

**SOLICITATION OF LETTERS OF INTEREST  
AND STATEMENTS OF QUALIFICATIONS**

**Engineering, Design, Permitting,  
Construction Phase Services and Other Related Services  
For  
Solid Waste Management**

**RFQ #: 2009-L**

**INTENT AND GENERAL INFORMATION**

The Columbia County Board of Commissioners(CCBCC) is soliciting letters of interest and statements of qualifications from registered, qualified engineers and engineering firms in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide professional engineering, design and permitting services for: **“Engineering, Design, Permitting, Construction Phase Services and Other Related Services for Solid Waste Management”**. Such services may include, but not limited to, solid waste planning, design of solid waste facilities, subsurface investigation, materials testing, and construction administration/resident observation, environmental evaluations, economic evaluations, helping CCBCC implement a solid waste master plan and other services as requested.

The CCBCC expects that interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications to perform required services.

**DEADLINE** for receipt of submittals or alternate submittals in response to this Request is May 27, 2009 at 2:00 p.m. Proposals should be mailed to CCBCC, P.O. Box 1529, Lake City, FL 32056-1529, or hand delivered to: CCBCC, 135 NE Hernando Ave. Room 203, Lake City, FL 32055. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned unopened to the sender at the sender’s expense.

## **SCOPE OF SERVICES**

The CCBCC reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of CCBCC.

The Contract for CCBCC solid waste consultant(s) will be for a three (3) year period with two (2) three (3) year extensions.

CCBCC may select one or more solid waste consultants.

Consultant Firms must demonstrate expertise in the following areas:

- Landfill permitting and closure design
- Leachate management system design and permitting
- Groundwater issues (to include contamination assessments)
- Landfill gas control and collection (to include Title V requirements)
- Gas to energy systems
- Rate evaluation
- Waste stream analysis
- Construction management
- Recycling/HHW center design and permitting
- Landfill bioreactor design and permitting

Services to be performed may include: solid waste planning, design of solid waste facilities, subsurface investigation, materials testing, construction administration/resident inspection, environmental evaluations, economic evaluations, rate studies, pro formas, and other services as requested.

## **TERMS AND CONDITIONS**

Conformity and adherence to the terms and conditions of this solicitation shall be a condition considered by CCBCC as part of its review process.

In determining submission acceptance, any data submitted or related to the offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the offeror or any representative of the offeror with regard to an CCBCC official or employee. Inaccurate and misleading information provided in an offeror's proposal may result in rejection of the proposal.

Submittals in response to this Solicitation will be reviewed against the criteria listed herein above, and award of contract(s) shall be made in accordance to standard purchasing procedures, the CCBCC Procurement Policy and applicable regulations of the State of Florida.

Submittals will be evaluated on the basis of submitted materials, references, and interviews as applicable.

Evidence of current professional registration (engineering) is required.

**A Certificate of Insurability** acceptable to the County shall be provided before contract execution at a minimum in the amount of \$1,000,000.00. Additional insurances may be required for larger scopes of work as assigned at the County's sole discretion.

An original and four (4) copies for a total of five (5) of each submission or alternate submission must be received in a sealed envelope prominently marked on the outside with the words "**RFQ # 2009-L Engineering Services**".

## SUBMITTAL

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFQ. It is requested that the response be no more than 10 pages (excluding resumes and reference letters) and titled Letter of Interest and Statement of Qualifications, RFQ # 2009-L. Resumes shall be limited to two pages per person that will be assigned to CCBCC projects.

The submittals should include the following:

- Description of the consulting firm's expertise in meeting the needs of the County.
- Brief overview of the consulting firm's history and organization that includes the name of the consulting firm's contact person, telephone, fax number and email address.
- Resumes of all personnel that will be assigned to the project(s) with a copy of their professional license. Provide client contact information for all projects listed in resumes.
- List a maximum of five (5) recent projects that the consulting firm performed during the past five (5) years to indicate proficiency in similar work. If available, please provide client **reference letters** on these projects. The correspondence shall be from the current contact person and include a telephone number.
- Identification and address of any sub consultants that will be involved, including a description of qualifications.
- Describe consulting firm's involvement in any bioreactor landfill projects, emphasizing Florida projects.
- Provide a short narrative outlining your project approach to manage a project in order to meet schedule, budget requirements and how the consulting firm determines cost/benefit ratio for a proposed project.
- Describe the current workload and the consulting firm's daily ability to handle the scope of services.
- Relative to the scope of services for the project, describe the specific ability of the firm. Include any innovative approaches to providing the services: briefly describe your quality assurance/quality control program. Describe how your consulting firm ensures constructability and design performance of projects. Describe how your consulting firm interacts with the regulatory agencies.

## **SELECTION AND EVALUATION PROCEDURES**

The CCBCC will utilize a selection committee consisting of CCBCC staff who will review and rank all proposals received. The evaluation criteria listed below will be utilized to evaluate the consulting firms and the selection committee will narrow the final list to no more than three (3) consulting firms. The final three selected firms may be invited to give an oral presentation to the CCBCC. The Board shall be the sole judge of its own best interests, the proposals and the resulting negotiated agreement. The Board's decision will be final.

Consulting firms will be evaluated using a number of factors including, but not limited to, the following:

1. Experience and expertise of the consulting firm to meet the needs of the County. Experience working with the regulatory agencies. (20 points)
2. Qualifications and abilities of Professional Personnel. (20 points)
3. Consulting firm's experience and expertise involving landfill projects. (10 points)
4. Client reference letters (five references). (10 points)
5. Ability to work with the County and solid waste staff. (10 points)
6. Ability to complete project in a timely manner. (10 points)
7. Quality of submittal (clarity, conciseness and compliance with the requirements in the Request for proposal). (10 points)
8. Location of key personnel –  
Firms located within Columbia County. (10 points)  
Firms located within Florida. (5 points)  
All other firms. (2 points)

**SCORE SHEET – TO BE USED BY THE  
SELECTION COMMITTEE  
RFQ # 2009-L  
RATING CRITERIA**

All proposals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

	<u>Max Score</u>	<u>Rating</u>
1. Firm’s Qualifications, Expertise, Experience with Regulatory Agencies	<u>20</u>	_____
2. Qualifications and Abilities of Professional Personnel	<u>20</u>	_____
3. Experience with landfill projects	<u>10</u>	_____
4. Ability to work with County and solid waste staff	<u>10</u>	_____
5. Client References for similar projects	<u>10</u>	_____
6. Ability to complete project in timely manner	<u>10</u>	_____
7. Quality of Submittal	<u>10</u>	_____
8. Firm’s location	<u>10</u>	_____
	<b>TOTAL SCORE</b>	_____

**SAMPLE SCORES:**

- 0 Non-responsive – included no information on subject criteria
- 1 Poor
- 3 Fair
- 5 Average – included only minimum of what was asked for on subject criteria
- 7 Good
- 10 Excellent

**Name of Consultant Being Scored:** \_\_\_\_\_