

COUNTY OF INYO
REQUEST FOR PROPOSALS



For Solid Waste Engineering Services

Deadline for Submission: September 7, 2009

County of Inyo
Solid Waste Department
163 May Street
Bishop, California 93514

REQUEST FOR STATEMENT OF QUALIFICATIONS AND WORK PLAN PROPOSALS

I. Introduction:

Inyo County is a sparsely populated rural County which has historically relied on the assistance of private consulting firms to provide technical regulatory expertise necessary for the compliant operation of the County's Solid Waste Program. Facilities include five active landfills and four transfer stations. See Attachment A for details. Due to current economic conditions, the Inyo County Board of Supervisors has directed staff to open this contract up to a competitive bidding process and to seek Qualifications and Proposals from interested Solid Waste Engineering Consulting Firms.

The County of Inyo, through its Solid Waste Department, seeks to obtain a Solid Waste Engineering Consulting Firm to provide general professional engineering services for the County solid waste facilities; to assure County solid waste facilities are in compliance with State and Federal regulations; to oversee environmental monitoring and reporting; and, to provide other professional solid waste engineering services including AB 939 planning document updates and revisions as required.

To be considered, you must submit a Statement of Qualifications (SOQ) and a work plan proposal, which are both required and will be evaluated and rated by the County's Selection Committee. The Statement of Qualifications will consist of those items required below, and will include the preparation of a Work Plan designed to maintain County facilities in compliance with all applicable statutes, regulations and permits. The Bid to complete the proposed Work Plan will only be considered for review if the County's Selection Committee deems the firm's Statement of Qualifications is adequate to successfully complete the desired Scope of Work. This is a significant component, as part of the demonstration of your firm's qualifications will be the Scope of Work and task pricing Bid which will also serve as the basis for negotiating the Final Scope of Work.

Your Statement of Qualifications must include a Work Plan for the period of October 1, 2009 through June 30, 2010 that outlines the necessary tasks to be completed to maintain the County's regulatory compliance. The Proposal will list the rates/fees to complete each regulatory compliance task.

An initial contract will be executed with the successful firm for the balance of fiscal year 2009/2010 (October 1, 2009 to June 30, 2010). Furthermore, the County may use the results of the SOQ and work plan process to enter into a 5-year services contract with the successful firm for the period of July 1, 2010 to June 30, 2015.

The Board has also directed staff to concurrently advertise for the recruitment of a qualified individual to fill an in-house position to provide the same or similar engineering services as requested in this SOQ/RFP. It should be noted that if the County is successful in the position recruitment process during the term of the first contract, the scope of any subsequent contract may be reduced, or eliminated, so as not to duplicate the expertise of the County employee.

II. Statement of Qualifications:

The SOQ shall be submitted as part of the proposal package. The SOQ shall be concise and shall include detailed information, and in the order listed herein below. Your SOQ must include specific documentation for the Scope of Work that you propose to offer and include:

A. Submittals

1. Cover letter with an original signature of a company representative authorized to bind the company in the execution of an agreement with the County.
2. Name, address, and brief history of the firm (limited to one typed page 10-font)
3. Applicant's qualifications (SOQ).
4. Proposed Work Plan. (See II B Work Plan below and Attachment B)
5. A description of the respondent's recent experience with projects similar in size and scope outlined in this SOQ.
6. The respondent's general experience with waste management operations pursuant to Title 27 SubTitle D.
7. A list of any specialty sub-consultants being considered by the respondent for use on the project and which specific Work Plan tasks will be assigned to which sub-consultant.
8. A brief discussion of an approach to the Work Plan and task schedule based on the information

- presented in this request.
9. Identification of staff capabilities along with the resumes of key personnel who will be assigned to each portion of the work.
 10. A statement as to the respondent's ability to enter into County of Inyo Standard Contract No. 118 (Attachment C), which will govern the selected respondent's work.
 11. Description of the consultant's personnel, equipment, and services corresponding to the Scope of Work as detailed in Attachment B.
 12. Statement of the consultant's ability to meet time constraints for the work.
 13. References of at least three (3) major accounts for which solid waste and general landfill engineering services were performed for other public or private entities and the period for which the services were performed.
 14. Copies of professional engineering and applicable licenses.
 15. Any additional information applicable to this request.

B. Work Plan

As part of the SOQ and Proposal each respondent must prepare and submit a detailed Work Plan that insures compliance of County landfill operations with all statutes, regulations and permitting, as more specifically described in Attachment B. Routine duties would include groundwater monitoring and reporting, permit reviews and revisions, landfill gas monitoring and reporting, grant writing and administration and special tasks as required.

The Work Plan must also provide for AB939 program compliance responsibilities which include; monitoring program compliance, i.e., preparing and submitting documentation supporting compliance with the County's waste diversion goal, the Source Reduction and Recycling Element, the Non-Disposal Facility Element, the Household Hazardous Waste Element, the Sitting Element and Summary Plan.

Your proposed Work Plan must expand on the scope of work outlined in Attachment B. Your submitted work plan will be in support of your firm's qualifications and part of your proposal.

Your agency is invited to tour the County waste disposal facilities. Expect to begin providing services, October 1, 2009.

III. Scope of Work Proposal:

Consultant shall perform all professional and technical services and shall make available Consultant's own personnel, material and equipment necessary to perform engineering services on general landfill and solid waste related issues as requested. The Proposal shall include budgets for each task required by the work plan, and hourly rates for performance of duties.

Rates:

In consideration of the Engineering Firm's fulfillment of the promised work, COUNTY shall pay pursuant to the schedule of fees identified in the proposal. This schedule of fees will be based upon the following line items:

- Contract bid total amount \$ _____
- Provide a breakdown of professional labor rates and expense costs:
 - Principal/Project Manager
 - Project Scientist
 - Senior Engineer
 - Staff Engineer
 - Senior Waste Management Specialist
 - Senior Engineering –in-training
 - Field Technician/Field Geologist
 - CADD Designer
 - Graphics
 - Word Processing/Clerical

Expenses:

- Travel: motel, meals, tips etc. per diem.
- Photos, maps, report printing, postage, delivery, phone, fax, firm's owned equipment.

- Outside expenses (field supplies, rented equipment, analytical laboratory services, surveying services, sub-consultants or sub-contractors, etc).
- Mileage.

IV. County's Rights:

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any informalities or irregularities in any qualification statement.
3. Not enter into any agreement.
4. Not select any consultant.
5. Cancel this process at any time.
6. Amend this process at any time.
7. To award more than one contract if it is in the best interest of the County.
8. Interview respondents prior to award.
9. To request additional information during an interview.
10. To reserve the ability to amend the Scope of Work.

V. Requirements:

- a. Consultants submitting less than the required number of SOQ/Proposal copies (1-original and four copies) may be considered "non-responsive."
- b. Submittals received beyond the deadline date and time will not be considered and will be returned unopened.
- c. Telephone or facsimile submittals will not be accepted.
- d. Any cost incurred by the respondents in the preparation of any information material submitted in response to the proposal shall be borne solely by the respondent.
- e. The County reserves the right to reject any and/or all submittals, or to withhold the award for any reason it may determine, and to waive or decline to waive irregularities in any submittals.
- f. The County assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs responding to this solicitation shall be borne by the interested firms.
- g. This proposal does not constitute a contract nor an offer of employment. All responses, whether accepted or rejected, shall become the property of the County.

VI. Evaluation Criteria/Selection Process:

A selection committee will evaluate all submittal proposals. The information provided in your proposal will be the basis for selecting a consultant firm. The criteria for selection will be determined from the following areas with the weights for each specific area as indicated.

The firms that demonstrates that they are qualified will be evaluated by the following criteria:

- | | |
|---|-----|
| A. Capability of firm & qualifications of assigned personnel..... | 35% |
| B. Experience with projects of similar type and size..... | 25% |
| C. Project Rates/Fee Schedule..... | 25% |
| D. Availability of firm to perform work within proposed time frame and evidence of timely performance on previous projects..... | 10% |
| E. Ability to enter into Standard Contract No. 118..... | 5% |
| Total = 100% | |

Inyo County will commence contract negotiations with the firm receiving the highest ranking from the selection committee. If the County and that firm are unable to consummate an agreement, the County will reject that firm and begin negotiations with the firm receiving the second highest rank from the committee. This process shall continue until the County reaches an agreement with a consultant. Once an agreement is reached, the successful consultant shall execute Standard County Contract No. 118, which will then be forwarded, to the Board of Supervisors for

approval. The execution of the contract by the Chairperson of the Inyo County Board of supervisors will constitute notice to the Firm to proceed with the work.

VII. Document Submittal:

Firms shall submit one (1) original and four (4) copies of their proposal, along with any addenda, in a sealed envelope clearly marked on the front “**Proposal – Inyo County Integrated Waste Management Consultant Services**” to:

Inyo County Waste Management
163 May Street
Bishop, CA 93514

VIII. Contract:

The successful consultant will be required to enter into an agreement with the County on Inyo County Standard Contract No. 118. The contract will specify the scope of service, schedule of work, and a mutually agreed schedule of payment. The selected consultant will be required to prepare a scope of work, which will be inserted into the contract as an attachment.

All respondents are required to review the contract and verify that they can satisfy all requirements contained therein. Concerns with the contract or any of its terms or requirements shall be addressed in the proposal.

IX. Deadline: To be considered, one (1) original and four (4) copies of the proposal must be received at the above address by the close of business on September 7, 2009. Postmarks and facsimiles are not acceptable.

X. Services Provided by Inyo County:

The County of Inyo will provide the services listed below in support of the Engineering services:

- A. All reports, monitoring data, permit information, compliance correspondence and any other written records pertaining to the solid waste facilities.
- B. Access to all facilities where the work is being performed.

Firms wishing to have their submittal material returned after the selection process should so indicate in their submittal material. Upon request, the County will return the proposal at the firm’s expense, but will retain one copy of each proposal for one year.

Chuck Hamilton
Deputy County Administrative Officer

Date: _____