



REQUEST FOR QUALIFICATIONS LANDFILL CAP PROFESSIONAL ENGINEERING SERVICES

1) PURPOSE OF REQUEST

The County of Teton in the State of Idaho ("County") is soliciting responses to this Request for Qualifications (RFQ). This response, or Statements of Qualifications (SOQ), will be in connection with providing professional engineering services for the Teton County Idaho Landfill.

2) PROJECT LOCATION:

The project is located at 1088 Cemetery Road, east of Driggs, Idaho

3) TIME SCHEDULE

- i) The County will follow the following general timetable:
 - (a) Issue RFQ 12/20/2012
 - (b) Deadline for written questions about the RFQ 1/4/2013
 - (c) The deadline for submitting the responses (SOQ) is Friday, January 11, 2013 at 10:00am local time.

4) INSTRUCTIONS TO PROPOSERS

- i) All responses shall be sent to:
 - Jay Mazalewski / County Engineer
 - Teton County
 - 150 Courthouse Drive
 - Driggs, ID 83422
 - (208) 354-0245Or hand delivered to the County Clerk/Recorder office at 150 Courthouse Drive, Driggs, Idaho.
- ii) Please place three (3) copies of your SOQ in a sealed envelope and clearly label "SOQ for Teton County Landfill Cap Professional Engineering Services" and the name of the respondent.
- iii) Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.
- iv) An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.
- v) Any questions concerning the County's RFQ process shall be directed to Jay Mazalewski / County Engineer at (208) 354-0245 or emailed to jmaz@co.teton.id.us. (See section 6)
- vi) Required information: To be selected, a Statement of Qualifications must demonstrate that the respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the respondent's qualifications and experience regarding all aspects of the Services. At a minimum, all of the following information **MUST** be furnished by each respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the SOQ.

- (1) Cover Letter: Letter should introduce your team, identify the single point of contact, and provide the contact telephone number and address of the project manager. This letter should include a statement committing the personnel and resources identified in the respondents's submittal. It should also include:
 - (a) Full, correct legal name and type of business entity.
 - (b) Address (street and mailing)
 - (c) Name of respondent's representative for purposes of notice or other communications regarding the RFQ.
 - (d) Telephone, facsimile numbers and email addresses of the office and the representative.
- (2) Qualifications: Team experience, qualifications, Professional Engineering Licensure, and other certifications should be clearly described. Describe how your firm/team is organized as well as projects of similar size and scope that the team has completed or is currently engaged in for similar projects. Projects should demonstrate recent experience with all applicable federal/state requirements, standards and specifications and show that the respondent is qualified for this type of project. Include any relevant certifications or licenses.
- (3) Project manager: Identify the project manager who will be responsible for the quality and timeliness of the respondent's work. Describe the project manager's previous experience with landfill caps, closures and the Idaho Department of Environmental Quality. Include any relevant certifications or licenses.
- (4) Technical Experience: Familiarity with ET Landfill Caps and modeling ET landfill caps is required. Knowledge on how landfill caps react in environmental conditions similar to Teton County. Describe modeling software used, procedures used to verify the model results, and post construction measures to ensure the cap is functioning as designed.
- (5) Timeline: Include a timeline and schedule for design, permitting, and construction at the landfill.
- (6) Funding Opportunities: Explain how the team would identify and apply for grants/loans applicable to this project. Include a list of successful grants that the team applied for, or assisted in the application preparation for, from the past 5 years.

5) SELECTION CRITERIA/PROCESS

- a) A Scoring committee will be formed consisting of three to five people from the County. Each component of the qualifications package will be evaluated based on the information in the Scoring Table and this RFQ.
- b) All scores will be totaled and returned to the Board of County Commissioners within 45 days of SOQ opening.
- c) The Board of County Commissioners will select, at a timeline of their choosing, the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required. Additional information or interviews may be requested.
- d) All firms/teams who submit SOQs will be notified of the Board of County Commissioners choice.
- e) Final approval of any selected firm/team is subject to the action of the Board of County Commissioners.

SCORING TABLE					
Criteria		Available Score	Weight	Score	Weighted Score*
1	Cover Letter	1 = complies with req. 0 = does not comply	5%		
2	Team Experience with ET Landfill Caps	1 to 10, where 10 is highest score	25%		
3	Project Manager experience with ET Landfill Cap	1 to 10, where 10 is highest score	25%		
4	Familiarity with ET Caps and Modeling	1 to 10, where 10 is highest score	30%		
5	Design, Permitting & Construction Timeline	1 to 10, where 10 is highest score	10%		
6	Grant Identification and Writing	1 to 10, where 10 is highest score	5%		
				Total:	

*To get weighted score, multiply score by weight. Example: if Score is 7 for 15% = 105

6) TERMS AND CONDITIONS

- a) The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.
- b) The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.
- c) The County reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- d) Any RFQ response may be withdrawn up until the date and time set above for opening of the RFQ responses.
- e) The County reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.
- f) The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- g) Firms and teams may submit written questions concerning this RFQ to the Contact Person, Jay Mazalewski, for receipt no later than 5:00 PM local time on January 4, 2013. Questions may be

submitted via email to jmaz@co.teton.id.us or by facsimile at (208)354-8778. Questions received after the stated deadline will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ, if any, shall be made in writing only and issued in the form of an Addendum to the RFQ and highlighted in the RFQ. All addenda will be sent to the prospective consultants via email.

7) PROPOSED SCOPE OF SERVICES

Background Information:

The Teton County Landfill stopped accepting waste in 2007. An Evapotranspiration Landfill Cap (ET Cap) was designed and constructed using local materials. Prior to final closure acceptance by the Idaho Department of Environmental Quality (DEQ), a leachate release was discovered in the spring of 2010. The source of the leachate is a perforated drain pipe which penetrates the cap and transfers leachate from within the landfill to a newly constructed leachate storage pond. Teton County entered into a Voluntary Consent Order with DEQ to determine the source of the leachate and construct a solution to prevent additional leachate.

Investigations completed in October of 2012 show that the leachate flows seasonally in the spring and the amount of leachate recovered appears to be in direct relation with the amount of precipitation (snow, snow melt, rain). Preliminary analysis of the ET Cap show that it is not functioning as designed and is probably allowing water to percolate through the cap. Preliminary cap remediation designs were submitted to DEQ, but did not receive final approval.

Future Plan:

The selected consultant will work with Teton County and DEQ and prepare a corrective action plan to prevent further leachate releases and complete the closure of the landfill. DEQ has given Teton County 90 day to prepare the corrective action plan and 180 days to begin construction/remediation of the cap. Time is of the essence; therefore the consultant is expected to begin work immediately upon execution of the contract. All previous studies and reports relating to the landfill closure and consent order will be available to the consultant. The following is a general scope of work expected for the project.

- 1) Review previous reports and studies regarding the landfill cap and consent order.
- 2) Meet with Teton County and DEQ regularly.
- 3) Create a corrective action project plan to prevent the migration of leachate from the landfill.
- 4) Create time line including testing, design, permitting, and construction for the corrective action plan.
- 5) Review corrective action project plan with DEQ and respond to comments and concerns
- 6) Schedule and perform any additional testing, review with DEQ prior to implementation.
- 7) Review, create and refine landfill cap computer models to finalize remediation designs.
- 8) Prepare a cost estimate of the recommended remediation designs and compare, in general, to the cost of other landfill cap types.
- 9) Prepare construction documents and specifications for the approved landfill cap remediation/design.
- 10) Prepare a post construction plan to verify the landfill cap is performing as designed.
- 11) Identify funding sources for the construction/remediation of the landfill cap.
- 12) Prepare or assist in the preparation of grants to fund the landfill cap.
- 13) Assist in the preparation of Bid Documents, if needed.
- 14) Provide construction monitoring and oversight as needed.

8) COMPENSATION

- a) Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the County will negotiate a contract which it determines is fair and reasonable. If the County is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will be terminated in writing and the County will begin negotiations with the next highest ranked firm. Estimated contract will range from \$20,000 to \$50,000.

- b) Payment by the County for the services will only be made after a Contract is negotiated and services have been performed.