



City of Grand Island

Tuesday, March 28, 2006

Council Session

Item G10

#2006-93 - Approving Agreement for Consulting Engineering Services for the Re-Permitting of the Solid Waste Landfill

Staff Contact: Steven P. Riehle, Public Works Director

Council Agenda Memo

From: Steven P. Riehle, Public Works Director

Meeting: March 28, 2006

Subject: Approving Agreement for Consulting Engineering Services for the Re-Permitting of the Solid Waste Landfill

Item #'s: G-10

Presenter(s): Steven P. Riehle, Public Works Director

Background

Every five years the Department of Environmental Quality (DEQ) requires all Landfills to be re-permitted. A request for proposals to perform Consulting Engineering Services for the Re-Permitting of the Solid Waste Landfill was developed.

The request for proposals was advertised in the Grand Island Independent on February 8, 2006 and mailed to six (6) engineering firms. Four (4) proposals were received on February 23, 2006. HDR Engineering, Inc. of Omaha, Nebraska was chosen for the re-permitting process.

Discussion

An agreement for the study was negotiated for the work to be performed at actual costs with a basic permit fee maximum of \$32,400 and a total maximum dollar amount of \$54,000.00.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve a resolution authorizing the mayor to execute the agreement.
2. Refer the issue to a Committee.
3. Postpone the issue to a future date.
4. Take no action on the issue.

Recommendation

City Administration recommends that the Council approve the agreement for actual costs with a maximum amount of \$54,000.00.

Sample Motion

Move to approve the agreement with HDR Inc., of Omaha, NE to perform Consulting Engineering services for the Re-Permitting of the Solid Waste Landfill.

Exhibit A Scope of Services, Schedule and Fee

Project Scope of Services

The purpose of this scope is to describe the objectives, activities, deliverables, key understandings and approach which HDR will utilize in carrying out the permit renewal services requested by the City of Grand Island for the Grand Island Area Regional Landfill (Site).

The following detailed scope is based upon HDR's knowledge of the Site and operations in the past 5 years, review of the existing permit, and HDR's experience with NDEQ during other permit renewals. The proposed professional services for permit renewal and associated fee estimate are divided into four tasks. Since NDEQ may require changes or additional information that is currently unanticipated, tasks for NDEQ review revisions, meetings with the City and a public hearing are included.

Task 100 – Basic Permit Renewal

Objective:

To prepare the renewal application of the municipal solid waste disposal facility permit for the Grand Island Area Regional Landfill and submit to the NDEQ.

HDR Activities:

HDR will review the current permit and identify possible changes and updates for further discussion with the City. HDR will revise the permit based on City input.

HDR will attend and represent the City at the NDEQ comprehensive review meeting to be held at the City's transfer station administration building and landfill site visit. In conjunction with this meeting, HDR will review the NDEQ comment letter anticipated to be received prior to this meeting and be prepared to respond or ask further questions. Extensive NDEQ comments will be addressed under Task 200.

HDR anticipates the following areas will require updating:

- current waste volumes received;
- landfill volumetrics, effective density, and site life calculations;
- closure and post-closure cost updates;
- current site conditions drawing (uses most current topographic map as background);
- minor revisions and updates to the following permit appendices, as noted;
 - Body of Permit (minor updates and reference updates)
 - Legal Description (no updates)
 - Leachate Management Plan (reference updates)
 - Storm Water Management Plan/NPDES Permit (reference updates)
 - Operational Plan (minor updates and reference updates)
 - Groundwater Monitoring Plan (incorporate plan approved in 2003 & reference updates)

Exhibit A Scope of Services, Schedule and Fee

- Landfill Gas Monitoring and Control Plan (reference updates)
- Construction Quality Assurance Plan (reference updates)
- Phase Site Development Plan (reference updates)
- Closure/Post-Closure Plan (minor updates and reference updates)
- Financial Assurance (cost updates to 2006)
- Hydrogeologic Characterization (no updates anticipated)
- Historic Site Investigation (no updates anticipated)
- Alternate Liner Demonstration (no updates anticipated)
- Approach to Design (no updates anticipated)
- Permit Drawings (no updates anticipated)
- Site Drainage Calculations (no updates anticipated)
- additional permit revisions from Task 200.

Based on more recent permit renewals with NDEQ, the permit appendices will be reorganized into “active” and “historic” volumes. This will involve global re-lettering of appendices and revising appendix references within documents to match.

HDR will identify the survey information required for the permit renewal process so that the City can obtain a survey that meets the needs of the permit renewal and the City’s ongoing operations. HDR will perform the landfill volumetrics and remaining site life calculations for financial assurance purposes based on the most current topographic survey (provided by the City) compared to the final closure contours.

HDR will submit one draft permit to the City for review. HDR will meet with the City to discuss the permit revisions and finalize for initial NDEQ submittal.

HDR will submit one copy of the permit to the NDEQ for initial review and comment. An additional copy will be provided to the City for their files. HDR will respond to NDEQ comments as identified under Key Understandings. Additional effort to respond to NDEQ is included in Task 200.

HDR will incorporate final revisions from Task 100 and Task 200 into the permit application, and provide eight copies of the Permit Application for the Grand Island Area Regional Landfill (5 to NDEQ and 3 to City). Final permit documents in Microsoft Word and Excel, AutoCAD, and PDF will be saved to a CD-Rom for the City.

Task Deliverables:

- One copy of draft permit for City review and comment.
- One copy of permit for NDEQ review and comment; with one copy to the City.
- Eight final permits for the Grand Island Area Regional Landfill (NDEQ-5; City-3).
- One CD-Rom of Final Permit documents in Word, Excel, AutoCAD or PDF files.

Key Understandings:

The City has already submitted the permit renewal request form and renewal fee required by Title 132 – Integrated Solid Waste Management Regulations to the NDEQ.

Exhibit A Scope of Services, Schedule and Fee

These basic permit renewal activities assume that NDEQ will not have significant changes from the existing permit, design and operations. Extensive NDEQ comments and revisions are addressed under Task 200.

The City will review the Operational Plan independently and identify proposed edits and updates to correspond with current City operations.

The City will provide all reasonably available data related to revisions and updates to the plans, including permit pages revised by the City in the past five years. The City will provide a copy of the most recent NPDES Permit for the landfill. The City will provide HDR with all waste quantities landfilled in the past five years and the most recent cost information available on landfill activities (i.e. groundwater monitoring, lab services, landfill gas monitoring, etc.) to update the closure and post-closure costs.

Topographic ground or aerial surveys are not included in this fee estimate. It is assumed that the City will separately obtain any surveying. Survey data will be available in electronic format as a digital terrain model (DTM) and will be supplied to HDR. Previous survey data may also be requested, as required to verify effective landfill density.

For basic permit renewal purposes, 12 professional hours have been allocated to respond to NDEQ comments on the permit submittal. Additional hours to respond are included in Task 200.

Planned Meetings:

One comprehensive permit review meeting with the City and NDEQ. Assume one HDR personnel will attend meeting. No other meetings are anticipated to be necessary with NDEQ other than conference calls.

One meeting with the City to review the draft permit and finalize the City's revisions to the permit. One HDR personnel will attend this meeting. Additional meetings, if required, are included in Task 300.

Task 200 – NDEQ Review Revisions

Objective:

To address additional comments and revisions required by NDEQ which are not included with basic permit renewal activities under Task 100.

HDR Activities:

HDR will complete permit revisions due to unanticipated NDEQ comments and changes or extensive City requested changes. These changes could occur during NDEQ's comprehensive review or during review of the permit submittal. Whenever possible, HDR will first attempt to discuss the comments and requested changes with NDEQ to

Exhibit A

Scope of Services, Schedule and Fee

determine whether the comment has already been addressed within the existing plans of the permit. HDR will keep meeting minutes of these discussions with NDEQ.

Individual permit pages affected by these permit revisions will be e-mailed or faxed for City review.

Task Deliverables:

- Meeting minutes delivered electronically.
- Draft copy of individual permit pages that are affected by NDEQ's comments.
Printing of the complete draft permit and final permit copies included in Task 100.

Key Understandings:

NDEQ may request additional information, investigations, drawings, or calculations during the renewal process that could take significant efforts to complete. Through communications with NDEQ, HDR will attempt to eliminate unreasonable requests or direct the NDEQ to areas within the existing permit. Notwithstanding, 100 professional hours have been included to address NDEQ's potentially extensive comments.

If additional geotechnical data or survey data is required by NDEQ, the City will contract separately for those services. This data would be made available in electronic format and supplied to HDR.

The individual changed pages will be e-mailed or faxed. Transfer of large files or drawings are anticipated to be accomplished through access of HDR's ftp site.

Planned Meetings:

Additional meetings are included in Task 300. All other communications will be handled through conference calls, e-mail, facsimile, or US Postal mail.

Task 300 – Additional City Meetings

Objective:

To allow for additional meetings with the City, if necessary, due to extensive NDEQ review comments.

HDR Activities:

HDR will meet with the City in Grand Island to review additional permit revisions and activities. HDR will summarize the meeting discussions into minutes for distribution to attendees.

Task Deliverables:

Meeting Minutes delivered electronically.

Exhibit A Scope of Services, Schedule and Fee

Key Understandings:

Up to 2 meetings are anticipated to occur at the City's transfer station. All other communications will be handled through conference calls, e-mail, facsimile, or US Postal mail.

Planned Meetings:

Two meetings in Grand Island with one HDR personnel attending.

Task 400 – Public Hearing

Objective:

To represent the City in a public hearing, if one is required during the permit renewal process.

HDR Activities:

HDR will prepare one presentation board and a one-page "landfill facts summary" handout for the public hearing.

HDR will represent the City in the public hearing.

Task Deliverables:

- One presentation board.
- 30 copies of one page handout.

Key Understandings:

If a public hearing has been requested after public notice of the permit renewal, the City or NDEQ will arrange the location and time of the public hearing. The public hearing is assumed to occur in the evening.

Planned Meetings:

One public hearing in the evening is anticipated. Assumes two HDR personnel will attend the public hearing. HDR will meet with the City immediately prior to the start of the public hearing.

Exhibit A

Scope of Services, Schedule and Fee

Project Schedule

The following schedule is based on NDEQ's recent directive regarding how the public notice period for permit renewal must be completed at least three months prior to permit expiration, in case a public hearing is required.

March 2006	Attend NDEQ comprehensive permit review meeting and site visit / Project kick-off meeting
March – April 2006	Gather all permit documents and data to review with City and identify any City requested changes to the permit
April 2006	Meet with City to review draft permit renewal
May 10, 2006	Submit updated permit to NDEQ for review (request extension for landfill survey results and volumetrics, site life, and financial assurance update)
May 2006	Conduct landfill volumetrics
June 5, 2006	Receive NDEQ's comments on draft permit renewal and provide follow-up
June 27, 2006	Submit final permit to NDEQ
July 2006	NDEQ 30-day public notice of permit renewal
August/September 2006	NDEQ 30-day public notice of public hearing (if required)
October 2006	Represent City at public hearing (if required)
November 2006	NDEQ approve permit renewal prior to November 18 th
November 2006	Complete CD-Rom (electronic files) of Grand Island Area Regional Landfill Permit

Exhibit A
Scope of Services, Schedule and Fee

Compensation

HDR will provide the services described in the Scope of Services for estimated fees as indicated in the table below. HDR may alter the distribution of compensation between individual tasks to be consistent with services actually rendered, but shall not exceed the maximum amount unless approved in writing by the Owner through a contract amendment to this Agreement.

Task	Task Fees
100 – Basic Permit Renewal	\$32,400
200 – NDEQ Review Revisions (as required)	\$13,600
300 – Additional City Meetings (if required)	\$3,000
400 – Public Hearing (if required)	\$5,000
Total Tasks 100 - 400	\$54,000

Compensation for services shall be on a Per Diem basis. Per Diem shall mean an hourly labor rate paid as total compensation for each hour an employee works on the project, plus Reimbursable Expenses.

Labor Rates

Hourly labor rate will be equal to Payroll Costs times a multiplier of two and three tenths (2.3). Payroll Cost is defined in the Agreement for Engineering Services.

Reimbursable Expenses

<i>Expense</i>	<i>Rate</i>
Subconsultants	At Cost
Telephone – Conference Call Services	At Cost
Printing & Mapping	At Cost
Travel Expenses	At Cost
Other Miscellaneous Direct Project Expenses (e.g. mailing)	At Cost
Computer Charges	\$4.10/project labor hour



Dale M. Shotkoski, Assistant City Attorney

*Working Together for a
Better Tomorrow, Today*

**REQUEST FOR PROPOSAL
FOR
CONSULTING SERVICES FOR THE RE-PERMITTING
OF THE SOLID WASTE LANDFILL**

RFP DUE DATE: February 23, 2006 at 4:00 p.m.
DEPARTMENT: Public Works
PUBLICATION DATE: February 8, 2006
NO. POTENTIAL BIDDERS: 6

SUMMARY OF PROPOSALS RECEIVED

Miller & Associates
Keaney, NE

Jacobson Helgoth Consultants
Omaha, NE

HDR
Omaha, NE

Olsson Associates
Grand Island, NE

cc: Steve Riehle, Public Works Director
Danelle Collins, Admin. Assist. PW
David Springer, Finance Director
Laura Berthelsen, Legal Assistant

Ben Thayer, WWTP Supt.
Gary Greer, City Administrator
Dale Shotkoski, Purchasing Agent

P1069

RESOLUTION 2006-93

WHEREAS, the City of Grand Island invited proposals for Consulting Services for the Re-Permitting of the Solid Waste Landfill in accordance with a Request for Proposals on file with the Public Works Department; and

WHEREAS, proposals were received, reviewed and evaluated in accordance with established criteria; and

WHEREAS, HDR Engineering, Inc. of Omaha, Nebraska, submitted a proposal in accordance with the terms of the request for proposals and all statutory requirements contained therein and the City Procurement Code, such proposal being for actual costs with a basic permit fee maximum of \$32,400 and a total maximum dollar amount of \$54,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the proposal of HDR Engineering, Inc. of Omaha, Nebraska, for consulting services for the Re-Permitting of the Solid Waste Landfill for actual costs with a basic permit fee maximum of \$32,400 and a total maximum dollar amount of \$54,000 is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute an agreement for such services on behalf of the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, March 28, 2006.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form _____
March 23, 2006 City Attorney