Greater Nanaimo Pollution Control Center.

A pilot scale LFG collection system was established in Cell One in 1997. The system was in operation until it was decommissioned in the summer of 2003 to accommodate a full scale system, which encompassed both Cell One and Two. The full scale collection system was commissioned in the fall of 2003 and has since been running continuously. Since 2009, the RDN has worked in partnership with Cedar Road Bio Energy, who constructed and operates a landfill gas utilization facility.

The environmental monitoring program began in 1991, based on the requirements of our Operational Certificate issued by the Ministry of Environment (MOE), and has been completed annually by various external consultants. Since then, minor adjustments in the monitoring program were implemented as recommended in the annual monitoring reports. As of June of 2017 the RDN began conducting the monitoring and reporting internally.

In the past 5 years construction phases for the North Berm Expansion Project required the decommissioning of certain groundwater monitoring wells, which have not since been replaced. It's a goal of the updated hydrogeological study to evaluate the site data and adequacy of the existing monitoring program, identify any gaps, and provide recommendations for any change to the program.

The groundwater well locations, the surface water monitoring locations and the leachate monitoring locations are shown in Appendix 1. Monitoring programs and analysis requirements are shown in Appendix 2.

3.0 SCOPE OF WORK

The scope of work will include the following tasks:

1. Kick off meeting to discuss project. The meeting can be a teleconference meeting if necessary.
2. Environmental Monitoring Program Audit
 - One field audit to be conducted on a day during the September sampling event. The consultant will observe the sampling techniques and sample handling of RDN staff to ensure up-to-date standard operating and QA/QC procedures are being employed. RDN staff will plan to include at least one groundwater sample, one

surface water sample and one leachate sample. A typical sample day will last approximately 8 hours for RDN staff. The consultant is expected to provide a written evaluation shortly after completing the audit.

- A technical review will be conducted on the annual monitoring data and report that RDN staff will prepare at the end of the year. A letter report will document the results of the technical review including an interpretation of the results for inclusion in the annual report.
3. Data gap analysis and update of the Hydrogeological Study
- Conduct a review of previous Hydrogeological Study conducted by Conestoga Rovers & Associates (CRA) in 2007 as well as any new groundwater, surface water, and leachate sampling results, soil vapour monitoring results, borehole logs, site plans, and landfill aerial contour maps.
 - In year 2, provide a report that will include a data gap analysis with recommendations to fill in data gaps, and update the Hydrogeological Study (Conceptual Site Model) conducted by Conestoga Rovers & Associates (CRA) in 2007.

An approximate timeline for project milestones are as follows:

Project Milestone	Date
Field Methodology Audit	September 2017
Annual Report Technical Review & Interpretation	January 2018
Update of Hydrogeological Study	Spring/Summer 2018
Field Methodology Audit	June 2018
Annual Report technical review & Interpretation	January 2019
Field Methodology Audit	March 2019
Annual Report Technical Review & Interpretation	January 2020

4.0 RFP PROCESS AND EVALUATION

4.1 Participation

Proponents wishing to participate in this RFP process shall provide a Letter of Interest by July 21, 2017 indicating the company name, address, phone number, contact name, and a statement of interest to the RDN. Submissions will be accepted in person at the Regional District of Nanaimo Landfill, by courier, mail or email addressed as outlined in Section 4.4.

Failure to return a Letter of interest by July 21, 2017 may result in no further communication regarding the RFP.

4.2 RFP Questions

Questions shall be submitted by fax or email to the address provided in Section 4.4

Information obtained from any person or source other than the RDN Representative identified in Section 4.4 may not be relied upon. The RDN is not required to provide a response to any inquiry. The RDN at its discretion may change the person named as the RDN Representative.

The RDN reserves the right not to respond to inquiries made less than five working (5) days prior to Closing Date and Time. Inquiries and responses will be recorded and will be distributed to all Proponents at the discretion of the RDN.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to meaning or intent of any provision, should immediately notify the RDN Representative. If the RDN determines that an amendment is required to the RFP, the RDN Representative will issue a written addendum to the Proponents. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

4.3 Addenda

If the RDN determines that an amendment is required to the RFP, the RDN will issue a written addendum to all Proponents of record that will be incorporated into and become a part of this RFP. Failure to acknowledge and address all addenda in a Proposal may render the Proposal invalid. This will be at the sole discretion of the RDN. It is the sole responsibility of Proponents to ensure that they receive all addenda prior to the Closing Date and Time.

4.4 Schedule of Award

Any contract award resulting from this RFP is anticipated to be in August 2017.

4.5 Proposal Submittal

Two copies of the Proponent's technical proposal and one copy of the sealed financial proposal shall be submitted by **hand or by courier no later than 2:00 p.m., on Friday August 11, 2017** to:

Jane Hamilton, B.Tech.
Regional District of Nanaimo
1105 Cedar Road
Nanaimo BC V9X 1K9
Phone: 250 722 2044 ext. 3222
Fax: 250 722 9437
Email: jhamilton@rdn.bc.ca

Envelopes or packages containing proposals shall be marked in clear bold lettering: **"Response to Nanaimo Regional Landfill Environmental Monitoring Audit RFP"**.

Proposals must not be sent by fax or electronically.

4.6 Amendments to Proposals

Proposals may be revised by written amendment, provided they are delivered to the location set out in section 1.2 or emailed to the RDN Representative before the Closing Date and Time. An amendment must be signed by an authorized signatory of the Proponent in the same manner as provided by section 2.3.

4.7 RDNs Right to Modify Terms and Negotiate

The RDN at its sole discretion, reserves the right to modify the terms of the RFP at any time before the Closing Date and Time. The RDN reserves the right following the Closing Date and Time, and in accordance with the terms of this RFP, to negotiate with one or more Preferred Proponents any modifications or variation of the terms of the RFP, including any of the documents referred to in the definition of “Contract” herein or any modification or variation of the terms of any Proposal, including price, that the RDN considers to be in its best interests. For certainty and without limiting the foregoing, the RDN may, for the purpose of entering into a Contract with any Proponent, amend the description of the work included in this RFP so that it accurately reflects the services to be provided by the Proponent.

4.8 No RDN Obligation

This RFP does not commit the RDN in any way to select a Preferred Proponent, or to proceed to discussions or negotiations for a Contract, or to award any contract, and the RDN reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason, The RDN has the right to cancel or reissue the RFP without any changes for any reason, including in the event that only one compliant Proposal is received, or if the pricing submitted in the Proposals exceeds the estimated budget for this project.

5.0 PROPOSAL EVALUATION

5.1 Evaluation Criteria

Proposals will be evaluated based on the technical merit and cost. A maximum of 500 points for each will be awarded for a total potential of 1,000 evaluation points. Technical proposals will be opened and marked out of a total score of 500 points against the evaluation grid (Appendix 3) before any financial proposals are opened. Each technical presentation will be evaluated and scored based on the points outlined in the evaluation form. A firm’s technical proposal shall be deemed qualified only if it complies with all the requirements contained in the Request for Proposal.

Only those proposals whose technical scores are within 10% of the proposal awarded the highest technical score will have their financial proposals opened and evaluated. All other financial proposals will be returned unopened upon appointment of the selected firm. The only exception to this policy is if the proposal of the second ranked firm is more than 10% below the highest technical score and still technically qualified. In such a case, the second ranked firm would have its financial proposal opened to avoid a non-competitive situation.

Financial proposals can be awarded a maximum of 500 points. The financial proposal with the lowest cost of fees will be awarded 500 points, which will be added to the technical score, resulting in the firm’s total score. The percentage by which each of the remaining firm’s proposed costs exceeds the costs of the lowest qualified proposal will be the percentage by which the 500 points is reduced, prior to adding it to the technical score, resulting in each firm’s total score.

6.0 GENERAL TERMS OF RFP PROCESS

6.1 Proposal Development Costs

All expenses for making proposals to the RDN are to be borne by the Proponent, with the express understanding that no claims against the RDN for reimbursement will be accepted. All proposals will become the property of the RDN and will not be returned to the Proponent. The RDN shall not be responsible for any costs involved in or associated with the preparation and submission of this proposal, the Proponent's site visit costs, or contract negotiations.

6.2 Rights and Options of the RDN

The RDN reserves the right to:

- Issue addenda to the RFP;
- Decline or award a contract or contracts for services;
- Contact references provided by the Proponent;
- Request further information from the Proponents;
- Retain independent consultants for assistance in evaluating proposals;
- Request points of clarification to assist the RDN in evaluating proposals;
- Require changes in the scope of work as deemed necessary by the RDN;
- Discontinue negotiations with the preferred or any Proponent and commence discussion with any other finalist;
- Withdraw the RFP; or
- Not award to any Proponent and issue a subsequent RFP based on refinement of concepts proposed in response to this RFP.

The RDN reserves the right to accept or reject any and/or all proposals, to waive irregularities, or take whatever other action it deems in its best interest. There is no obligation on the part of the RDN to award a contract to the lowest cost Proponent. The RDN shall be the sole judge of a proposal and its decision shall be final. The RDN also reserves the right to make such investigation, as it deems necessary, to determine the ability of any Proponent to perform the work or services provided. Information the RDN deems necessary in its evaluation must be provided to the RDN by the Proponent upon request.

6.3 Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, becomes the property of the RDN, and as such subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their Proposal that is submitted on a confidential basis. Regardless of this identification, the RDN will only hold in confidence refuse to disclose such information for which FOIPPA provides ground for refusing if doing so is permitted under FOIPPA disclosure. The RDN specifically reserves the right to distribute information about any Proposal internally to its own directors, officers and

employees, to its consultants and contractors where the distribution of that information is considered by the RDN to be necessary to its internal consultation process.

6.4 Rejection of Proposal

The RDN reserves the right to reject any Proposal that is incomplete or containing errors or inconsistencies in the cost. Rejection is at the sole discretion of the RDN

7.0 PROPOSAL PREPARATION GUIDELINES AND FORMAT

7.1 Introduction

Provide a brief introduction to the terms and purpose of the proposal.

7.2 Scope of Work

Describe the tasks included in the scope of work.

7.3 Methodology

Please elaborate on the following tasks in the proposal:

- Kick-Off Meeting;
- Coordination and execution of field methodology audit;
- Technical review of environmental program data and report;
- Provision of a letter report detailing the results of the field audit and annual report technical review and provision of interpretation for inclusion in the annual report;
- Review of previous Hydrogeological Study and any new groundwater, surface water, and leachate sampling results, soil vapour monitoring results, borehole logs, site plans, and landfill aerial contour maps; and
- Describe a report deliverable including data gap analysis and recommendations and update of Hydrogeological Study Conceptual Site Model.

7.4 Project Experience and Personnel

Provide an outline of the consultant's knowledge and experience on monitoring, data interpretation, hydrogeological investigation, assessment of contaminant transport, mitigation, and related regulatory provisions with respect to landfills. Provide a list of personnel that will make up the consultants primary project team and describe landfill and/or related experience of the team members to their function in the team. Demonstrate resilience by providing alternate team members should the primary contact(s) be unavailable. Provide résumés of team members.

7.5 Financial Proposal

A completed Cost Estimate Table must be included, detailing the following professional time, and fees to conduct the tasks set out in Section 3.0. Please include a section on Disbursements and the cost for equipment, travel, copies and correspondence.

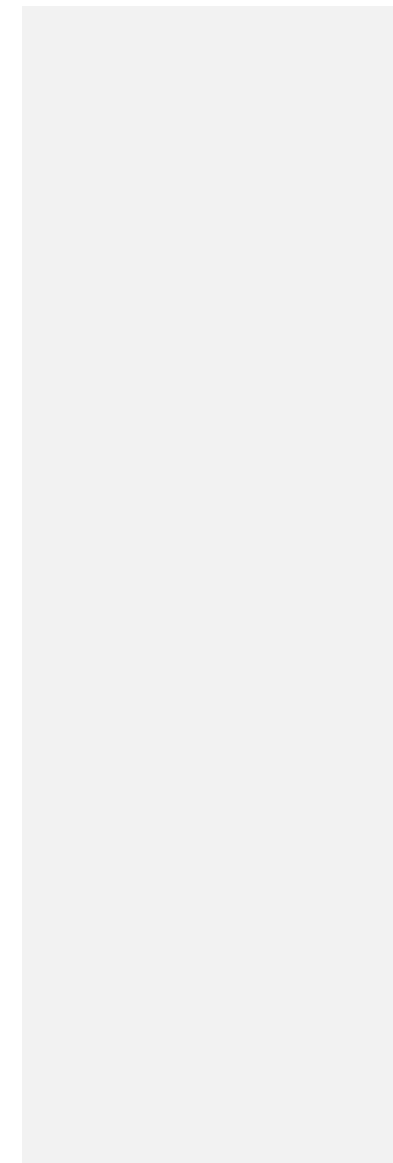
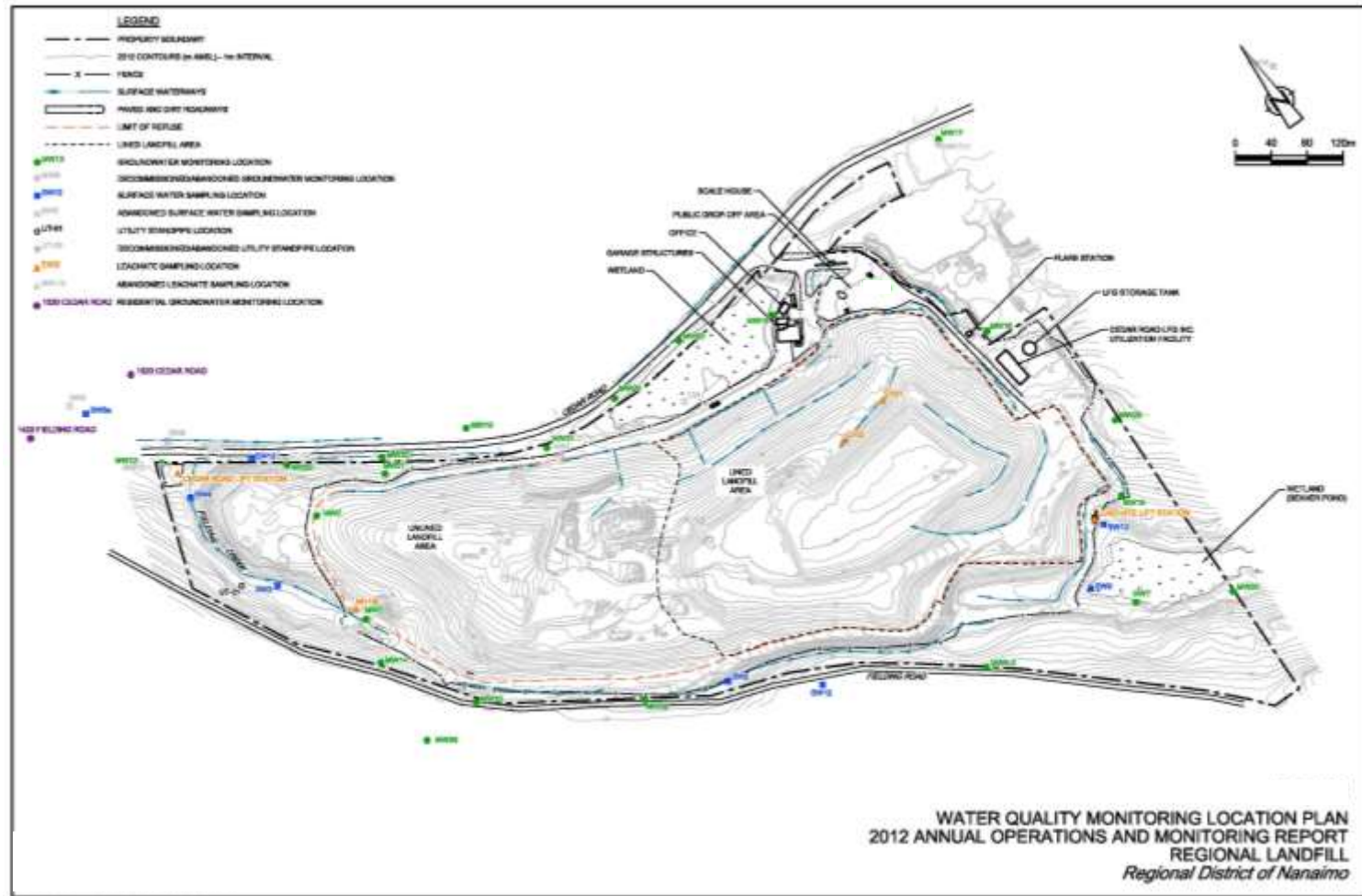
The cost estimate table must be included as a sealed, separate attachment from the technical proposal. The proposal evaluation will be a two-envelope system as described in Section 5.1.

Attachments

Appendix 1 – Monitoring Locations

Appendix 2 – Monitoring Programs and Analytical Requirements

Appendix 3 – Evaluation Criteria



RFP for EMP Audit & Update Hydrogeological Study

Appendix 2

Groundwater/Surface Water/ Leachate Monitoring Parameters

	Groundwater Monitoring Well	Residential Well	Surface Water	Leachate Locations	Cedar Road Lift Station
Field Observations					
Conductivity	X	X	X	X	X
Dissolved Oxygen	X		X		X
Oxygen Reduction Potential (ORP)	X	X	X	X	X
pH (Field)	X	X	X	X	X
Temperature	X	X	X	X	X
Turbidity	X	X	X	X	X
Odor	X	X	X	X	X
Water Level	X		X	X	X
Flow Status			X		
General Chemistry					
Alkalinity (as CaCO ₃ pH=8.3)	X	X	X	X	X
Alkalinity, Bicarbonate	X	X	X	X	X
Alkalinity, Carbonate	X	X	X	X	X
Alkalinity, Hydroxide	X	X	X	X	X
Alkalinity, Total (as CaCO ₃)	X	X	X	X	X
Biochemical Oxygen Demand (BOD)	X	X	X	X	X
Bromide	X	X	X	X	X
Chemical Oxygen Demand (COD)	X	X	X	X	X
Chloride	X	X	X	X	X
Conductivity (lab)	X	X	X	X	X
Cyanide (WAD)					X
Fluoride (Dissolved)	X	X	X	X	X
Hardness	X	X	X	X	X
Oil and Grease (Total)					X
pH (Lab)	X	X	X	X	X
Phenolics (Total)					X
Sulfate	X	X	X	X	X
Total Dissolved Solids (TDS)	X	X	X	X	X
Total Organic Carbon (TOC)	X	X	X	X	X
Total Suspended Solids (TSS)			X		X
Nutrients					
Ammonia-n	X	X	X	X	X
Nitrate (as N)	X	X	X	X	X
Nitrite (as N)	X	X	X	X	X
Nitrite/Nitrate					
Orthophosphate	X	X	X	X	X

Metals					
Dissolved	X			X	
Total		X	X		X
Aluminum	X	X	X	X	X
Antimony	X	X	X	X	X
Arsenic	X	X	X	X	X
Barium	X	X	X	X	X
Beryllium	X	X	X	X	X
Bismuth	X	X	X	X	X
Boron	X	X	X	X	X
Cadmium	X	X	X	X	X
Calcium	X	X	X	X	X
Chromium Total	X	X	X	X	X
Cobalt	X	X	X	X	X
Copper	X	X	X	X	X
Iron	X	X	X	X	X
Lead	X	X	X	X	X
Lithium	X	X	X	X	X
Magnesium	X	X	X	X	X
Mercury	X	X	X	X	X
Molybdenum	X	X	X	X	X
Nickel	X	X	X	X	X
Phosphorus	X	X	X	X	X
Potassium	X	X	X	X	X
Selenium	X	X	X	X	X
Silicon	X	X	X	X	X
Silver	X	X	X	X	X
Sodium	X	X	X	X	X
Strontium	X	X	X	X	X
Thallium	X	X	X	X	X
Sulphur	X	X	X	X	X
Tin	X	X	X	X	X
Titanium	X	X	X	X	X
Uranium	X	X	X	X	X
Vanadium	X	X	X	X	X
Zinc	X	X	X	X	X
Zirconium	X	X	X	X	X
QA/QC					
Anion/Cat ion Ratio	X	X	X	X	X

Groundwater Sampling Program			
Monitoring Location	Monitoring Well	Description	Sampling Frequency
MW6	MW6-3	down gradient (shallow)	biannual
MW12	MW12-1	down gradient(deep)	biannual
	MW12-2	down gradient (shallow).	biannual
MW13	MW13-1	down gradient off-site (deep)	biannual
	MW13-2	down gradient off-site (shallow)	biannual
MW14	MW14-1	down gradient (deep)	biannual
	MW14-2	down gradient (shallow)	biannual
MW17(08)	MW17-1A	down gradient (deep)	quarterly
	MW17-2	down gradient (shallow)	quarterly
MW18	MW18-1	down gradient (deep)	quarterly
	MW18-2	down gradient (shallow)	quarterly
MW19	MW19-1	down gradient (deep)	biannual
	MW19-2	down gradient (shallow)	biannual
MW20	MW20-1	down gradient (deep)	biannual
	MW20-2	down gradient (shallow)	biannual
MW23	MW23	down gradient (shallow)	biannual
MW25	MW25	down gradient (shallow)	biannual
MW26	MW26-1	down gradient (deep)	biannual
	MW26-2	down gradient (shallow)	biannual
MW27	MW27	down gradient (shallow)	quarterly
MW28	MW28	down gradient (shallow)	biannual
MW29	MW29-1	background well (deep)	biannual
	MW29-2	background well (shallow)	quarterly
MW30	MW30-1	down gradient (deep)	quarterly
	MW30-2	down gradient (shallow)	quarterly
MW31	MW31	down gradient (shallow)	quarterly
MW32	MW32-1	down gradient (shallow)	quarterly
MW33	MW33-1	down gradient (deep)	quarterly
	MW33-2	down gradient (shallow)	quarterly
UT01	UT01	Utility Corridor	quarterly
1420 Fielding Road	Residential Well	Off-site	quarterly
1020 Cedar Road	Residential Well	Off-Site	quarterly
Hydraulic Monitoring Locations			
Monitoring Location	Monitoring Well	Description	Monitoring Frequency
MW2	MW2-1	(deep)	quarterly
	MW2-2	(shallow)	quarterly
MW3	MW3-1	(deep)	quarterly
	MW3-2	(shallow)	quarterly
MW7	MW7-1	(deep)	quarterly
	MW7-2	(shallow)	quarterly
MW10	MW10-1	(deep)	Quarterly
	MW10-2	(shallow)	Quarterly

Leachate Monitoring Program

Monitoring Location	Description	Sampling Frequency
Cedar Road Lift Station	Sewer Discharge Bylaw compliance	quarterly
Leachate Lift Station	Leachate Cell 2 (outflow)	quarterly
EX02	LFG Extraction Well - Leachate Cell 2	quarterly
Toe Drain	Leachate Cell 1	quarterly

Surface Water Monitoring Program

Monitoring Location	Description	Sampling Frequency
SW2	Intake stormpipe	quarterly
SW3	Outflow stormpipe	quarterly
SW4	Fielding Creek downstream	quarterly
SW5A	Fielding Creek, down-gradient from site (offsite)	quarterly
SW9	South drainage area monitoring location	quarterly
SW10	South drainage area monitoring location	quarterly
SW12	Upstream surface water sampling	quarterly
SW13	Northern Stormwater Line	quarterly

RFP for EMP Audit & Update Hydrogeological Study

Appendix 3



EVALUATION FORM

PROJECT NAME: _____

EVALUATOR: _____

EVALUATION OF TECHNICAL PROPOSALS
(Maximum 500 Points)

	P O I N T S	CONSULTANTS					
1. <u>THE FIRM</u> (25)							
1.1 Experience with landfill design and operation	15						
1.2 General related monitoring project experience	10						
TOTAL FIRM	25						
2. <u>THE PERSONNEL</u> (275)							
2.1 <u>Project Manager/Director</u> (75)							
a) Experience in landfill design and operation	25						
b) Experience in related landfill monitoring projects	25						
c) Qualifications of Project Manager/Director	15						
d) Local knowledge	5						
e) Location of Personnel	5						
2.2 <u>Project Team</u> (200)							
a) Experience in landfill design and operation	30						
b) Experience in related landfill monitoring projects	45						
c) Hydrogeological/contaminant transport qualifications of Team members	45						
d) Key Hydrogeological Team Resilience	20						
e) Local knowledge	15						
f) Location of Personnel	10						
g) Data Validation & Laboratory QA/QC	5						
h) Regulatory knowledge	15						
TOTAL PERSONNEL	275						

Commented [GL1]: Lets discuss this...I think we want really high scores for data evaluation, hydrogeo, contaminant transport specific to landfills.
 -Weighting for firm looks fine
 -Perhaps a little lower for design and operation at least for team
 -We picked the lab right?
 -Experience audit/carrying out monitoring?
 -Demonstration of knowledge on QA/QC for monitoring programs?
 - Should the method be a little lower and the team be a little higher?
 I think we might want to skew it to the expert in monitoring, hydro... I think at least 50/50 method and people
 - Should we consider backup? Or peer review? So we are not left hanging if the key person bails?

Commented [GL2]: I see you have this covered...you can delete by previous edit about resilience

3.	<u>THE METHOD</u>	(200)						
3.1	General approach	20						
3.2	Quality of service	20						
3.3	Roles/responsibilities & team organization	20						
3.4	Proposed list of activities	10						
3.5	Project control and reporting	40						
3.6	Understanding of project requirements	20						
3.7	Quality of presentation	15						
3.8	Proposed Level of effort, (Hours)	40						
3.9	QA/QC of sampling	15						
	<u>TOTAL METHOD</u>	200						
	<u>TOTAL TECHNICAL COMPONENT</u>	500						

While previous experience with the RDN is not required and is not in any way confer an advantage in the RFP, the RDN's previous experience with the Proponent may also be taken into consideration part of an evaluation of the Project Team. The RDN reserves the right to rely upon its records, references and recollection in this regard. In addition, as part of its evaluation of the project team, the RDN may obtain references other than those provided by the proponent and may use these references in evaluating Proposals.