



*Fayette*  
COUNTY

"WHERE QUALITY  
IS A LIFESTYLE"

**PURCHASING DEPARTMENT**  
140 STONEWALL AVENUE WEST, STE 204  
FAYETTEVILLE, GEORGIA 30214  
PHONE: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

April 18, 2017

**Subject: Request for Proposals #1285-P: Solid Waste Engineer of Record**

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from qualified firms to serve as Solid Waste Engineer of Record. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information should be included with your proposal.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina Barwicks, Contract Administrator of Purchasing, in writing to, email address: [tbarwicks@fayettecountyga.gov](mailto:tbarwicks@fayettecountyga.gov) or fax to (770) 719-5515, Monday through Friday excluding holidays from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:  
FAYETTE COUNTY PURCHASING DEPARTMENT  
140 STONEWALL AVENUE WEST, SUITE 204  
FAYETTEVILLE, GEORGIA 30214  
PROPOSAL #1285-P  
REFERENCE: **SOLID WASTE ENGINEER OF RECORD**

Proposals will be received at the above address until 3:00pm, Tuesday, May 9, 2017 in the Purchasing Department, Suite 204. Proposals will be opened at approximately 3:00pm, May 9, 2017 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

\*\*\*\*\*

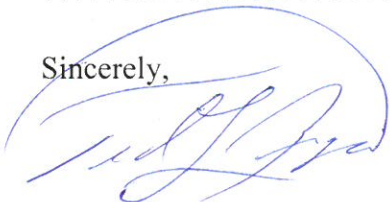
**Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.**

**There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.**

**If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.**

\*\*\*\*\*

Sincerely,



Ted L. Burgess  
Director of Purchasing

TLB/tcb

Attachment

**GENERAL TERMS AND CONDITIONS**  
**RFP #1285-P: SOLID WASTE ENGINEER OF RECORD**

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
  - a. The offeror's company name,
  - b. The Request For Proposals (RFP) number, which is **1285-P**, and
  - c. The "reference" which is **Solid Waste Engineer of Record**

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer, and one (1) hard copy and (2) flash drives, to:

Fayette County Government  
Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214

Attention: Contracts Administrator

Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal. Please do not include proposed fees, rates, or other pricing on the flash drives.

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

11. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
12. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
13. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.

14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Term of Contract:** The term of this agreement shall begin on July 1, 2017 and continue for a period of one year through June 30, 2018. Thereafter, this agreement may be renewed by the county for two additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the county to the contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the county fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
16. **Fees & Rates:** The fees and rates for the initial term of the contract will remain in effect through June 30, 2018. Thereafter, each subsequent renewal period is subject to adjustment only if included in the contract as signed by both parties.
17. **Direct Expenses:** For any direct expenses involved with Task Orders as may be assigned under Task I (engineering and professional environmental services) of this RFP, the direct expenses will be charged at the actual cost with no additional mark-up, provided prior county approval is given. Direct expenses would cover necessary cost and charges incurred to execute the work, including but not limited to: direct costs of travel, equipment and supplies, subcontractors, and other related outside services. The Engineer of Record shall discuss any direct cost requirements with the County Administrator or his designee in advance of Task Order execution to obtain approval. For work performed as included in Task II (groundwater and surface water monitoring) or Task III (methane monitoring), all charges must be included in the lump-sum prices as included in the contract resulting from this RFP.
18. **Scope of Work Exceptions:** The county reserves the right to competitively solicit other vendors for tasks or project that are anticipated to cost \$200,000 or more, but which would otherwise fall within the Scope of Work specified in the contract.
19. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
20. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
21. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
22. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
23. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:

- **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
- **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
- **Worker's Compensation:** Workers Compensation as required by Georgia statute.
- **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia  
 140 Stonewall Avenue West  
 Fayetteville, GA 30214

24. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
25. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
26. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
27. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

**Fayette County, Georgia  
Checklist of Required Documents**

*(Be Sure to Return This Checklist with your proposal and  
the Required Documents in the order listed below)*

**REQUEST FOR PROPOSALS #1285-P: SOLID WASTE ENGINEER OF RECORD**

Company information – on the form provided \_\_\_\_\_

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) \_\_\_\_\_

Completed Proposal \_\_\_\_\_

List of exceptions, if any – on the form provided \_\_\_\_\_

References – on the form provided \_\_\_\_\_

Signed addenda to the RFP, if any \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

**1285-P: SOLID WASTE ENGINEER OF RECORD**

\_\_\_\_\_  
Name of Project

FAYETTE COUNTY, GEORGIA

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 2017 in (city) \_\_\_\_\_, (state) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



**Fayette County, Georgia**  
**Request for Proposals #1285-P: Solid Waste Engineer of Record**

Fayette County, Georgia requests proposals from qualified consultants to serve as the Solid Waste Engineer of Record for solid waste-related engineering and environmental services for two closed county-owned municipal solid waste landfills. The desired result will be a blanket contract for engineering and environmental services as described in Task I, on an as-needed basis, and to conduct environmental compliance monitoring and reporting at hourly or other rates as included in the contract.

Contract shall be effective on the date of execution hereof (the "Effective Date"). The County desires to enter a contract for services for one year, with the option of extending the contract for two additional years with agreement of both parties.

**INTRODUCTION**

The Fayette County Solid Waste Department is part of Fayette County government, operating under the Board of Commissioners and the County Administrator. Environment Management is tasked with operating and maintaining the Fayette County Transfer Station; yard-debris area, inert landfill and two closed municipal solid waste landfills. These facilities are located approximately one-half mile southwest of the intersection of Grady and First Manassas Mile road and have a total area of approximately 160 acres.

**SCOPE OF SERVICE**

Services to be performed under this contract are: assigned projects on an as-needed basis as described in Task I; semi-annual groundwater monitoring and reporting and quarterly methane monitoring and reporting with the goal of maintaining post-closure compliance of two solid waste landfills. Copies of all Fayette County corrective action plans, addendums and monitoring reports are available at the Georgia Environmental Protection Department (EPD), Land Protection Branch.

*Task I - Engineering and Professional Environmental Services*

General engineering and professional environmental services that may be awarded under this RFP include:

- responding to the Georgia EPD concerning monitoring and reporting, Notice of Deficiencies; and/or Notice of Violations;
- design and submittal of corrective action plans and/or amendments;
- design and submittal of methane remediation plans;
- modifications to design of methane extraction systems to increase efficiency or enhance extraction;
- providing cost-benefit analysis of potential permit modifications;
- reviewing monitoring plans for inefficiencies;
- preparing design and operation plan minor modifications;
- replacing groundwater monitoring wells;
- replacing methane monitoring wells;
- surveying;

- assisting county staff with revisions to current transfer station operations and site development plans; and,
- other related services as needed.

Task II - Groundwater and Surface Water Monitoring

Groundwater and surface water monitoring shall be conducted at both the Northside and Southside permitted landfills on a semi-annual basis, in January and July. Groundwater and surface water monitoring activities shall be performed as required in the respective Georgia EPD-approved groundwater monitoring plan for each facility and the *Georgia EPD Manual for Groundwater Monitoring*, September 1991. Appropriate number of trip and field blanks shall be analyzed at every event.

Reports must be prepared and submitted separately for each sampling event at each permitted facility. All reports shall be submitted to Fayette County for review and approval prior to submission to EPD. All final reports will be submitted electronically in a .pdf format to the County in conjunction with Georgia EPD submittals. All well analytical and field data must be digitally copied to county staff in a manner so historical data can be reviewed and evaluated with respect to current report data in a Geographic Information System (GIS) format. The number of monitoring points, monitoring parameters, and monitoring schedule is described below.

Northside The Northside Landfill closure permit currently requires detection monitoring. There are seven groundwater monitoring and two surface water monitoring locations.

During each event, all wells will be sampled and analyzed for:

- Appendix I Volatile Organic Compounds (VOCs) and metals;
- Appendix I Dichlorodifluoromethane; and
- Methane (% by volume and Lower Explosive Limit) and oxygen.

During each event, surface water samples shall be analyzed for:

- chemical oxygen demand (COD) and total organic carbon (TOC); and,
- chloride, cyanide and metals.

Southside The Southside landfill closure permit currently requires both detection and assessment monitoring as required by the 2002 Corrective Action Plan (CAP) and the 2012 CAP minor modifications. There are 29 groundwater-monitoring wells, seven surface-water monitoring locations and four piezometers measured for water levels only.

The January *detection* monitoring event consists of:

- 19 wells sampled and analyzed for Appendix I volatile organic compound (VOCs) and Appendix II VOC dichlorodifluoromethane (DCDFM);
- Three surface water samples analyzed for COD, TOC, chloride, total cyanide, cadmium, chromium lead, mercury, nickel, selenium, silver and zinc;
- Water levels collected from all sampling locations listed above plus an additional 14 locations.

The July *assessment* monitoring event consists of:

- 17 wells sampled and analyzed for Appendix I VOCs and metals; DCDFM and chloride;
- Five wells sampled and analyzed for Appendix I VOCs and metals; DECFM and chloride; alkalinity, sulfate, nitrate, iron, TOC, total dissolved solids (TDS), ammonia, calcium, magnesium, potassium, and sodium;
- Six wells sampled and analyzed for Appendix I VOCs and DCDFM;
- One well sampled and analyzed for Appendix I VOCs, DCDFM, alkalinity, sulfate, nitrate, ferrous iron, TOC, TDS, ammonia, calcium, magnesium, potassium and sodium;
- Three surface water samples are analyzed for COD, TOC, total cyanide, chloride, arsenic, barium, cadmium, chromium, lead, mercury, nickel, selenium, silver, and zinc;
- Three surface water samples are analyzed for Appendix I VOCs; and
- One surface water sample is analyzed for Appendix I VOCs and DCDFM.
- Four monitoring locations are measured for water levels only.

This task also includes performing post-closure landfill inspections as required in the Closure/Post-Closure Care Plans. Inspection reports shall be submitted to the county in a .pdf format.

#### Task III - Methane Monitoring

Methane monitoring shall be conducted at both the Northside and Southside permitted landfills as required by the Georgia EPD approved Methane Monitoring Plans and updates for each facility. Any exceedances shall be immediately reported to county staff.

Reports must be prepared and submitted separately for each sampling event at each permitted facility. All reports shall be submitted to Fayette County for review and approval prior to submission to EPD. All final reports will be submitted electronically in a .pdf format to the County in conjunction with EPD-approved submittal requirements.

Northside The Northside methane monitoring plan currently requires quarterly methane monitoring of 10 well locations, five bar-hole punch locations, one surface-scan location, and five on-site facility structures.

Southside The Southside methane monitoring plan currently requires quarterly methane monitoring of 12 well locations and one bar-hole punch location.

Fayette County seeks to reduce perpetual monitoring requirements, when possible, and plans to use the Solid Waste Engineer of Record as a resource guide for continued improved operations and compliance.

## PROPOSAL RESPONSE REQUIREMENTS

Proposals must include the following information, preferably in the order shown.

1. **Cover Page:** Include the Request for Proposals number (#1285-P) and title (*Engineer of Record for Solid Waste*). Include your firm's name, address, telephone number, fax number, and e-mail address.
2. **Table of Contents**
3. **Required Documents:** Company Information Page, Contractors Affidavit and signed addenda, if any. Provide contact name, mailing address, telephone number, facsimile number and email address for the primary consultant and all subcontractors. Identify the primary contact for procurement process and the proposed project manager.
4. **Project Team:** Tell us who you are. Identify and provide a short description of each project team member and each sub-contractor comprising the project team. Describe the responsibility of all sub-contractors. Provide contact name, mailing address, telephone number, facsimile number and email address for the primary consultant and all subcontractors. Identify the primary contact for procurement process and the proposed project manager. As applicable, provide an organizational chart showing the project team. Summarize the project team's relevant experience. Include reference names and contact information for the owners of referenced projects that can attest to the referenced projects. Include name and telephone number of GA EPD employees who are familiar with the firm's work. List certifications held by team members applicable (or necessary) for the work, such as Georgia-registered Professional Geologist and/or Qualified Groundwater Scientist.

Be sure to tell us about your:

- a. Experience with culture, proven established relationships, and current policies and procedures within the Georgia EPD Landfill Protection Branch;
  - b. Experience on similar projects, especially in communities with closed landfills similar to Fayette County;
  - c. Experience of proposed key staff and their experience for this proposal, including sub-contractors and laboratories; and
  - d. Experience of successful on-time assessment monitoring and reporting to Georgia EPD.
5. **Project Understanding and Approach:** State your understanding of the services required. Describe the approach you propose to take in addressing the needs addressed by this request for proposals. Describe the approach for meeting all sampling, monitoring, laboratory and reporting requirements in Tasks II and III. Describe quality control / quality assurance procedures. List all project deliverables. For Task I, the Consultant Team should focus on documenting relevant experience and capabilities to the engineering and environmental services that may be needed.

This section of the proposal is the project team's opportunity to demonstrate: 1) they understand what this proposal is trying to achieve; 2) they have the experience and resources necessary to complete the scope; and 3) they have ideas on how to maximize the project's value (i.e., other experiences/use of technologies to mitigate methane).

This section should thoroughly describe the proposed scope of work. Identify potential opportunities for monitoring improvements. Identify ideas, strategies, unique experiences for keeping landfills in compliance and /or reducing future monitoring activities.

If you would use any regular subcontractors or partners in delivery of the proposed services, identify them and explain their roles.

In this section, be sure to include:

- a. A description of how the Consultant will meet the goals and objectives of the identified tasks;
  - b. Innovative technologies for improving efficiencies and maintenance of current mitigation system that can include upgrading passive methane extraction systems to more aggressive systems;
  - c. Identification of challenges to work around that can include performing maintenance on below-ground methane extraction system; and
  - d. Project reporting details and submittal timeline requirements.
6. **Knowledge of Fayette County Solid Waste and Landfill Permitting:** At a minimum, the County will look for the following:
- a. Demonstrated knowledge and understanding of solid waste and post-closure permitting within Fayette County (i.e. the history of the landfills and issues associated with each);
  - b. Knowledge of other county post-closure requirements that are similar to Fayette County's closed landfills;
  - c. Identification of pertinent regional projects, developments and initiatives, e.g. private/public solar energy initiatives;
  - d. Identification of local, state and federal funding opportunities and strategies as they relate to transfer station operations, recycling, or alternative uses for closed landfills; and
  - e. Discussions of how these issues may or may not be relevant to the possible services or the tasks required.
7. **Quality of Written Proposal:** The Evaluation Team will consider such factors as:
- a. Effectiveness of communication via text, table, figures and graphics,;
  - b. Relevance of information provided to the RFP;
  - c. Overall layout;
  - d. Grammar, spelling, and punctuation; and
  - e. Other factors as may be appropriate.
8. **Schedule:** Your schedule should include:
- o Identification of critical milestones associated with monitoring requirements; and
  - o Demonstrated success in staying on schedule with similar projects.

9. **References:** On the form provided in this RFP, provide references for three projects that are similar to the work described in this RFP, which were completed in the last five years. Include contact name, phone number, and email address for each project listed.
10. **Fees & Rates Schedule:** Include in a separate, sealed envelope your price proposal that contains, in a clear format and in detail, proposed hourly rates, non-hourly rates, and any other components of your billing structure for the work described in this RFP. Two price schedules are included in the RFP for your use, as follows:

**Attachment A** is for hourly fees for employees, sub-contractors, or others who may be assigned to work on projects as may be awarded by Task Order during the course of the contract. List all position titles and hourly rates for each. Indicate whether each listed position is considered Executive/Administrative, Manager/Supervisor, Professional, or Administrative/Support/Clerical. If any position(s) are not included in one of these four categories, the County will place them in the category that appears to be most appropriate.

A fifth category labeled Other is to be used for sub-contractor work, other reimbursable expenses, or other expenses that are not appropriate for one of the four categories for position classifications.

The Evaluation Committee will use the proposed hourly fees and rates to calculate your price for a hypothetical Task Order of 100 hours duration. Hourly rates for each of the four categories will be averaged, and weighted to calculate the price of the assumed Task Order as follows:

Executive/Administrative	5%
Manager/Supervisor	25%
Professional	55%
Administrative/Support/Clerical	10%
Other	5%

Please note that the 100 hour assumption is for comparison of fees and rates only. It is not a guarantee of 100 hours of work under the resulting contract.

**Attachment B** is for pricing groundwater and surface water monitoring, and methane monitoring. These are to show your lump-sum price for each of these activities.

All costs must be included in your proposed fees, rates, or lump-sum prices.

## **EVALUATION CRITERIA**

### **Technical Merit**

The Fayette County Purchasing Department is the Facilitator for issuing the RFP. All communications during procurement shall be through the Purchasing agent. Proposals will be evaluated initially on the technical evaluation criteria listed below and a selection made independent of cost.

The Technical Merit portion of the evaluation will comprise 70 percent of the evaluation score. Fee schedules and other prices will be weighted 30 percent.

An evaluation committee, including, at a minimum, individuals from Fayette County Environmental Management, will review and rank the proposals based on the criteria listed below. The relative weight for each criterion is shown. Information to be considered in scoring will include, but not be limited to, information requested in the Proposal Response Requirements section of this RFP. Other types of information and factors may be considered when scoring each criterion.

- *Project Team (Maximum 25 points)*
- *Project Understanding and Approach (maximum 20 points)*
- *Knowledge of Fayette County Solid Waste and Landfill Permitting (maximum 20 points)*
- *Quality of Written Proposal (maximum 20 points)*
- *Schedule (maximum 15 points)*

### **Fees, Rates and Other Prices**

The remaining 30% of your score will be determined by your proposed fees, rates, and other charges, as compared to other responding companies.

### **Interviews**

Depending on the number of proposals received and the range of scores, Fayette County may identify a "short list" and conduct interviews with one or more Consultant teams. The purpose of the interviews would be to help distinguish differences between the highest-rated proposals by meeting the project team(s), hearing their approach, and allowing the Evaluation Team to ask questions. In the event interviews are conducted, each interviewee will be scored up to 50 points. Those points will be added to the written proposal score to identify the final rankings.





**ATTACHMENT A  
PRICING SHEET  
RFP #1285-P: SOLID WASTE ENGINEER OF RECORD**

**HOURLY FEES FOR PROJECTS  
AS MAY BE AWARDED BY TASK ORDER**

<u>Position/Title or Job Classification</u>	<u>Hourly Fee</u>
<b>Executive / Administrative</b>	
_____	
_____	
_____	
<b>Manager / Supervisor</b>	
_____	
_____	
_____	
<b>Professional</b>	
_____	
_____	
_____	
<b>Admin / Support / Clerical</b>	
_____	
_____	
_____	
<b>Other Fees or Charges</b>	
_____	
_____	
_____	
_____	

COMPANY NAME \_\_\_\_\_

**ATTACHMENT B  
PRICING SHEET  
RFP #1285-P: SOLID WASTE ENGINEER OF RECORD**

TASK	QTY	UNIT PRICE	EXTENDED PRICE
<b>1. GROUNDWATER AND SURFACE MONITORING/EVENT</b>			
A. NORTHSIDE			
FIRST HALF	1	_____	_____
SECOND HALF	1	_____	_____
B. SOUTHSIDE			
FIRST HALF	1	_____	_____
SECOND HALF	1	_____	_____
C. INSTALLATION OF ADDITIONAL GROUNDWATER MONITORING WELL TO DEPTH OF 40 FT (Include in cost survey, professional oversight, installation report and minor modification)			
	1	_____	_____
D. SEMI-ANNUAL INSPECTIONS			
	2	_____	_____
<b>Total Groundwater &amp; Surface Monitoring/Event</b>			_____
<b>2. METHANE MONITORING/EVENT</b>			
A. NORTHSIDE			
	4	_____	_____
B. SOUTHSIDE			
	4	_____	_____
C. INSTALLATION OF ADDITIONAL METHANE MONITORING WELL TO DEPTH OF 20 FT (Include in cost survey, professional oversight, installation report and minor modification)			
	1	_____	_____
<b>Total Methane Monitoring/Event</b>			_____

COMPANY NAME \_\_\_\_\_

**REFERENCES**

**RFP #1285-P: SOLID WASTE ENGINEER OF RECORD**

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

**REFERENCE ONE**

Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Approx. Date & Scope of Work \_\_\_\_\_

**REFERENCE TWO**

Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Approx. Date & Scope of Work \_\_\_\_\_

**REFERENCE THREE**

Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Approx. Date & Scope of Work \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**COMPANY INFORMATION**  
**RFP #1285-P: SOLID WASTE ENGINEER OF RECORD**

Company \_\_\_\_\_

Physical Address Of Business \_\_\_\_\_

\_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

\_\_\_\_\_

Authorized Representative \_\_\_\_\_

(Print or Type)

Authorized Representative \_\_\_\_\_

(Signature)

Title \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*\*\*\*\*

**Project Contact Person Name:** \_\_\_\_\_

**Office Number:** \_\_\_\_\_ **Cellular Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_