

REQUEST FOR PROPOSALS
FOR
MULTI-DISCIPLINE PROFESSIONAL SUPPORT SERVICES
FOR THE MERCED COUNTY REGIONAL WASTE
MANAGEMENT AUTHORITY

JANUARY 2012

The Merced County Regional Waste Management Authority plans to retain the services of a firm or multiple firms to provide On-Call, Multi-Discipline Professional Support Services for the Merced County Regional Waste Management Authority.

DESCRIPTION OF WORK

Consultant(s) shall provide on-call professional support services for the Merced County Regional Waste Management Authority. The services may include but are not limited to: civil/mechanical/electrical/structural/geo-technical engineering services and engineering/architectural design; construction and project management including preparation of construction bid documents, contracts, as-built drawings, etc.; CQA, QA/QC services; hydrology, geology, hydrogeology services including conducting studies and preparing reports; well abandonment, drilling, testing and reports; environmental services; laboratory and analytical services, including monitoring, sampling and reporting; permitting services; surveying; aerial photography and photogrammetry services; miscellaneous studies, reports, models, planning and permitting in the fields of solid waste management and operations, landfill gas systems, energy systems, etc.; Information Technology (IT) and managed IT services; real estate related services; and other associated professional services, as requested.

Task Orders containing a specific scope, fee, and schedule will be issued for each Task to be performed under any Agreement originating from this RFP.

Proposers are encouraged to submit proposals on any or all of the elements, or sub-elements contained in Attachment A. Firms that have specific expertise in as few as one element will be considered.

I. GENERAL REQUIREMENTS

Questions, Interpretations, Or Clarifications: The Authority has attempted to provide the necessary and available general information. It is the responsibility of each Proposer to review, evaluate, and, where necessary, ask questions, prior to the submission of a proposal. All questions, interpretations, or clarifications desired shall be requested in writing not later than 5:00 P.M. on February 10, 2012. Oral statement(s) concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Inquiries concerning the RFP shall be directed to Sam Chandler via e-mail at schandler@mcrwma.org (cc:

ttedrow@mcrwma.org). In the event the Authority deems it necessary to issue any clarifications or make any changes to this RFP, these shall be made in the form of a written addendum authorized and issued only by the Authority Project Manager to eligible firms.

A. Proposal Submittal

The Authority invites proposals from qualified firms in accordance with the procedures outlined in Attachment A, Preliminary Scope of Services.

Proposals must be received by the Authority no later than 3:00 P.M. on March 2, 2012. The proposals shall be clearly marked: PROPOSAL TO PROVIDE MULTI-DISCIPLINE PROFESSIONAL SUPPORT SERVICES and delivered to:

Merced County Regional Waste Management Authority
7040 N. Highway 59
Merced, CA 95348
ATTN: Sam Chandler

Three (3) copies of the proposal shall be submitted. Proposals received after the closing date and time specified above will not be considered.

After the closing date and time, all proposals will become the property of the Authority. Proposals will not be returned to the proposers. Proposals received by the Authority will be held confidential, available only for review by the Authority's authorized staff, proposal evaluators, and the Authority Board of Directors until the selection process is completed. The Authority reserves the right to reject any proposal which is incomplete, conditional, illegible, or unclear. All costs incurred in response to this RFP, including preparation of the proposal, interview, correspondence, reproduction costs, etc., are not reimbursable by the Authority to either successful or unsuccessful proposers.

B. Firm Information

The definition of a firm, for the purposes of this RFP, is a firm, or multiple firms, staffed with registered professionals with extensive experience in providing multi-discipline professional support services. The firm(s) will demonstrate the ability to work successfully in a project team arrangement under the general direction of an Authority Project Manager.

Throughout this RFP, the term "firm" means an individual firm or multiple firms to accomplish the project. If a joint venture or other type of association is proposed, information shall be provided on each of the involved entities.

Proposals shall contain the following information:

1. Name of the firm(s), street and post office box addresses, email addresses of key staff, telephone and facsimile numbers of the main office and any branch offices, which will be involved in any way with this project, and name, address and telephone number of the parent company, if any.
2. Type of firm(s) (e.g., corporation, partnership) and date of formation. If multiple firms are proposed for this project, provide the information requested in the preceding paragraph for all entities, explain the relationship between the entities; identify the percentage of work and specific work to be performed by each entity. Provide functional organizational chart(s) for each participating entity, indicating functions and positions.
3. Size of firm, enumerating the number of professional, salaried, and hourly employees listed by discipline.
4. Short resumes of key staff, including staff of sub-consultants, if any. Name, title, e-mail address, and telephone and facsimile numbers of the contact person.
5. Facilities of firm which will be utilized in the project, including computer hardware and software.
6. Identify each firm's insurance company(s) and bank(s). Workers Compensation, Employer's Liability, Comprehensive General and Auto, and Professional Liability Insurance coverage will be required for the project. See Section E, "Insurance Requirement" for more details.
7. Evidence of financial competence to perform contracted services, or of the ability to obtain the required resources. Identify each of the firm's bank(s).

If the firm or its parent company or any of its subsidiaries are under bankruptcy proceedings or contemplating to file for bankruptcy, the firm must disclose its financial competence and its willingness to comply with all the requirements of the contract.

Please provide evidence of willingness and ability to provide other form of financial assurance subject to Authority approval.

The evaluation criteria used in the selection process shall take into account the evidence presented by the firm of their financial ability to meet the obligations under the contract.

8. Disclosure of any claims against them by a client or regulatory agency for violating any local, State, or Federal laws.

C. Selection Procedure

All proposals received by the due date will be reviewed and evaluated by an evaluation committee based on the requirements listed in this RFP. Based on the evaluation of the written proposal, a short list of firms may be established by the evaluation committee. The evaluation committee will determine whether to conduct interviews with the short list or all candidates to further evaluate the proposers (firms). The evaluation committee may also visit the offices of the firms to observe their operations.

Based on the evaluation results of the proposal (and interview, if applicable), the top-ranked firms may be included in a ranked "slate" submitted to the Authority Board of Directors (BOD) for selection. After BOD selection of the slate of top ranked firms, multiple firms may be invited to enter into negotiations with the Authority.

If acceptable contracts cannot be negotiated between the top ranked firms and the Authority, individual negotiations may be terminated and the Authority will initiate negotiations with an alternate firm. If an agreement cannot be reached with the alternate firm, the Authority may choose to go through the selection process again.

The Authority reserves the right to modify the selection procedure and follow an alternative procedure, or to reject any, or all, proposals, or award no contract, and/or to modify proposals through contract negotiations.

D. Conflict of Interest

Identify any possible conflict of interest your firm may have, including but not limited to past contracts with any party having an interest in any of the landfills that will be the subject of the assessment being done pursuant to this RFP, current or past contracts involving any of these parties, or involving properties impacted by these parties.

E. Insurance Requirement

1. Prior to the commencement of any work, and as a precondition to any contract, the selected consultants shall purchase and maintain the following types of insurance for the stated minimum limits indicated during the term of this Agreement. Consultant shall provide a certificate of insurance and endorsements naming the Authority as an additional insured on each policy.
 - a. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 annual aggregate covering bodily injury, personal injury and property damage. The Authority and its officers,

employees and agents shall be endorsed to above policies as additional insured, using ISO form CG2026 or an alternate form that is at least as broad as form CG2026, as to any liability arising from the performance of this Agreement.

- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage, or alternatively split limits of \$500,000 per person and \$1,000,000 per accident for bodily injury with \$250,000 per accident for property damage.
- c. Workers Compensation: Statutory coverage, if and as required according to the California Labor Code, including Employers' Liability limits of \$1,000,000 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the Authority.
- d. Professional Liability: \$1,000,000 limit per occurrence and \$5,000,000 annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

2. Insurance Conditions

- a. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the Authority.
- b. Each of the above required policies shall be endorsed to provide Authority with thirty (30) days prior written notice of cancellation.

II. PROPOSAL CONTENTS AND FORMAT

The following items will be used to evaluate the quality and completeness of the proposal:

A. General Requirements

1. Organization and Key Personnel

Demonstrate the qualifications of staff to be assigned to the team(s) that will accomplish the services identified in your proposed approach. List license or certification necessary to perform these services. Provide 1-2 page resumes of key staff, including staff of sub-consultants, if any. Demonstrate proposed staff's understanding of solid waste management and coordination issues. Please list and elaborate on the following criteria in regards to the staffing project:

- a. Proposed Project Team
- b. Qualifications/Relative Experience
- c. Key Personnel

- d. Licenses & Certifications
- e. Availability of Key Individuals

2. Project Management and Control

Briefly describe the organization of proposed personnel. Identify key personnel who will provide services, with information on their work experience, particularly with similar projects. Demonstrate their capability to plan, organize, perform progress monitoring and cost control, and support the required effort. Demonstrate coordination experience, experience with regulatory agencies, understanding of permit processes and compliance with regulations, as applicable.

3. Proposed Fee Structure

Describe the proposed fee structure in detail including hourly rates for each specialty, overhead, other direct costs and explain the benefits of using this structure. Include a typical task order example.

B. Background and Qualification Data

- 1. Describe the firm's familiarity with the issues referenced in this RFP which may include: solid waste management and systems development, preparation of designs, reports and documents, and providing professional support services, as applicable.
- 2. Describe the Firm's familiarity with the following, as applicable to the services proposed: landfill operations; practices, methods, and regulations (Federal, State, and local); California Public Works Contract Codes; application for permits, successfully obtaining regulatory review and approval of construction in and around a landfill site. Describe the firm's experience with preparation/update of various regulatory documents, providing civil/mechanical/electrical/structural/geo-technical engineering services and engineering/architectural design; construction and project management including preparation of construction bid documents, contracts, as-built drawings, etc.; CQA, QA/QC services; hydrology, geology, hydrogeology services including conducting studies and preparing reports; well abandonment, drilling, testing and reports; environmental services; laboratory and analytical services, including monitoring, sampling and reporting; permitting services; surveying; aerial photography and photogrammetry services; miscellaneous studies, reports, models, planning and permitting in the fields of solid waste management

and operations, landfill gas systems, energy systems, etc.; Information Technology (IT) and managed IT services; real estate related services; and other associated professional services.

3. List similar relationships during the last five years and indicate, in descending order, which three (3) best represent your firm or team's abilities in reference to Attachment A, Preliminary Scope of Services. Provide a brief description of each project's key personnel and firm's involvement, type of contract, permits/inspections required, and original contract amount.
4. Complete Attachment B, Past Five Years Contract History with the Authority, if any. List all contracts the firm has had with the Authority during the past five years, listing original contract amounts, starting and completion dates, and amount of changes/amendments and work performed.

NOTE: SUBMIT IN ONE CD, MICROSOFT WORD FILES OF ITEMS 3 AND 4 ABOVE WITH YOUR PROPOSALS.

C. Approach

Briefly describe your approach to the proposed services and provide a perceived scope of work. Describe how your firm/team will be organized and managed to optimize its effectiveness, communications, cost, and schedule controls. Attach sample reports (i.e., daily construction, accident/incident, invoice summary verification, monthly summary of work performed, monthly summary graph of tasks budgeted and amount expended) from past projects.

D. References

Complete Attachment C, Multi-Discipline Professional Support Services References. List three (3) references that are familiar with the firm's past performance on similar projects. Include a brief description of the referenced relationships and their contract amounts.

III. GENERAL INFORMATION/ATTACHMENTS

A. Background

The Authority's Solid Waste Enterprise operation was created in 1972 through a Joint Powers Authority (JPA) Agreement among the County of Merced and the Cities of Atwater, Dos Palos, Gustine, Livingston, Los Banos, and Merced, referred to as member agencies or jurisdictions. Each member agency has the individual power to plan, acquire, construct,

manage, regulate, operate, and control facilities and operations for the collection, transportation, processing, and disposal of solid waste, recyclable material generated within its jurisdictional boundaries, as well as to create and issue franchise agreements for such activities.

The purpose of the Authority was to establish two regional landfills to address solid waste management requirements throughout the County. The Highway 59 Landfill and the Billy Wright Landfill were established to provide disposal for solid waste generated within the east and west County areas, respectively. The Authority solid waste management system, utilizing the Highway 59 Landfill and the Billy Wright Landfill, disposes of over 90 percent of the solid waste generated in the region.

In the early 1990's, the role of the Authority was expanded to include activities mandated by the California Integrated Waste Management Act. The Authority is designated as a regional agency for purposes of compliance with the Act.

B. Vendor Advisory

The Authority does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

C. Attachments

1. Attachment A Preliminary Scope of Services
2. Attachment B Past Five Years History of Contracts with the Authority, if any
3. Attachment C Multi-Discipline Professional Support Services References
4. Attachment E Health and Safety Plan (if applicable)

ATTACHMENT A

Preliminary Scope of Work for On-Call, Multi-Discipline Professional Support Services to the Merced County Regional Waste Management Authority

The Consultant shall provide on-call professional support services. This may include, but is not limited to, the following (proposers may respond to any combination of elements/sub-elements):

1.0 Solid Waste Services

- 1.1 Prepare or review preliminary closure plans and cost estimates
- 1.2 Prepare or review preliminary post-closure maintenance plans
- 1.3 Prepare or review reports of disposal site information (RDSI)
- 1.4 Prepare or review periodic site review reports (PSRR)
- 1.5 Prepare or review solid waste facility permits (SWFP)
- 1.6 Prepare or review joint technical documents (JTD)
- 1.7 Prepare or review conditional use permits (CUP)
- 1.8 Prepare or review master development plans
- 1.9 Prepare or review designs
- 1.10 Prepare or review specifications
- 1.11 Prepare or review construction cost estimates
- 1.12 Prepare or review alternatives to prescriptive standard designs
- 1.13 Prepare or review construction plans and specifications
- 1.14 Prepare and implement or review evaluation-monitoring plans
- 1.15 Prepare and implement or review corrective action plans

- 1.16 Prepare or review landfill gas monitoring, design, construction, monitoring, maintenance, and/or modification of landfill gas collection and destruction systems
- 1.17 Design and/or provide post-closure maintenance of landfill cover systems, landfill gas system, groundwater monitoring systems, and infrastructure
- 1.18 Perform or review Subtitle D determinations
- 1.19 Perform other solid waste services as required

2.0 Hydrology and Hydrogeology Services

- 2.1 Prepare or review hydrology and hydrogeology studies, including field investigation by drilling, coring, and pumping tests
- 2.2 Provide and install pumps in existing wells
- 2.3 Purge existing wells
- 2.4 Monitor groundwater quality, flow rates, and other parameters
- 2.5 Modify or expand groundwater monitoring or recovery systems, including installing new wells, or abandoning existing wells with the required permits
- 2.6 Prepare and implement plans for monitoring unsaturated (vadose) zones
- 2.7 Prepare groundwater-monitoring reports
- 2.8 Design, construct, and operate groundwater remediation system
- 2.9 Perform water balance analyses
- 2.10 Design hydraulic structures, including detention basins, erosion control systems, surface drains, down drains, pumping system, and other structures
- 2.11 Perform or review NPDES sampling and analysis
- 2.12 Perform or review groundwater sampling and analyses
- 2.13 Perform or review seepage evaluation
- 2.14 Perform other hydrology and hydrogeology services as required

3.0 Architectural/Engineering Services

- 3.1 Design for repair and maintenance of access roadways (temporary, operational, and permanent), including pavements, signage, and roadway culverts
- 3.2 Prepare landfill grading, drainage, and erosion control plans
- 3.3 Provide or review designs for stockpiles, drainage facilities, and other structures
- 3.4 Prepare fill sequencing plans
- 3.5 Provide miscellaneous civil, geo-technical, mechanical, and electrical engineering and geological services, and other waste management related engineering services, as requested
- 3.6 Provide surveying services
- 3.7 Perform or review CEQA studies and documentation, including paleontology, archaeological, and biological studies
- 3.8 Perform other A-E services as required

4.0 Geo-technical Engineering Services

- 4.1 Perform or review geo-technical reconnaissance of landfill sites and adjacent properties
- 4.2 Perform or review slope stability analyses
- 4.3 Perform literature review of previous geological, hydro-geological, and geo-technical investigations
- 4.4 Perform or review field geological, and hydro-geological mapping and interpretations
- 4.5 Perform or review soil borrow studies, both on-site and off-site, including soil properties and quantities
- 4.6 Perform or review subsurface exploration, including subcontracting for drilling or other exploration services
- 4.7 Perform or review geophysical investigation, including surface and borehole surveys

- 4.8 Perform or review geo-technical and analytical laboratory testing
- 4.9 Perform or review subsurface soil condition explorations
- 4.10 Perform or review excavation and earthwork observations and recommendations
- 4.11 Perform or review erosion potential and slope evaluation of cut and fill slopes
- 4.12 Stability of cut and fill slopes and landslide potential evaluation
- 4.13 Provide construction quality assurance and quality control or review of plans
- 4.14 Perform other geo-technical engineering service as required

5.0 Real Estate Related Services

- 5.1 Perform or review property surveys and appraisals
- 5.2 Prepare and/or review legal descriptions
- 5.3 Update and revise property maps to show boundary changes, easements, or other modifications
- 5.4 Prepare right-of-way, deed, easement, and other documents
- 5.5 Perform other real estate related services as required

6.0 Construction and Project Management Services

- 6.1 Prepare and assess the scope and limits of the proposed work
- 6.2 Prepare pre-design tasks, such as initial concept review to evaluate and verify the design parameters for the project and pre-design survey
- 6.3 Prepare preliminary budgetary estimate
- 6.4 Prepare scopes of work
- 6.5 Project coordination
- 6.6 Provide technical review and support in processing any required resource agency permits or inspections, including review of reports from resource agencies, attendance at pre-application meetings to discuss findings with

resource agencies, providing technical support in preparing the resource agency permit application or inspection information, providing technical review of the application packages, responding to comments, as appropriate, meet with Plan Check reviewer, as necessary to review the Plans and respond to any additional comments and revise and update Plans and attend any final sign off permit approvals or inspections to conclude the process and project

- 6.7 Prepare or review procurement schedules or summaries
- 6.8 Prepare construction bid documents, including Notice Inviting Bids, Definitions, Instructions to Bidders, Proposal, Faithful Performance Bond, Labor and Material Payment Bond, General Conditions, Supplementary General Conditions, Special Provisions, and Plans (Drawings)
- 6.9 Meet and confer with Authority staff to review the Plans and Specifications, evaluate any additions, deletions, or clarifications noted and submit signed and Professional Engineer registered sealed Final Plans and Specifications in a timely manner
- 6.10 Prepare and submit an Engineer's Construction Quantity and Cost Estimate to coincide and follow the format of the Bid Schedule listing of the Line Item Descriptions of Work
- 6.11 Prepare or review task order planning and tracking
- 6.12 Prepare or review daily field construction notes
- 6.13 Provide construction management support to the extent requested, including conducting Pre-Construction Conference and Construction Progress Meetings including preparation of the agenda and meeting minutes, provide on-site construction observation, prepare project documentation, review Authority project documentation and make suggested changes, perform engineering observations, review and approve or reject contractor submittals, respond to contractor requests for information concerning design clarifications, changed conditions in the field, or other issues that dictate adjustments or modification to any component of the project, participate in a final job walk at the end of the project to develop a punch list that may yet require completion or additional attention to be in compliance with Plans and Specifications, review contractor's record/redline drawings, and prepare as-built drawings for conformance with the as-constructed field conditions and compliance with the contract documents

- 6.14 Prepare QA/QC plans/programs
- 6.15 Perform QA/QC services as requested
- 6.16 Prepare QA/QC reports – coordinate with regulatory agencies
- 6.17 Participate in reviewing, preparation, and verification of field quantities for timely processing of invoices and applications for progress payments
- 6.18 Perform other construction and project management related services as required

7.0 Aerial Photogrammetric Surveying Services

- 7.1 Perform Aerial Surveys
- 7.2 Determine the amount of excavation that has occurred in borrow areas that support the operation of the landfills
- 7.3 Determine the amount of fill that has been placed within landfill cells
- 7.4 Determine the remaining capacity of the landfill cells
- 7.5 Provide aerial images to document the condition of the landfills at selected intervals
- 7.6 Provide aerial images for managing areas set aside as Vernal Pool Easements
- 7.7 Provide other Aerial Photogrammetric Surveying as required

8.0 Managed Information Technology (IT) & E-Mail Services

- 8.1 Provide configuration, monitoring and maintenance of the network, network equipment, servers, backup solutions,
- 8.2 Management of domain and hosted e-mail
- 8.3 Configuration and Maintenance of computers, laptops, printers and devices.
- 8.4 Prepare equipment and software recommendations
- 8.5 Provide troubleshooting and support services for all information services, networks, equipment, computers, peripherals, other devices and software.

- 8.6 Maintain and provide documentation, including diagrams, configuration settings, device passwords, addresses and all relevant information pertaining to the environment and how everything is configured and connected

9.0 Environmental Monitoring & Reporting

- 9.1 Perform Monitoring and Sampling: Groundwater, Surface Water, Leachate, Lysimeter and Drinking Water
- 9.2 Perform Landfill Gas Monitoring & Sampling
- 9.3 Provide Analytical/Laboratory Services
- 9.4 Perform Technical Reporting
- 9.5 Provide Electronic Data Submittal

10.0 Miscellaneous Services

- 10.1 Provide miscellaneous civil, geo-technical, mechanical and electrical engineering, geological, hydro-geological services, and other solid waste related engineering services
- 10.2 Prepare corrective action reports
- 10.3 Provide litigation support
- 10.4 Coordinate with other involved firms
- 10.5 Prepare correspondence to regulatory agencies
- 10.6 Prepare reports or other submittals required by regulatory agencies
- 10.7 Meet with regulatory agencies
- 10.8 Perform other landfill-related services as requested by the Authority
- 10.9 Assess potential hazardous materials of property owned or being considered for acquisition by the Authority
- 10.10 Perform other professional services as required

Task Orders shall be prepared for each Task. The Task Order shall contain a specific scope, fee, and schedule for each Task. The fees provided will include support work.

ATTACHMENT B
Past Five Years History of Contracts with the Authority
(Background and Qualification Data)

Landfill	Work Performed	Start Date	Finish Date	Amendments/ Change Orders	Contract Amount

ATTACHMENT C
Multi-Discipline Engineering Support Services References

	Reference No. 1	Reference No. 2	Reference No. 3
Owner Address			
Owner Contact Telephone Number			
Related Project			
Brief Description			
Original Contract Amount			
Total No. of Amendments and Change Orders			
Cost of Total Amendments and Change Orders			
Target Completion Date			
Actual Completion Date			