

Sussex County, Virginia
Request for Proposal 2017-01
for
Professional Solid Waste Consulting Services

Sussex County seeks a qualified and experienced engineering firm to provide professional services relating to the Robinson Road (Solid Waste Permit No. 107) and Gin Hill (Solid Waste Permit No. 193) Landfills. Questions regarding this Request for Proposals (RFP) should be addressed to:

Shilton R. Butts
Asst. to the County Administrator
Sussex County Administration
20135 Princeton Road (Physical Address)
P.O. Box 1397 (Mailing Address)
Sussex, VA 23884
(434) 246-1000

Proposals must be received by Sussex County before **2:00 p.m. on Monday, April 17, 2017**. Proposals must be hand-delivered or mailed to the above address. Proposals received after the above date and time will be returned unopened.

This institution is an equal opportunity provider and employer.

BACKGROUND

Sussex County seeks a qualified and experienced firm to provide professional services relating to the Robinson Road (Solid Waste Permit No. 107) and Gin Hill (Solid Waste Permit No. 193) Landfills. The County owns and maintains the two landfills. Robinson Road Landfill, which is approximately 25 miles south of Petersburg, Virginia and roughly 1.0 mile west of the Nottoway River encompasses approximately 109 acres, of which approximately 40 acres are permitted for sanitary landfill operations. Gin Hill Landfill, which is approximately 25 miles south of Petersburg, Virginia and roughly 0.25 miles east of Interstate 95 encompasses approximately 59 acres, of which approximately 10 acres are permitted for sanitary landfill operations. Sussex County maintains a Phase II Monitoring Program in accordance with the Virginia Solid Waste Management Regulations (VSWMR) at each of the two facilities. The groundwater monitoring network at each facility consists of 4 monitoring wells. Groundwater monitoring is currently conducted on a semiannual basis.

Landfill gas monitoring is conducted at both landfills on a quarterly basis. The gas probe network at Robinson Road Landfill consists of six gas probes and facility buildings. The gas probe network at Gin Hill Landfill consists of five gas probes.

SCOPE OF SERVICES

Sussex County is seeking the services of an engineering firm experienced in Virginia and capable of providing professional solid waste and consulting services that include, but are not limited to, managing the County's groundwater and landfill gas programs to ensure regulatory compliance in accordance with the facility permits. The permits are available for review at the Virginia Department of Environmental Quality (DEQ). The scope of work for professional solid waste services includes the following:

- Groundwater sampling, analysis, and reporting
- Landfill gas monitoring and reporting
- Regulatory reporting, correspondence, and negotiation on behalf of the County, and
- General solid waste consulting

ADDITIONAL SERVICES

The County reserves the right to request services in addition to those specified or implied by this RFP, that are within the scope of services normally performed by the Offeror, at any time during the term of the resulting contract.

SELECTION PROCESS

The selection committee will rank the proposals, and may schedule interviews with one or two highest rated respondents.

Negotiations will be conducted with the highest ranked company. If a contract satisfactory and advantageous to Sussex County can be negotiated, the award will be made to that company. In the event that a mutually agreeable contract cannot be reached, negotiations will be conducted with the firm ranked second.

Should the County determine in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Offeror.

The County reserves the right to reject all proposals received, and to re-advertise the project.

LENGTH OF CONTRACT

Sussex County wishes to enter into a 3-year contract, with a firm capable of providing all the solid waste management consulting services necessary to complete the anticipated scope of services.

ANNUAL PRICE ADJUSTMENT

Provisions for annual price adjustments will be set forth in the contract.

INVOICING REQUIREMENTS

All invoicing to the County for services provided by the firm must be submitted to the Accounting Department in a detailed format outlining specific services and charges. Payment will be made within 45 days of the receipt of a valid invoice.

INSURANCE REQUIREMENTS

The successful firm shall provide and keep in full force and effect during the term of the contract, the types and minimum amounts of insurance as follows:

	Each Occurrence	Aggregate
Workers Compensation	\$ 500,000	
Commercial General Liability	\$1,000,000	\$1,000,000
Professional Liability	\$5,000,000	\$5,000,000
Automotive Liability	\$ 500,000	

PROPOSAL REQUIREMENTS

The proposal must be organized in the following format. Responses that do not address all requirements of this RFP may be considered nonresponsive. Any other information thought to be relevant, but not applicable to the following categories, may be provided as an appendix to the proposal. The proposal shall be no more than fifteen typed pages (15 pages total excluding Table of Contents and Appendices) in length. Minimum font size will be 12. Utilizing front and back shall count as one page. The proposal format should be in the format outlined below.

1.0 Firm Overview

Provide a brief overview of your firm, including size of organization, types of solid waste services provided, and a description of organizational structure. State the location of the office(s) from which the work is to be performed and list pertinent information regarding the office(s), such as the number of personnel available to provide services for this project.

2.0 Project Understanding

Provide information regarding the compliance network, monitoring program requirements, and any potential recommendations for improving compliance. Provide a complete description of required reporting services. Include a statement that the Offeror will provide all the services necessary to complete the specific project as outlined in the RFP. The Offeror shall describe any services that will be subcontracted.

3.0 Project Team and Staff Qualifications

Provide a single point of contact. The Project Manager should be the key contact for technical matters, as well as for scheduling and budgetary issues. A project management organization chart should be provided as an appendix.

Provide information about staffing and describe the team members who would be involved in the project. Staff should have relevant training and experience in working with similar landfill projects, including groundwater program management experience for Virginia landfills. Condensed resumes of key personnel should be provided as an appendix.

4.0 Representative Project Descriptions and References

The Offeror shall submit a list of similar current projects, including at least three MSW landfills located in the DEQ's Piedmont Region during the past 5 years. Provide the dates of services provided, and a brief description of the scope of services provided, and projects completed for each.

Provide a list of three references for similar current projects, including name, title, address, and phone number for client contact. At least one reference must be from a client located within the DEQ's Piedmont Region. Both lists will be submitted as individual appendices.

5.0 Appendices

- Project Management Organization Chart
- Resumes of Key Project Individuals
- List of current solid waste environmental compliance projects undertaken for local governments in Virginia
- References.

OFFEROR QUALIFICATIONS

All services provided by Offeror shall conform to Federal, State, and local laws and regulations. Offerors must possess the following general qualifications via in-house staff or sub-consultants:

- Thorough and extensive (10 years minimum) experience and expertise in the Commonwealth of Virginia performing solid waste landfill management consulting and water quality and landfill gas monitoring services, including reporting requirements of the VSWMR for sanitary landfills. Qualified Offerors will have staff who is experienced with managing groundwater, landfill gas and VPDES monitoring programs for Virginia landfills, including at least three municipal solid waste landfills in the DEQ's Piedmont Region during the past 5 years.
- Familiarity with Local, State, and Federal regulations which may affect any aspect of the project.

- Reasonable availability to the County, upon request, for meetings, consultations, and site visits, etc.
- Analytical laboratory services fully capable of providing data of sufficient quality to meet the data quality objectives of the VSWMR.
- Thorough knowledge and experience with VSWMR, and a demonstrated sound working relationship with DEQ's Piedmont Region Office.
- Experience working for Sussex County or similar local governments, especially regarding solid waste management services.

EVALUATION CRITERIA

The Sussex County selection committee will evaluate proposals based on the following criteria:

- Firm's solid waste qualifications and demonstrated knowledge of all pertinent regulations – 20%
- Demonstrated knowledge and understanding of local conditions and all pertinent regulations – 15%
- Working relationship with DEQ PRO Land Protection & Revitalization Division during the past 5 years – 15%
- Expertise and experience of Project Team relative to the specific project, including similar projects in the DEQ's Piedmont Region – 30%
- Clearly demonstrated understanding of the work to be performed and completeness and reasonableness of the proposing Offeror's plan for accomplishing the tasks – 20%

SUBMITTAL

Respondents should submit three (3) copies of their proposal to the address below no later than **2:00 p.m. EST on Monday, April 17, 2017**. The submittal shall be in sealed envelope and addressed as follows:

Shilton R. Butts
 Asstant to the County Administrator
 Sussex County Administration
 20135 Princeton Road (Physical Address)
 P.O. Box 1397 (Mailing Address)
 Sussex, VA 23884
 (434) 246-1000

For further information, respondents may contact Ms. Shilton R. Butts at (434) 246-1000 or by email at sricks@sussexcountyva.gov.