

**REQUEST FOR PROPOSAL
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES
ANNUAL GROUND WATER AND METHANE GAS MONITORING
(Solicitation No 09-A037)**

“County” in all instances refers to Carroll County Government

1. Intent

The Carroll County Board of Commissioners is soliciting proposals from qualified firms to conduct Annual Environmental Monitoring and Compliance activities at the closed Carroll County SR 166 Municipal Solid Waste Landfill (Permit No. 022-008D(SL) located at 439 Simonton Mill Road, Carrollton, GA 30117. Sampling and analysis shall be conducted in accordance with Georgia EPD’s “Manual for Groundwater Monitoring” dated September 1991, the Carroll County-Carrollton-SR 166 Groundwater Monitoring Plan and the Carroll County-Carrollton-SR166 Methane Monitoring Plan. The minimum qualifications for consultants and the scope of work are described on the following pages. The work to be completed involves groundwater, surface water and perimeter methane monitoring at this location. Prior project experience in each phase of the proposed work is required of all firms.

2. Qualifications of firms and/or Principles:

The County desires to retain a firm and/or principles with prior experience in each of the areas identified in the scope of work: groundwater and surface water monitoring and perimeter methane monitoring. Additionally, the County desires to retain a firm and/or principles with established relationships with the Georgia EPD. Each firm and/or principles submitting a proposal must meet the following minimum qualifications:

- A. Complete groundwater and surface water monitoring, preparation of potentiometric surface map, completion of statistical analysis, and preparation of reports to EPD for detection and/or assessment monitoring at three Georgia landfills within the last five years. Environmental laboratories used on this project must meet the requirements set forth in Chapter 391-3-26, Rules for Commercial Environmental Laboratories, issued by the EPD. Each proposing firm and/or principles shall provide project references satisfying this requirement, including the name and telephone number of a client reference for the qualifying projects.
- B. Complete perimeter methane monitoring and reporting to EPD at three Georgia landfills within the past five years. Each proposing firm and/or principles shall provide project references satisfying

this requirement, including the name and telephone number of a client reference for the qualifying projects.

- C. Have established relationships with the solid waste management program and with the Georgia Environmental Protection Division (EPD). This requirement shall be satisfied by providing the name and telephone number of EPD employees who are familiar with the firm and/or principles work in the State of Georgia.

3. Submittal Requirements/Format

All work to be performed shall be carried out by certified and experienced personnel. Laboratory work shall be done by EPD approved/certified facilities. Qualified submittals shall include the following:

Three (3) copies of the sealed qualifications must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **3:00 PM ET on Monday, April 27, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – ANNUAL GROUND WATER AND METHANE GAS MONITORING (Solicitation No 09-A037, April 27, 2009)”**.

Format: The proposal shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents.

Contents: Proposal shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.
- A Table of Contents listing the material by section and by page number.
- A listing of Georgia Landfills (minimum three) which the bidder has completed groundwater and surface water monitoring, preparation of reports to the EPD for detection and/or assessment monitoring in the past five (5) years. Bidders shall provide the landfill name, address and phone number.

- A listing of Georgia Landfills (minimum three) which the bidder has completed perimeter methane monitoring and reporting to the EPD. Bidders shall provide the landfill name, address and phone number.
- A listing of EPD employees who are familiar with the firm and/or principles work in the State of Georgia. List should include name, title and phone numbers.
- Provide a conceptual plan for services to the County that you believe are appropriate for the County. Indicate how the resources of your firm (e.g. number and type of personnel allocated by hours) will be allocated for this project. Submittal of a project schedule is required for this proposal.
- Complete Summary Sheet, Exhibit A.
- Complete the acknowledgement of compliance for insurance requirements and attach a copy of a valid insurance certificate for the firm's general liability, automobile insurance, and proof of adequate worker's compensation coverage for employees. Exhibit "B".
- Degree of work, if any, that is to be subcontracted.
- Complete the Certificate of Qualifications. Exhibit "C".

4. Pre-Bid Conference

There will be a Pre-Bid Conference on Wednesday, April 22 at 1:00 PM at the Solid Waste Management Office. The address for this facility is 439 Simonton Mill Road, Carrollton, GA 30117. All potential bidders are encouraged to attend.

5. County Point of Contact

Technical questions regarding this project are to be directed to:

Policy and procedural questions should be directed to: Russ Benedict at (770) 830-5868 or email: rbenedict@carrollcountyga.com

6. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals

- Does the Provider demonstrate an understanding of the County's needs?
- Does the Provider possess the ability, capacity, skill, and financial resources to provide the requested service?

- Can the Provider take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?
- Has the Provider performed satisfactorily in previous contracts of similar size and scope; has it otherwise demonstrated its capacity to perform the contract the County seeks to establish through this RFP?
- Does the Provider have all necessary certification to perform stated work?

7. Scope of Services

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Services shall include, but not be limited to, the following:

A. Groundwater and Surface Water Monitoring

Groundwater and surface water monitoring shall be conducted at the closed Carroll County – SR 166 Municipal Solid Waste Landfill (Permit No 022-008D(SL)). Monitoring at this landfill is required in accordance with the semiannual sampling, laboratory analysis and statistical analysis requirements of the Georgia Environmental Protection Division (EPD) and with the EPD – approved water-monitoring plan for this facility. Laboratory detection limits must not exceed the Maximum Contaminant Levels (MCLs) recognized by the Solid Waste Branch of the Georgia EPD.

After each sampling event, a bound report must be prepared summarizing the field sampling techniques and observations and presenting the results of the laboratory analyses. Additionally, each report must contain a potentiometric map of the landfill and a statistical analysis of the groundwater constituents observed. Any results not in compliance with Georgia EPD rules, any results indicating a statistically-significant increase for any constituent, and any results exceeding MCLs must be identified. The report must be stamped with the seal of a Georgia-registered Professional Geologist or Professional Engineer meeting the requirements of a qualified groundwater scientist contained in the EPD Rules for Solid Waste management. Reports must be prepared and submitted separately for each sampling event. Each report must be submitted to the County for review and approval prior to submission to EPD.

The location and number of monitoring points, monitoring parameters and monitoring schedule is described below.

1. There are twenty-four (24) groundwater monitoring wells and two (2) surface water monitoring locations

B. Perimeter Methane Monitoring

Quarterly perimeter methane monitoring shall be conducted at the closed Carroll County - SR 166 Municipal Solid Waste Landfill (Permit No. 022-088D(SL)). Methane monitoring wells exist at the site. There are two (2) On-Site structures located at the landfill and two (2) Adjacent Off-Site Structures which must be monitored. Monitoring at the landfill shall be conducted in accordance with the requirements of the EPD and the EPD-approved methane-monitoring plan. There are 9 approved Monitoring Locations. Perimeter monitoring shall be reported on EPD form SWM-19. A report shall be prepared along any reading exceeding permits limits identified. The report must be submitted to the County for review and approval prior to submission to EPD.

8. Terms

The Term of the Agreement will be for one (1) year. The County shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than two (2) additional one-year terms.

9. Insurance Requirement

Consultant shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property

damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.

(b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.

(c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

10. Safety Measures

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

11. Price

The price will remain firm/fixed for the term.

Prices should reflect the title/position and rate of each employee proposed to work at the County.

12. Payment

Invoices will be submitted monthly to:

Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30117

Accounts are NET 30 DAYS.

13. Notice to Contractors

Each bidder, before submitting a quotation, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the materials to be furnished, nor work to be done; it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

R. Benedict
Purchasing Manager

CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Firm Name: _____

Firm Parent or Ownership: _____

Firm Address: _____

Firm Telephone Number: _____

Firm Fax Number: _____

Number of years in existence: _____

Management Contact (person responsible for direct contact with Carroll County and services required for this Request for Qualifications):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Project Manager (Person responsible for day-to-day servicing of the account):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Types of services provided by the firm: _____

CARROLL COUNTY BOARD OF COMMISSIONERS

**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE WITH
INSURANCE REQUIREMENTS FOR ENVIRONMENTAL
MONITORING AND COMPLIANCE SERVICES REQUEST FOR
PROPOSALS**

Contractor agrees, acknowledges and is fully aware of the insurance requirements as specified in **Insurance Requirements** of the Request for Proposals for Environmental Monitoring and Compliance Services, and accepts all conditions and requirements as contained therein.

Consultant: _____
Name (Please Print)

By: _____
Contractor's Signature

Date: _____

This executed form must be submitted with Scope of Work proposal.

CARROLL COUNTY BOARD OF COMMISSIONERS

CERTIFICATION OF QUALIFICATIONS

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated April 14, 2009, and to be bound by the terms and conditions of the RFP.
2. This firm has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated April 14, 2009.
5. The proposal shall be valid for 60 days from April 27, 2009.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____