

**COLUMBIA COUNTY, FLORIDA BOARD OF COMMISSIONERS  
RFQ #2011-C**

**ENGINEERING, DESIGN, PERMITTING,  
CONSTRUCTION PHASE SERVICES AND OTHER RELATED SERVICES  
FOR  
SOLID WASTE MANAGEMENT**

**SOLICITATION OF LETTERS OF INTEREST  
AND STATEMENT OF QUALIFICATIONS**

Professional Engineering Services in  
Support of the County Solid Waste Management Program  
And the County Engineer

**RFQ # 2011-C**

**INTENT AND GENERAL INFORMATION**

The Columbia County Board of Commissioners (CCBCC) is soliciting letters of interest and statement 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 services in support of the County Solid Waste Management Program, and also in support of the County Engineer.

The CCBCC expects that interested individuals and firms will make every effort to assemble a team with the requisite experience and qualifications to perform required services. The CCBCC **may** select up to two solid waste consultants to provide the scope of services. One individual or firm may be selected to provide professional engineering services exclusive of design engineering and permitting, the other may be selected to provide the required engineering design and permitting. If two consultants are selected, the CCBCC will enter into separate contracts with each.

The CCBCC reserves the right to accept or reject any and /or all submissions, to approve or reject and 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.

## SUBMITTIAL

An original and four (4) copies for a total of five (5) of each submission or alternate submissions must be received in a sealed envelope prominently marked on the outside with the words “**RFQ # 2011-C Engineering Services**”.

**DEADLINE** for receipt of submittals or alternate submittals in response to this Request is January 26, 2010 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**

Individuals or firms must demonstrate expertise in the following areas:

- Solid waste management planning
- Implementation of solid waste management plans
- Refuse collection and contracting of services
- Recycling operations
- Collection of household hazardous waste
- Knowledge of daily landfill operations
- Stormwater management and permitting
- Landfill operations safety plan
- Landfill fire suppression plan
- Storm debris management plan
- Leachate collection, disposal and reporting
- Landfill gas control and reporting
- Groundwater monitoring and reporting
- Preparation of bi-annual groundwater parameter trend analysis
- Preparation of annual financial assurance compliance reports
- Landfill operation permit modifications
- Economic feasibility studies
- Cost/Benefit analyses
- Tipping fee rate evaluation
- Waste stream composition analysis
- Preparation of conceptual plans and cost estimates

- Engineering design and permitting
- Preparation of construction bid documents
- Bid evaluation
- Construction administration
- Construction, monitoring and
- Preparation of construction certification reports

Services in support of the Solid Waste Management program may include, but are not limited to, solid waste planning, helping the CCBCC implement a solid waste management plan, monitoring of landfill operations and environmental performance to assure compliance with the conditions of the DEP permits for the active and closed landfill disposal cells, groundwater and gas sampling, testing and submittal of all monitoring data and reports required by the DEP, preparation of annual financial assurance compliance reports, assisting the CCBCC reduce overall landfill operation costs and to improve the cost-effectiveness of the County refuse collection, recycling, and landfill programs, preparation of landfill operation permit modifications, evaluation and resolution of any groundwater monitoring issues, renewal of active and closed landfill disposal permits, preparation of the site plans and conceptual design for proposed capital improvements and future disposal cells, preparation of engineering design and permitting of landfill capital improvement projects and future disposal cells including closure plans, preparation of construction bid documents, evaluation of bids, provide construction contract administration, construction monitoring, and preparation of construction certification report.

Services in support of the County Engineer may include, but are not limited to, management of test drilling programs, construction contract administration, and construction monitoring.

## **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** for professional errors and omission liability shall be provided before contract execution at minimum amounts as follows:

Professional engineering services exclusive of design and permitting of capital projects	\$ 100,000
Professional engineering services for design and permitting of capital projects	\$ 1,000,000

### **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 Qualifications, RFQ # 2011-C. 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.
- Provide a short narrative outlining your projects 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 projects, 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 individuals and consulting firms and the selection committee will narrow the final list to no more than three (3) individuals and consulting firms. The final three selected individuals and 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 regulatory agencies. (20 points)
2. Qualification and abilities of Professional Personnel. (15 points)
3. Consulting firm's experience and expertise involving the scope of service for this RFQ. (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 projects 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 and key personnel located within Columbia County. (15 points) (Local business initiative)  
Firms located within Florida. (10 points)  
All other firms. (2 points)

**SCORE SHEET – TO BE USED BY THE  
SELECTION COMMITTEE  
RFQ # 2011-C  
RATING CRITERIA**

All submittals received in accordance with this Request for Statement of Qualifications 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>15</u>	_____
3. Consultant Experience with Scope of Services for RFQ	<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 a timely manner	<u>10</u>	_____
7. Quality of Submittal	<u>10</u>	_____
8. Firm’s Location	<u>15</u>	_____

**SAMPLE SCORES:**

- 0 Non-responsive-included no information on subject criteria
- 1 Poor
- 3 Fair
- 5 Average
- 7 Good
- 10 Excellent

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