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**REQUEST FOR QUALIFICATIONS/FEE PROPOSALS
ANNUAL ENVIRONMENTAL MONITORING
SERVICES FOR BLACKWELL/COMMON STREET
LANDFILL
BID # FY19-16
April 2, 2019**

CITY OF WAYCROSS
417 PENDLETON STREET
WAYCROSS, GA 31501

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REQUEST FOR QUALIFICATIONS/FEE PROPOSALS
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BLACKWELL/COMMON STREET LANDFILL
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1. INTRODUCTION:

The City of Waycross is accepting RFQ's and Fee Proposals from Licensed Engineering Firms for the sampling, analysis, and reporting of groundwater, surface water, and leachate as well as the monitoring/reporting of methane and oxygen gases in perimeter monitoring wells and on-site structures at the Blackwell/Common Street Landfill located in Waycross, Georgia. The contract term shall be five (5) year with options for renewal for five (5) additional years to be renewed annually if all parties are in agreement. Proposals will be accepted until **11:00 a.m., Thursday, April 18, 2019**. Sealed envelopes must be marked FY19-16 and hand delivered to the Purchasing Department, 2nd Floor, City Hall, 417 Pendleton Street, Waycross, Georgia 31501 or mailed to the City of Waycross, Purchasing Department, PO Drawer 99, Waycross, Georgia 31502. Linda Jones, CPPB, Purchasing Director, 912-287-2956 or ljones@waycrossga.com.

Qualified firms are requested to submit qualifications and a proposal to accomplish the Scope of Services described herein. Each firm proposing on this project must include a list of all proposed subcontractors with qualifications.

Background

Environmental monitoring is required at the City landfill consisting of the Blackwell/Common Street Landfill. Existing groundwater/surface water program at the site requires semi-annual monitoring and reporting.

Methane programs for the site require quarterly monitoring. Monitoring of methane and oxygen concentrations at wells, bar-punches, and structures are required.

Pertinent environmental monitoring documents (Groundwater Monitoring Plan, Methane Monitoring Plan, previous Monitoring Reports, etc) are available for review at the following location:

Georgia Environmental Protection Division
4244 International Parkway, Suite 104
Atlanta, Georgia 30354
404-362-2696

All monitoring and reporting activities are to be completed in accordance with applicable site, state, and federal requirements, plans, and guidance documents.

2. SCOPE OF SERVICES:

Groundwater and Surface Water Monitoring: The scope of services for this project includes two (2) semi-annual groundwater monitoring events for the landfill. Laboratory analyses must be conducted by a professional groundwater analysis laboratory that is accredited by the National Environmental Laboratory Accreditation Program (NELAP). The response must include the name of the laboratory, proof of accreditation, and qualifications of the laboratory personnel. Groundwater level measurements must be taken prior to sampling and within a 24 hour period to monitor the depth of the groundwater. A potentiometric map as well as groundwater flow velocity calculation(s) must be prepared utilizing the groundwater level data collected during each event and provided in the sampling and analysis report as required by the Georgia Environmental Protection Division (EPD). The potentiometric map and report must be stamped by a Professional Geologist registered in the State of Georgia. Samples shall be collected following appropriate U.S. Environmental Protection Agency (EPA) and EPD field methods. Groundwater monitoring wells are not currently equipped with dedicated pumps, therefore appropriately decontaminated or disposable sampling devices will be used.

Statistical analysis shall be conducted as required by the Georgia Solid Waste Management Rules, Chapter 391-34, paragraphs 18 and 19. The database with historic groundwater analytical data will be available for the selected firm. The selected firm will be required to manipulate this data in a format necessary for their own analysis.

A monitoring report for each event will be prepared in accordance with Georgia Solid Waste Management Rules 391-3-4 documenting the sampling and analysis of the groundwater, surface water and leachate. The report will document a summary of the sampling event, all analytical results, sampling chain-of-custody, field sampling forms, methane levels in groundwater wells (upon request), potentiometric surface map and groundwater flow calculation(s), a site map, statistical analysis, discussion of results, and conclusions and recommendations. The report shall document the analysis and include all field data as required by the EPD and shall include an executive summary. This report will be submitted to the EPD and **two bound copies shall be mailed** to the City for placement in the operating record. A draft report shall be generated for City review prior to EPD submittal.

Specific monitoring requirements for the landfill are detailed below:

Blackwell/Common Street Landfill (closed): Thirteen (13) groundwater monitoring wells (which includes 2 off site private wells) are sampled on a semiannual basis in January and July for EPA 40 CFR 258 Appendix II VOCs and metals plus thallium, and sulfide. Two (2) surface water locations are to be sampled semi-annually for indicator parameters and metals listed on Table 1. A minimum of one trip blank will be included with each sample cooler containing VOC vials and one field blank will be collected during each day of sampling activities.

Table 1 - Surface Water Parameters

Indicator Parameters: dissolved oxygen, temperature, pH, specific conductance, chloride, total organic carbon, chemical oxygen demand
Metals: arsenic, barium, cadmium, total chromium, cyanide, lead, nickel, selenium, silver, zinc

Methane Monitoring: On a quarterly basis, methane (CH₄) and oxygen (O₂) concentrations will be monitored for fourteen (14) bar hole punches and two (2) off site structures. Monitoring must be completed in compliance with EPD guidelines and the EPD approved methane monitoring plan. At the conclusion of each monitoring event, a report on EPD form SWM-19 will be prepared and submitted to EPD **as well as two bound copies for the City of Waycross** within fourteen (14) days of sampling. A copy of the most recent potentiometric surface map prepared for the facility must accompany all SWM-19 reports to EPD and include a table of well depths. A draft report will be generated for City review prior to submittal to EPD.

The above stated scope of services constitutes the minimum requirements of this proposal and forms the basis for evaluation. Additional services deemed necessary or that would potentially benefit the City may be requested. Descriptions of potential additional service capabilities of the firm may be included.

3. SUBMITTALS:

Responses shall include one (1) original and two (2) copies of the proposal.

The firms responding to this RFP are required to prepare a proposal package containing the information described in the following outline:

- Proposal Cover Sheet - Include title, proposal number, and the name of Prime contractor that will manage the work;
- Documentation of the following minimum qualifications:
 - Appropriate experience and capabilities of firm: The prime contractor/consultant must be a full service solid waste firm with current expertise in the following areas – solid waste engineering and design, compliance monitoring services, geotechnical services, landfill construction services, and landfill gas system design and operation. Firms history.
 - Experienced personnel: The project manager must be a Professional Engineer (with appropriate groundwater training to satisfy EPD requirements to certify hydrogeological work registered in the State of Georgia).
- Project Understanding - Provide scope of work and project approach. Describe in detail the firm's approach to providing environmental monitoring services;
- Subcontractors Information and Performance – Provide related experience and expertise of the subcontractors over the past 5 years. Highlight specialized expertise and resources with concise explanations of their value and relevance to the Scope of Services;
- Copy of Groundwater and Surface water reports of similar facilities representative of the reports to be submitted during the course of this project (minus analytical);
- Prime contractor, Sampling Contractor, and Laboratory Subcontractors (if any):
 - Office location;
 - Description of overall related experience of office that will accomplish the day-to-day work;

- Five detailed examples of similar projects within the past three years for the firm for each project, the location, fee, and name and current telephone number of a client contact shall be included for each project listed;
- Responsibilities & Resumes of Prime contractor & Sampling/Laboratory Subcontractors; and
- Proof of current Georgia EPD Certification to provide Analytical Services.
- Tables indicating parameters to be tested, laboratory test methods and minimum detection limits to be used for each parameter;
- Proposed revisions
- Itemized Fee Proposal to show all cost, then total cost per year (5 total). There shall be no hidden cost.
- Completed Georgia Security and Immigration Compliance Act OCGA 13-10-90
- Complete Non Discrimination Compliance Statement
- Engineering Firm must make known any law suits against firm, present or in the past 3 years.
- Certificate on Non-Collusion
- Governing Law and Venue Statement

City of Waycross assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. The City of Waycross will accept no late or faxed proposals.

Waycross reserves the right to accept or reject any and all responses and to waive technicalities, and to make an award as deemed to be in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

4. TERMINATION OF CONTRACT OR AGREEMENT FOR CAUSE

The City shall have the right to terminate any contract or agreement to be made hereunder for their convenience by giving the respondent written notice of their election to do so and by specifying the effective date of such termination. The respondent shall be paid for its services through the effective date of such termination. Further, provided a contract or agreement is awarded, if a respondent shall fail to fulfill any of its obligations hereunder, the City may terminate the agreement with said respondent for such default by giving written notice to the respondent at issue. If this agreement is so terminated, the respondent shall be paid only for work satisfactorily completed.

5. WITHDRAWAL

The respondent may withdraw his/her submitted proposal by providing a written request on company letterhead to the City before the stipulated closing date and time. Withdrawal of your proposal will not cause prejudice or interfere with the right of the respondent to submit a new proposal, provided the latter is received by the predetermined date and time provided herein. No proposal may be withdrawn for a period of sixty (60) days following the closing date.

7. EVALUATION CRITERIA:

Proposals will be evaluated and ranked based on the following criteria:

Item	Criteria	Percent Weight
a.	Professional qualifications, specialized experience and technical competence of the firm and its subcontractors necessary for satisfactory performance of required services.	30%
b.	Proposers understanding of the work to be performed, technical approach, and quality of the submittal package	10%
c.	Past performance on contracts with government agencies, in terms of cost control, quality work, and compliance with performance schedules. Document by references and other means.	20%
d.	Fee proposal	40%

8. SELECTION PROCESS:

The selection committee will review then rank the qualified firms based on the data submitted. Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation. The top ranked firm (or firms) will be contacted for final negotiation. If negotiations are not mutually successful, the second choice firm will be called to negotiate and so on. The recommended firm will receive final approval from The City of Waycross.

INSURANCE: The proposer shall possess and maintain **general liability** coverage of at least \$1,000,000 combine single limit with \$1,000,000 general aggregate per occurrence covering all premises and operations including bodily injury, personal injury, and property damage. Policy shall be endorsed to name Waycross as an additional insured, provide thirty (30) days notice of any cancellation, modification, and/or alteration of the coverage, and specifically identify the project being insured.

The proposer shall possess and maintain **worker's compensation** coverage in the statutory limits of Georgia.

The proposer shall possess and maintain **professional/public liability** insurance coverage, to include errors and omissions, with a minimum limit of \$1,000,000 per claim covering itself and all of its employees and agents, and shall indemnify and hold harmless Waycross and their representatives and employees, from any claims, demands, actions, and causes for actions arising from any negligent act or omission under the terms of the contract.

Upon award of contract and prior to commencement of work under this contract, the selected consultant(s) shall provide Waycross a Certificate of Insurance, on the Standard Accord form, showing the type and limits of insurance specified herein.

SUBMIT WITH PROPOSAL, specimen copy of Certificate of Insurance. Upon award of contract and prior to commencement of work under this contract, the successful proposer shall provide Waycross a Certificate of Insurance showing the type and limits of insurance specified herein.

9. COMPENSATION:

Payments for services performed will be made within approximately **thirty (30) calendar days** from receipt of an application for payment.

10. CONTRACT RENEWAL:

Either party to this contract may waive their option to renew this contract by providing written notice to the other party **sixty (60) calendar days** prior to renewal date. The original contract or agreement shall be for a period of five years then if all parties are in agreement.

CERTIFICATION OF NON-COLLUSION

The proposer being sworn, disposes and says, _____

The Contractor submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal.

SIGNATURE (AUTHORIZED)

COMPANY NAME

TITLE

DATE

GOVERNING LAW AND VENUE

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Waycross, Georgia.

SIGNED (AUTHORIZED) COMPANY NAME

TITLE DATE

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

TO ALL PROSPECTIVE VENDORS:

If you are providing service, or performing work for The City of Waycross, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal.

- 1) The City of Waycross shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.,
- 2) In order to insure compliance CONTRACTOR agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.
 - A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S Department of Homeland Security's "Employment Eligibility Verification (EEV) / Basic Pilot Program." CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR'S newly hired employees through the U.S. Department of Homeland Security's Employment Eligibility Verification (EEV) / Basic Pilot Program, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.
 - B. Contracts Affected by the "Georgia Security and Immigration Compliance Act." CONTRACTOR agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.
 - C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors. CONTRACTOR agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to this contract, pursuant to O.C.G.A. 13-10-91:
 - On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
 - On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and
 - On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

The prospective CONTRACTOR must initial one of the sections below:

Contractor has 500 or more employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification on July 1, 2007, and execute and send to DEPARTMENT a "Contractor Affidavit and Agreement" attesting to registration with the EEV / Basic Pilot Program];

Contractor has 100-499 employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification by July 1, 2008];

Contractor has 99 or fewer employees [CONTRACTOR must begin work eligibility verification by July 1, 2009].

3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.

4) Contractor agrees that, in the event the (insert your company's name) _____ employs or contracts with any sub-contractor in connection with the covered contract to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract. CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91., that the (insert company's name) _____ will secure from each sub-contractor the employee-number applicable to the sub-contractor.

CONTRACTOR agrees to obtain from any subcontractor that is employed by CONTRACTOR to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.

5) Contractor agrees to provide the City of Waycross with and secure all affidavits from any subcontractor engaged to perform services under this Contract an executed the "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

CONTRACTOR agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13 1 0-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Waycross, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Waycross, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13- 10-91 on the Subcontractor Affidavit provided in Rule 300- 10-01 -.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) _____ on behalf of the City of Waycross has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20____

Notary Public

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

SUB-SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a sub-subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned sub-subcontractor 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 under a contract with (name of sub contractor) _____ on behalf of the City of Waycross has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20____

Notary Public

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

CONTRACTOR AFFIDAVIT SMALL BUSINESS EXPEMPTION

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, Contractor's compliance with the requirements of O.C.G.A. 13-10-91:

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 under a contract with City of Waycross has less than 10 (ten) hired employees, and is exempt from this program.

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20 ____

Notary Public

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91