

# **City of Scottsbluff, Nebraska**

**Tuesday, January 2, 2018**

**Regular Meeting**

## **Item Consent4**

**Approve the Request for Proposals for Engineering Services for Siting, Development, Permitting, & Design of a new landfill facility for the Cities of Scottsbluff and Gering, Nebraska; bids will be received by the Gering City Clerk prior to 1:00 p.m., January 23, 2018.**

**Staff Contact: Nathan Johnson, City Manager**

**REQUEST FOR QUALIFICATIONS/PROPOSALS  
FOR**

***SITING, DEVELOPMENT, PERMITTING, &  
DESIGN OF A NEW LANDFILL FACILITY  
FOR***

**THE CITIES OF SCOTTSBLUFF AND GERING, NEBRASKA**



Prepared by:  
City of Gering, Nebraska  
1025 P Street  
Gering, Nebraska 69341

## PUBLIC NOTICE

### REQUEST FOR QUALIFICATIONS AND PROPOSALS

The Cities of Scottsbluff and Gering, Nebraska are seeking submission of proposals from qualified Professional Engineering firms for assistance with the following project: “Siting, Development, Permitting, and Design of a New Landfill Facility”. Professional Services for the RFQ/RFP will include working with City Staff, Community, NDEQ, and other jurisdictions to prepare for a new alternate site for the Municipal Solid Waste (MSW) Landfill and con-current C&D Site.

Detailed information for this request for qualifications/proposals may be obtained from the Office of the City Clerk, 1025 P Street Gering, Nebraska 69341, or by contacting the City Clerk at 308-436-6812 or e-mail: kwelfl@gering.org. Questions regarding the RFQ/RFP can be directed to Annie Folck, City Planner, City of Gering at (308) 436-5096.

One (1) signed original and six (6) copies of the proposal must be received **no later than 1:00 P.M., Tuesday, January 23, 2018,** at the Office of the City Clerk, 1025 P Street Gering, Nebraska 69341. Mailed proposals should be addressed to the City Clerk, P.O. Box 687, Gering, NE 69341. Packets should be submitted in a sealed envelope addressed to the City of Gering and clearly marked “Proposal for The Cities of Scottsbluff and Gering –Siting, Development, Permitting, and Design of a New Landfill Facility.”

Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City of Gering reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City’s best interest, at its sole discretion.

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Kathleen J. Welfl, City Clerk

City of Gering, Nebraska

Publish 3T:    January 6, 2018  
                  January 13, 2018  
                  January 20, 2018

## REQUEST FOR QUALIFICATIONS/PROPOSALS

The Cities of Scottsbluff and Gering, Nebraska are requesting Qualifications/Proposals to be set forth in written format for the following:

### **Professional Services for the Siting, Development, Permitting and Design of a New Landfill Facility**

A closed committee will evaluate the qualifications. The Cities of Scottsbluff and Gering reserve the right to reject any or all qualifications and to waive any informalities or technicalities.

#### **1. QUALIFICATION STATEMENT**

Firms are invited to submit a Qualification Statement that presents its experience, personnel, and references related to the siting, development, permitting, and design of landfill facilities. Qualification Statements shall include:

- A. A Letter of Interest to display a clear understanding of this RFQ/RFP including the project parameters. Include a positive commitment to complete the work with an estimated time period to meet permitting approval with NDEQ, and explain why the respondent should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
- B. The firm's specialized landfill development and design experience and technical competence along with at least five (5) landfill development and/or design projects that have been completed within the past ten (10) years.
- C. The firm's key personnel it would propose to undertake the technical and management duties for siting, developing, permitting, and designing a new landfill facility, keeping in mind that the Cities expect the key personnel listed in the Qualification Statement would remain responsible throughout the period of the project. No diversion or replacement would be acceptable without the written approval of the Cities.
- D. At least five (5) relevant previously completed or ongoing projects where the firm has provided siting, development, permitting, and/or design services for a landfill facility. These project descriptions must include the client name and designated contact along with the contact's title, telephone number, and email address. The Cities reserve the right to contact any and all clients as listed in these project descriptions.
- E. Qualification Statements shall be limited to no more than 25 pages total, which excludes the front cover, back cover, table of contents, and dividers. Longer resumes of proposed staff may be included in an appendix to the Qualification Statement.
- F. In a separate, sealed envelope, respondents must provide costs for the project listed under the Request for Proposal Data below.

## **2. ORGANIZATION OF MATERIALS**

Submitted Qualification Statements must be organized in the following manner:

- A. General Information
- B. Key Personnel
- C. Firm's Experience

## **3. GENERAL INFORMATION**

The following general information shall be included:

- A. The firm's name, address, telephone number, website address.
- B. Date firm was established and type of entity (i.e., corporation, sole proprietorship, Limited Liability Company, etc.).
- C. Firm's Certificate of Authority number as issued by the State of Nebraska Board of Engineers and Architects along with the certificate's expiration date.
- D. The technical discipline, certifications, and certification numbers for the firm's proposed Project Manager.

## **4. KEY PERSONNEL**

The firm shall identify key personnel and any sub-consultants it would use to assist with the siting, developing, permitting, and designing a new landfill facility. Proposed sub-consultant's name, address, telephone number, and specialty shall be indicated.

In addition, firms shall include:

- A. A list of its key personnel and their titles along with a listing of directly relevant projects for each key member that includes the client name, a brief project description, key member's role in project, and project completion date.
- B. Brief resumes for each key member as listed in (A) above that include the key member's educational background, technical discipline, applicable Nebraska certifications and numbers, years of professional experience, and any unique knowledge relevant to a landfill development project.

## **5. FIRM'S EXPERIENCE**

Qualification Statements shall include at least five (5) project descriptions for landfill development projects the firm has completed within the past ten (10) years.

Each project description shall include the client's name and designated contact along with the contact's title, telephone number, and email address along with the year(s) services provided, construction costs (if applicable), and a narrative description of project. The City reserves the right to contact any and/or all of the clients the firm includes for these project descriptions.

Provide examples of the Project Manager's government agency experience within the past ten (10) years that serve to demonstrate firm's knowledge of and performance on contracts with local government agencies. Also provide experience with State and Federal Regulatory Agencies on permitting and approvals.

#### 6. **SELECTION/EVALUATION CRITERIA**

The above requirements will be evaluated and scored based upon the following criteria and relative importance as applied by the Evaluation Committee to the material submitted in the firm's Qualification Statement:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Overall Quality/Qualification Statement/Firms understanding of the RFQ/RFP	15
2.	Qualifications of Key Personnel	30
3.	Experience and Competence of Firm(s)	30
4.	Qualifications as Demonstrated in Past Projects	25
	Maximum Total Points	100

The Evaluation Committee's objective is to select the highest qualified firm for the services to be rendered, at a compensation determined as fair and reasonable to the Cities. To accomplish this objective, respondents will be evaluated on the following basis:

#### **CAPACITY AND CAPABILITY**

Selected firm must be capable and proficient in providing the following technical services:

- Complete Facility Siting Capabilities
- Facility Permitting Services
- Facility Development Design Services
- Construction Oversight Services
- Documented Experience in Solid Waste Services
- Preparing work schedule in MS Project
- Organizational Chart with key personnel

Before assigning final scores the Cities may, at its discretion, schedule face-to-face interviews or video conferences with each respondent. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the respondent's submittals and any

other information obtained through interviews and/or telephone conferences. Respondents will be ranked according to their total cumulative points.

Following the completion of the evaluation and the determination of a top-ranked firm, the Cities will open the project costs from all proposals. If the project costs are deemed acceptable, the Cities will enter into contract with the top-ranked firm. If the project costs are significantly higher than the anticipated project costs and/or significantly higher than other proposals, the Cities may negotiate with the top-ranked firm. If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant, or halted at the discretion of the Cities.

The Cities reserve the right to reject any and all applicants if the requirements as set forth herein are not met or if the Cities deem a respondent unqualified on the basis of the overall analysis of the criteria outlined above.

## **7. GENERAL PROVISIONS**

The procurement process is subject to applicable provisions of federal, state and local laws and ordinances.

- A. The Cities will not be liable for any costs incurred in preparing, submitting or presenting a respondent's submittals or any associated travel costs.
- B. Discussions may be conducted with respondents submitting acceptable proposals; consultant selection may be made without any discussion.
- C. The Cities reserve the right to postpone the opening and/or review of respondent submittals for cause or convenience. The Cities also reserve the right to reject any and all proposals, in whole or in part, and to waive any informality therein.
- D. If only one qualified firm responds by the due date, the Cities, at their own discretion, may enter into contract negotiations with that firm.

## **8. CONSULTANT AGREEMENT**

The selected consultant will enter into an agreement with the Cities to provide services for siting and 'Master Planning' a new facility for MSW and C&D (minimum 50 year landfill and C&D life) including but not limited to site investigations, design of waste cells and containment systems, site access and final permitting for the initial cell development meeting NDEQ requirements and all other state and local standards.

## **9. TIME FRAME**

Work is scheduled to begin within 30 days of selection with completion dates for successful permitting and final construction design of the first cell per the schedule supplied by the selected firm not to exceed January 31, 2023.

## **10. CLARIFICATION OF SPECIFICATIONS**

Requests for clarification of any items, requirements or specifications contained in this RFQ/RFP must be received in writing at the City offices **no later than January 18, 2018. Please fax, email or deliver all RFQ/RFP clarification requests to:**

City of Gering  
C/o Annie Folck, Planner  
1025 P Street  
Gering, NE 69341  
Phone: (308)-436-5096  
Fax: (308) 436-6899  
Email: [afolck@gering.org](mailto:afolck@gering.org)

## **11. RESPONDENT SUBMITTALS**

To be considered, one (1) original (not bound) and six (6) copies of the required submittals must be received at the City of Gering Administrative Office, 1025 'P' Street Gering, NE 69341 by **1:00 P.M., Tuesday, January 23, 2018**. The Cities shall review the documents that include each respondent's letter of interest, qualifications and required certifications and assurances.

Respondent submittals should be securely sealed in one or more parcels and clearly marked "Siting, Development, Permitting, and Design of a New Landfill Facility for the Cities of Scottsbluff and Gering NE."

Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

## **12. MISCELLANEOUS PROVISIONS**

**Proposals received after the due date and time will not be considered.** Modifications received after the due date will not be considered. No responsibility will be attached to the City for the premature opening of a package not properly addressed and identified, and/or delivered to the wrong office. The Cities may reject any and all proposals and reserves the right to waive any technicalities, irregularities, or informalities in any proposals or in the proposed procedure.

**Owner's Representative.** It is understood that the Cities will designate an Owner's Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.



## **RFP – REQUEST FOR PROPOSAL DATA**

Project Proposal: Respondents must provide a project proposal, which is in accordance with the information provided in this RFQ/RFP. Respondent proposals must include the following elements:

### **Siting, Development, Permitting, and Design of a New Landfill**

Step 1: Site Assessment/Investigation

Step 2: Permit Development

Step 3: Final Design and Construction

#### **1. STEP 1: SITE ASSESSMENT/INVESTIGATION**

Step 1 involves landfill site assessment. There are ten (10) tasks involved which include surveying, geotechnical investigations, and specific studies that are pertinent and required to meet NDEQ regulations.

**Task 1** – Preliminary Geotechnical Investigations: Investigations and studies shall be performed to determine whether the site selected by the City meets all Federal, State, and Local permitting requirements specifically NDEQ and Scotts Bluff County for a new Municipal Solid Waste (MSW) Landfill and Construction and Demolition (C&D) site. In the event the site does not meet said requirements the firm would assist the City to locate a suitable site meeting NDEQ and County permitting requirements.

**Task 2** - Site Survey: The surveying work will include detailed topography using GPS of the entire site to obtain a base map and topographic maps to be utilized for the project meeting NDEQ mapping requirements. Mapping shall include survey control with all monumentation and reference points with Northing and Easting labeled and shown on the maps. The contours of the map will have an accuracy of  $\pm 0.4$  feet. The topographical survey will be tied to the Nebraska State Plane Coordinate System and the survey and design information will be prepared for the City in dwg format for use with AutoCAD Civil 3D.

**Task 3** - Geotechnical Work: Investigations will be performed to determine: (1) the hydrogeological setting and characteristics of the site; (2) a review of the characterization of the vadose zone (if applicable) and documentation meeting NDEQ locational and design permitting criteria to operate a MSW landfill and C&D site; and (3) a liner and cover alternative analysis. These studies will be conducted to meet the NDEQ permitting requirements and to establish a complete data base for the landfill design.

**Task 4** - Surface Drainage Analysis: This analysis will evaluate both existing and final drainage conditions for the landfill site and access road(s) and will meet and/or exceed all NDEQ requirements.

**Task 5** - Archaeological Survey and Threatened and Endangered Species: Perform an environmental review per NDEQ requirements to meet permitting requirements for a MSW landfill and C&D site. This will include a threatened and endangered species survey of the proposed landfill site. Conduct an initial background search on information on state and federally listed species and critical habitats that may occur in Scotts Bluff County. A pedestrian survey to map vegetative types, determine the presence or absence of critical habitat suitable for listed species, and to verify - as accurately as possible - the presence or absence of any listed flora or fauna will be performed to address the regulatory concerns of NDEQ.

**Task 6** - Seismic Impact Zones: Seismic documentation per Title 132, Chapter 3, 002.09 at the site will be performed to meet NDEQ requirements.

**Task 7** - Preliminary Conceptual Design: Engineer will prepare a preliminary design for the site. This design will identify the parameters of the site and the requirements for the facility design. The preliminary design will identify building locations, fence lines, cell geometry, storm water channels, borrow sources, utilities, access roads, liner requirements, and all other ancillary facilities necessary for the development of the landfill for a minimum landfill design life of 75 years.

**Task 8** - Preliminary Cost Estimate: Engineer will prepare a preliminary cost estimate. This estimate, based on the preliminary conceptual design, will involve developing a takeoff sheet to identify all items necessary to perform the surveying, siting, hydrogeological studies, permitting, and design/layout of cells. This estimate shall also include the design and permitting approval process of Cell 1 as shown on the Preliminary Conceptual Design (Task 7). This cost estimate will be utilized to identify potential problems, further refine the potential level of funding required, further refine specific requirements for the site, establish if funds are available, and identify additional items that may be added to the project.

**Task 9** – Preliminary Schedule using MS Project with Gantt Chart: Preliminary siting and permitting schedule showing all activities required to obtain approvals through initial landfill site selection, surveying, mapping, hydrogeological studies, installation of required monitoring wells, testing, reports, meetings including public informational meetings, and other pertinent elements required for a new MSWL. This schedule shall also include testing activities and design timeline necessary to obtain design approval/construction acceptance for Cell 1. This schedule will be utilized to identify critical paths during the siting and permitting phase and identify additional items that may be added to enable permitting.

**Task 10** - Meetings: Meetings with the Owner, Community, and others will be critical throughout the project. These meetings will be both formal and informal and will involve transmitting information and, most importantly, addressing concerns and issues that may have arisen during the step/tasks associated with the project.

## **2. STEP 2: PERMIT APPLICATION DEVELOPMENT**

This step involves developing the permit application for the Municipal Solid Waste Landfill including con-current C&D Permitting (all tasks). There are eight (8) tasks in this step. At the completion of this step, the landfill permit application will be submitted to NDEQ and the public hearing process completed.

**Task 1** - Permit Drawings: Engineer will prepare permit design drawings for the landfill to be used in the permit application and for the final design. This design will be based on the results established and a minimum 50-year landfill permit life.

**Task 2** – Modeling and Analysis: Engineer will perform the modeling and analyses necessary to meet the requirements of NDEQ as related to groundwater protection and landfill liner design.

**Task 3** – Groundwater and Gas Monitoring Plans: Engineer will develop groundwater and gas monitoring plans per NDEQ requirements.

**Task 4** - Closure Plan: Engineer will prepare a Closure/Post-Closure Plan for the landfill area in accordance with the latest NDEQ Solid Waste Management Regulations. Engineer will prepare financial assurance estimates for closure and post-closure assessments. Engineer will assist in determining funding mechanisms to be used for financial assurance.

**Task 5** - Operations Plan: The operations plan will be developed to address specific requirements of NDEQ and it will be organized and prepared to be included in the NDEQ permit application.

**Task 6** - Assemble Permit Application Documents: All of the pertinent documents will be assembled into the permit application. The permit application will be prepared in accordance with the latest Nebraska Solid Waste Management Regulatory requirements.

**Task 7** - Public Hearings: Engineer will prepare for and conduct public hearings for the landfill permit. Engineer will include the Owner in all activities relating to required public hearings. Engineer will interact with NDEQ to identify the level of effort as related to the public hearings meeting NDEQ 13-1706 Public Hearing Processes.

**Task 8** - Meetings: Meetings with the Owner, Community, and others will be critical throughout the project. These meetings will be both formal and informal and will involve transmitting information and, most importantly, addressing concerns and issues that may have arisen during this step in the project.

### **3. STEP 3 FINAL DESIGN AND CONSTRUCTION**

Step 3 will involve four (4) tasks. These tasks address the final design and construction of the municipal solid waste landfill. These tasks are prepared to be completed in series and will be implemented at the direction of the Owner.

**Task 1**- Final Design: Once the permit application is accepted by NDEQ and the Owner gives its Notice to Proceed, Engineer will commence the final design process. Based on all previous work completed, Engineer will prepare final bidding documents, final drawings, and technical specifications. The drawings will include the complete MSWL and C&D site including structures and access' and all other work related to the construction of the first cell of the landfill.

**Task 2** - Final Cost Estimate: Engineer will prepare a final cost estimate. This estimate will be based on the final design.

**Task 3** - Construction Bidding Services: Engineer will provide complete bidding services. These services include preparing the bid advertisement, chairing the pre-bid conference, responding to contractor questions, preparing addenda, evaluating the bid submittal, and providing a recommendation of award.

**Task 4** - Construction Inspection Services: Engineer will provide construction inspection services the Owner may require for the construction of the first landfill cell meeting the CQA Plan. At a minimum, Engineer will be involved with the oversight of the installation including but not limited to: (1) the subgrade for the liner; (2) the liner; (3) the liner protection system; (4) inspection of the construction of the road work; (5) drainage system; (6) buildings; (7) and other ancillary facilities. Engineer shall establish an inspection procedure program to assist in the inspection process. All NDEQ requirements will be satisfied and the facility will meet all necessary regulations. Engineer shall provide all inspection services including testing, monitoring, and installation review.

#### **4. STEP 4 PROJECT SCHEDULE**

The project schedule shall be completed using MS Project with Gantt Chart Layout and reflect the steps and tasks presented in the Scope of Work.