



JOHN A. FANTHAM
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 950604070
(931) 454-2160 FAX (931) 454-2395 TDD (931) 454-2123

AGENDA: JUNE 27, 2000

June 15, 2000

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

**SUBJECT: SOLICITATION FOR SOLID WASTE ENGINEERING
AND CONSULTING SERVICES**

Members of the Board:

As part of the ongoing management and development of County solid waste and recycling facilities, Public Works is preparing to begin a new solicitation process for engineering and consulting services for the Solid Waste and Recycling section. The County's current consultant, CH2M Hill, is completing its third and final contract for engineering and consultant services and in accordance with department guidelines, the consultant solicitation process is being initiated to assure the most qualified firm available is being utilized.

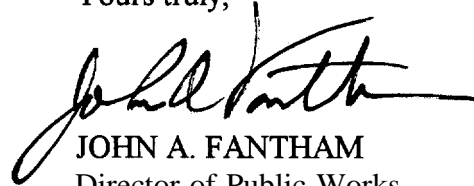
The selection process is initiated by first requesting Statements of Qualification (SOQ) from a large list of available solid waste engineering and consultant firms. A copy of the SOQ request letter is attached for your reference. SOQs are reviewed and the six most qualified consultants are further evaluated through client reference checks. Based upon the SOQ evaluations and reference checks, the top three consultants are selected and asked to respond in writing to the attached Request for Proposal (RFP). A panel of engineering and solid waste professionals, both within our department and from outside agencies, will evaluate the written proposals and participate in an oral interview with the three finalists. The selected firm will be asked to negotiate a formal scope of work and contract for the first year's work which will encompass some of the potential projects listed in the RFP. At completion of the selection process, this agreement and a summary of the process will be brought to your Board for final review and approval.

The potential services that are being requested over the next three years are listed in detail in the attached Request for SOQ and RFP. In general, the requested services include tasks such as landfill design and engineering, aerial mapping, environmental review and mitigation assistance, construction quality assurance monitoring, and advanced facilities planning and development.

It is therefore recommended that the Board of Supervisors take the following actions:

1. Approve the attached Request for Statement of Qualifications and Request for Proposal for Solid Waste Engineering and Consulting Services.
2. Direct Public Works to proceed with the selection process for Solid Waste Engineering and Consulting Services and return to the Board on or before October 3, 2000, with a summary report on the process and a final contract with the selected firm.

Yours truly,



JOHN A. FANTHAM
Director of Public Works

RPM: bbs

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works

SUBJECT: REQUEST FOR STATEMENT OF QUALIFICATIONS FOR SOLID WASTE ENGINEERING AND CONSULTING SERVICES

Dear Consultant:

The County of Santa Cruz, Department of Public Works, Solid Waste and Recycling section is requesting “Statements of Qualifications” for Solid Waste Engineering and Consulting Services. Statements of Qualifications will be evaluated based upon the following:

1. Qualifications of the proposed consultant team and availability of necessary resources.
2. Experience with the types of work proposed.
3. Past performance on similar projects related to cost control, quality of work, adherence to schedules, timely delivery of work, and response to errors and omissions.
4. Familiarity with regulatory requirements and procedures for the types of work proposed.
5. Quality of client services, billing and contract management.

All applicants will be notified of the results of the evaluation and the top three consultant’s will be invited to submit a formal (written) proposal and make an oral presentation to a County selection panel. The County Public Works, Solid Waste and Recycling section will negotiate an agreement with the top-ranked consultant for final recommendation to the County Board of Supervisors.

The term of service for a selected consultant is allowable for a period of up to three years based the consultants performance during each contract year. A new scope of work will be negotiated in each of the three years and may encompass some or **all** of the following project tasks:

1. Preparation of plans, specifications and cost estimates for construction of modular waste cells at the County’s Buena Vista Landfill.
2. Development and implementation of construction quality assurance programs for landfill covers (intermediate and final) and liners including field and laboratory testing for permeability, soil/material composition and engineering characteristics.
3. Preparation of plans, specifications and cost estimates for redesign of landfill gate entrance facilities including, roadways, scale house, truck scales, recycling center and household hazardous waste collection facility.
4. Performance of geological and hydrogeological assessments.
5. Performance of source testing and analysis of landfill gas flare systems, cogeneration equipment, soil conveyor systems, and landfill surface emissions.
6. Design landfill gas control/collection system components for construction by County crews.
7. Revisions to landfill operations and site development plans, as needed, including landfill stability analyses and borrow soil management strategies.
8. Preparation of plans, specifications, cost estimates, and operational strategies for a proposed off-site borrow soil management facility.
9. Assist with future landfill, transfer station and/or other solid waste processing facility siting studies including preliminary environmental review, geotechnical analyses, and biological evaluations.

10. Development of a construction and demolition materials recycling system.
11. **Leachate** recirculation system design.
12. Turn-key design and construction of groundwater, piezometric and landfill gas monitoring wells.
13. Aerial surveying, topographic mapping, and cut/fill volumetric calculations.
14. Groundwater remediation system design.
15. General Waste Management consulting services including; compilation of Report Of Waste Discharge Reports for RWQCB, Joint Technical Document/ Report of Disposal Site Information Reports for CIWMB, statistical evaluation of environmental monitoring programs, perform limited construction management services, and other solid waste engineering services as needed.

Interested consultants must submit a Statement of Qualifications to Santa Cruz County, Department of Public Works, Solid Waste Engineering section, Attn: Patrick Mathews, 70 1 Ocean Street, Room 410, Santa Cruz, California **95060, no later than 5:00 p.m., Friday, July 21, 2000.** A "Standard Form (SF) 255, Architect-Engineer Related Services for Specific Project" may be utilized, but is not required. SF 254 forms are also not required for this submittal. A sample consultant agreement and/or SF 255 form can be obtained from the Public Works Department upon request.

If you have any questions concerning this Request for Statement of Qualifications please contact the undersigned at (83 1) 454-2 160.

Yours truly,

JOHN A. FANTHAM
Director of Public Works

By:

Patrick Mathews
Solid Waste and Recycling Manager

RPM:

Attachments

**SANTA CRUZ COUNTY DEPARTMENT OF PUBLIC WORKS
SOLID WASTE AND RECYCLING SECTION
REQUEST FOR PROPOSAL
FOR
SOLID WASTE ENGINEERING/CONSULTING SERVICES**

PROPOSAL SUMMARY

The County of Santa Cruz, Department of Public Works, Solid Waste and Recycling section is requesting proposals from three selected firms for Solid Waste Engineering and Consulting Services. Based on qualifications and references your firm has been chosen for participation in this selection process, which includes submittal of a written proposal for engineering and consulting services and an oral presentation with a selected review panel. This proposal is for a single contract encompassing all or some of the projects listed under the following Summary of Work. A consultant with satisfactory performance during the first one year contract term may be retained for up to two additional one year contract terms. The projects listed within this Request for Proposal encompass a wide variety of solid waste related projects that have yet to be fully defined. The County anticipates to finalize both the scope and time lines for several of the planned projects in conjunction with issuance of the final negotiated first year contract. The remaining projects defined herein may be included in future contracts, if the consultant is retained beyond one contract term.

EVALUATION AND SELECTION PROCESS

Three firms have been selected to submit written proposals for Solid Waste Engineering and Consulting Services for the Santa Cruz County Public Works Department, Solid Waste and Recycling section. All written proposals will be reviewed and rated by a panel of selected solid waste and engineering professionals. Once the review of written proposals is complete, each consultant will be invited to orally present their proposal to the panel. Each consultant will be given a predetermined time allotment (approx. 45 minutes) to present their proposal and upon completion the panel members will be given time to ask specific questions. We will be selecting the consultant who can best demonstrate their understanding of each of the listed projects and who is most capable of bringing together the appropriate resources necessary to complete each project in a professional, cost effective and timely manner.

The following information should be included in your written proposal, as actual selection will be based on **careful** consideration of all written and oral data presented to the panel:

1. **Consultant History.** Provide a brief history of your firm including how your firm developed and currently manages its solid waste/environmental engineering and consulting services.
2. **Qualifications.** Provide a list of employees and consultants/contractors, along with their qualifications or resumes, who would be primarily involved with completing each of the projects listed below. A flow chart indicating chain of responsibility from overall contract manager to individual project staff or task coordinators would be beneficial. Also include the

number of years each key member of your proposed project team has been with your firm or with any sub-contracted firm included in your project team. Include a statement of your firm's financial capabilities and ability to meet minimum County insurance requirements, as outlined below.

3. **Experience.** Briefly describe one to two projects similar to each of those proposed below that have been successfully completed within the last year or are currently in progress by your firm or by key consultant/contractors your firm has indicated as members of the project team.
4. **Approach.** Provide a description of how your firm would approach each of the projects listed below and the basic scope of work you would propose for each project given the limited information. Include the following information with each project approach:
 - o Summarize basic design criteria needed to initiate project
 - o List **staffing** assignments for each project
 - o List available resources necessary for project, i.e., sub-consultants, laboratories, equipment, construction/trade contractors, etc.
 - o Provide estimated time lines for completion including milestones for deliverables and interim County reviews
 - o List **A/QC** procedures, if required of project
 - o List all applicable regulatory requirements, if required of project
 - o Outline how your **firm** plans to interact with County during the course of this project
 - o List any customer service related issues relative to the project including, but not limited to: billing and cost tracking mechanisms, transmission of information, and types and styles of deliverables.

SUMMARY OF WORK

The following Summary of Work is a compilation of the projects planned and/or under consideration by the Public Works Solid Waste and Recycling section over the next three to four years. The intent of this proposal is to assess the selected consultant's experience, qualifications, creativity, responsibility, regulatory knowledge and communication skills as they pertain to these specific types of projects. The County is also interested in working with a firm that is capable of interacting directly with County staff at all levels of project design, and is committed to providing quality client *service*. *Based on the limited information provided, the proposal should clearly address and include **all** information requested under the Evaluation and Selection Process above.*

Please prepare a complete response to each summarized project utilizing the suggested format under the Evaluation and Selection Process above.

1. **Preparation of plans, specifications and cost estimates for two separate 10 acre, modular cells of the County's Buena Vista Landfill.** The design of this expansion will be in compliance with federal (Subtitle D) and state regulations. The consultant may be called upon to design variation(s) of the prescriptive standard liner system's structural section utilizing combinations of low-permeability clay or add/mixed soils, geosynthetic clay liners and geomembranes. The consultant must demonstrate the abilities and knowledge necessary to adequately analyze, design, **certify** and receive regulatory approval for any reasonable modifications to the prescriptive standards. This project may also include construction management, construction quality assurance monitoring, stability analysis of cut slopes or waste mass, field construction materials testing and reporting, and assisting the County in obtaining required permits and authorities to construct. Please document your firm's materials and soils testing capabilities.

2. **Develop and conduct construction quality assurance program for landfill covers (intermediate and final) and liner systems including field and laboratory testing for permeability, soil/material composition testing, construction materials certification/verification, and other applicable engineering characteristics analysis.** A/QC and final cover/liner certification reports need to be completed for all intermediate and final covers and landfill liners constructed at the Buena Vista Landfill. This work will be included with each landfill expansion or closure project at the Buena Vista Landfill or may be required on an as needed basis for liner or cover system repairs, if necessary.

3. **Preparation of plans, specifications and cost estimates for redesign of landfill gate entrance facilities, scale house, recycling center, and roads.**

The entrance and recycling facilities for the County's Buena Vista Landfill are in need of expansion and updating to meet the changing needs of our community. The first task for this project will be to develop and evaluate several alternative site plans and potential on-site traffic patterns. The current entrance facilities layout does not allow for adequate traffic stacking or flow.

A new scale house will need to be constructed including running water and restroom facilities, water service will have to be extended to the facility (approx. 1 mile), a septic system will have to be developed, a carport area for incoming customers will be installed over the scale house, two existing above ground truck scales will require relocation, and one additional new scale will be installed. All entrance facility roadways will require AC overlays and repairs. Relocation of the existing household hazardous waste collection facility may be required as part of this project.

Expansion of the public drop-off recycling center will also be a component of this project and will include design of new and replacement retaining walls and safety fencing around drop box storage areas, new asphaltic concrete (AC) receiving areas, electrical service upgrades, minor drainage improvements, and some pole barn type structures over receiving/processing areas.

After the most appropriate site layout is determined work will include preparation of plans, specifications and cost estimates for the project. Specifications will need to include a phased construction plan to allow for continued landfill operation during construction with minimal disruption of public services. Entrance facilities construction will require multiple disciplines such as civil, electrical, and structural engineering, as well as a thorough knowledge of landfill operations.

4. **Conduct geological and hydrogeological assessments and compile reports.** The County may request additional subsurface mapping of proposed or future landfill and/or borrow areas to determine availability of select on-site soils or expand on existing hydrogeological assessments as necessary for facility compliance. Provide your firm's general approach to performing surface and sub-surface mapping of geological and hydrogeological formations in and around active and closed landfills. List resources, both in-house and subcontracted that will be available for these types of tasks.
5. **Conduct stationary source test monitoring and analysis of landfill gas flare systems.** The County has two operational landfill gas flares and a potential **future** landfill gas powered cogeneration plant. In addition, the County may utilize conveyors for movement of soil at the Buena Vista Landfill. The Monterey Bay Unified Air Pollution Control Board, under the Toxic Emissions Reporting Program, requires periodic source monitoring of the County's landfill gas flares and other emission sources. Outline your firm's testing capabilities for conducting source emissions testing on stationary landfill gas flares and other potential landfill based emission sources. Also provide a summary of your approach to compliance with federal and state surface emission standards for new and existing landfills. Please provide examples of surface monitoring programs you may have developed for other landfills.
6. **Design landfill gas control system components for construction by County crews.** The County has historically constructed most of its own landfill gas control system with County crews. The work under this project will include development of basic design and construction guidelines for internal use only, development of extraction well siting criteria to optimize landfill gas control/collection, and performance analysis of existing extraction systems prior to each collection system expansion,
7. **Update landfill operations and site development plans, as needed.** The Buena Vista Landfill is a cut-and-fill style operation. The landfill is currently evaluating off-site storage of soil to be excavated from the next 2 planned modules. This project has been problematic due to neighborhood opposition and other regulatory requirements for the project. Updates and modifications to the current development plans may be necessary to develop management strategies for handling portions of this soil on-site to allow for future landfill cell construction. The existing site development plan may also need to be evaluated and modified to reflect changes in site stability due to potential on-site soil storage requirements.
8. **Preparation of plans, specifications and cost estimates for a soil management site adjacent to the County's Buena Vista Landfill.** As stated in project task 7 above, the County's Buena Vista Landfill is currently developing plans for managing up to 1.3 million cubic yards of surplus soil that will require excavation in advance of the next planned landfill expansions. A final site adjacent to the Buena Vista Landfill in combination with limited **on-site** storage will be necessary to allow economical management of the surplus soils until such time as they are needed for landfill covers. This project will require development of phased grading and erosion control plans, siting and specification of a soil conveyor system, design of road crossing improvements, and updating of the site's soil balance and excavation schedule. If current plans are not approved, additional alternatives may need to be evaluated and developed. Discuss your general approach to phasing and soil balancing for a cut-and-fill style operation.

9. **Future landfill, transfer station and/or other solid waste processing facility siting study.** The County has recently begun the process of siting a new landfill and/or transfer station to replace the Buena Vista Landfill when it reaches capacity in 18 years. Your firm may be asked to assist with this process in many ways including geotechnical site evaluations, biological site evaluations and mitigation/restoration plan development, traffic impact studies, air/noise impact studies and other CEQA related analyses.
10. **Construction and demolition materials recycling system development.** The County has determined that in order to meet AB 939 waste diversion mandates, current recycling programs at the Buena Vista Landfill need to be expanded. Construction and demolition (C&D) materials make up a majority of divertable materials still being landfilled and have been placed at the top of the County's priority list for development of a new diversion program(s). Provide a summary, of your firm's experience in developing materials recovery systems, specifically those associated with C&D recovery at an active landfill.
11. **Leachate recirculation system design.** The County has been considering installation of leachate recirculation systems in current and future subtitle D landfill cells. Recirculation may be combined with some form of on-site leachate treatment, yet to be determined.
12. **Site, design and construct groundwater monitoring wells, piezometers and landfill gas monitoring probes of varying depths.** The need for additional groundwater monitoring wells/piezometers and landfill gas monitoring probes has been identified. Outline your firm's turn-key construction capabilities.
13. **Aerial surveying and topographic mapping.** The County's Buena Vista Landfill is topographically mapped on an annual basis and the closed Ben Lomond Landfill is mapped every 5 years for post-closure settlement evaluation. Consultants are required to submit all map files to the County, periodically update site maps with new topography and site details, and provide several copies of color aerial photos at approximately 200-foot scale. Work will also include annual excavation and fill volume calculations.
14. **Preparation of plans, specifications and cost estimates for groundwater remediation systems.** No current remediation projects are scheduled for closed or active landfills, however, state regulations require planning for such events. Provide your firm's general approach to designing a remediation system including data requirements, system selection criteria, feasibility analysis and proposed methods for tracking and quantifying clean-up efforts. A project such as this could include construction management and assistance in obtaining required permits and authorities to construct/operate.
15. **Perform general waste management consulting services including** compilation or assistance with updates to report Of Waste Discharge reports for RWQCB, Joint Technical Document/Report of Disposal Site Information reports for CIWMB, statistical analysis for environmental monitoring programs, performance of limited construction management services, and other solid waste engineering and consulting services, as needed. Include with this section a statement of your firm's ability to provide staff on an on-call basis to respond to emergency needs or projects that require an accelerated schedule.

Contract negotiations with the selected consultant will include development of a detailed Scope of Work, compensation by individual project budget, development of detailed schedules and completion/deliverable dates, and staff assignments for each project.

All aspects of these projects shall conform to applicable federal, state and local regulations. Project special provisions (CalTrans), bid forms and contract documents, excluding the Section 10 "Technical Specifications," will be prepared by the County and are not a portion of the work to be performed under this proposal. The Section 10 Technical Specifications will be provided by the consultant for each engineering design project scheduled for public bidding and may be done in either **CalTrans** format or CSI format. Please note that the County of Santa Cruz is converting to metric plans for most projects. *The consultants must demonstrate the ability to provide all plans and specifications in a metric format, if requested.*

INSURANCE

The following types of insurance will be required. Please review these and comment on your firm's ability to provide the required coverage.

- A. Workers' Compensation Insurance and Employers' Liability Insurance in compliance with the laws of the State of California.
- B. Automobile Liability Insurance in the minimum amount of \$500,000 combined single limit per accident for bodily injury and property damage. *Higher limits may be required for turn-key construction work or projects with higher **auto** liability exposure.*
- C. Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including bodily injury, personal injury and property damage. *Higher limits may be required for turn-key construction work or projects with higher general liability exposure.* Such insurance coverage shall include, without limitation:
 - 1. Contractual Liability coverage adequate to meet the indemnification obligations under this contract;
 - 2. Full Body and Personal Injury coverage;
 - 3. Broad Form Property Damage Coverage; and
 - 4. A cross-liability clause in favor of the County.
- D. Professional Liability Insurance (including coverage for errors and omissions) in the minimum amount of \$1,000,000 combined single limit. Please note that the Professional Liability limit may be raised at the discretion of the Department of Public Works in accordance with and in relationship to the projects proposed in any given one year contract.

- E. All required insurance under this contract shall contain the following clauses:

"The County of Santa Cruz is hereby added as an additional insured as respects the operations of the named insured."

"It is agreed that this insurance shall not be canceled nor the coverage reduced until thirty (30) days after the County shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to the County as evidenced by properly validated return receipt. Such notice shall be sent to: Department of Public Works, Solid Waste and Recycling section, Attn.: Patrick Mathews, 701 Ocean Street, Room 410, Santa Cruz, CA. 95060."

Consultants must provide proof of insurance (umbrella or individual) meeting the above requirements for all subconsultants and contractors working on behalf of the consultant in conjunction with any tasks or projects relating to the Solid Waste Engineering and Consulting Services contract described herein. A copy of the County's standard contract is attached to this RFP for your reference.

To be considered, five (5) **copies** of your proposal must be received in the Santa Cruz County Public Works Department, 701 Ocean Street, Room 410, Santa Cruz, CA. 95060, **no later than 5:00 p.m. on Friday, {to be determined after Statement of Qualification review}**. Oral presentations will be scheduled within three weeks of receipt of the written proposals. The exact date, time and location has yet to be determined. If you have any questions concerning this RFP please contact Patrick Mathews, Solid Waste and Recycling Manager at (83 1) 454-2160.