

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

April 18, 2018

Subject: Douglas County, Georgia, Board of Commissioners
Request for Qualifications – On-Call Landfill Engineering and Environmental
Consultant
Solicitation 18-006

Dear Gentlemen/Ladies:

Enclosed please find the Douglas County Board of Commissioners, Request for Qualifications from qualified vendors to provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for **ON-CALL LANDFILL ENGINEERING AND ENVIRONMENTAL CONSULTANT** as per the scope of services for the period beginning June 1, 2018.

Your sealed proposals, one (1) original unbound and five (5) bound copies, in response to this Request are due **no later than 2:00 p.m. ET, Friday, May 18, 2018**. All sealed qualifications must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All qualifications must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your qualifications prior to the deadline as stated in the attachments. Each response should be marked on the outside of the envelope with: **“Solicitation No. 18-006, “On-Call Landfill Engineering and Environmental Consultant”**.

Questions regarding this Request for Qualifications are to be delivered to:

Douglas County Purchasing Department
Mr. Bill Peacock, Purchasing Director
8700 Hospital Drive
Douglasville, Georgia 30134
Fax: 770.920.7219
Email: bpeacock@co.douglas.ga.us

web site: CelebrateDouglasCounty.com

e-mail: bpeacock@co.douglas.ga.us

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

All questions must be received no later than **Wednesday, May 2, 2018 by 12:00 PM** either by e-mail, mail or fax. No questions by telephone will be accepted. No other County staff or officials associated with this Project should be contacted regarding this bid.

A **pre-qualifications conference** will be held on **Friday, April 27, 2018 at 10:00 AM** in the Douglas County Courthouse, 3rd Floor Purchasing Department Conference Room, Douglasville, GA 30134. Potential responders are encouraged to attend.

Thanking you in advance for your interest and looking forward to your participation.

Very truly yours,

A handwritten signature in black ink, appearing to read "Bill Peacock", written over the typed name.

Bill Peacock
Purchasing Director

ATTACHMENT

**DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

REQUEST FOR QUALIFICATIONS

**DOUGLAS COUNTY
ON-CALL LANDFILL ENGINEERING
AND ENVIRONMENTAL CONSULTANT**

**SOLICITATION 18-006
APRIL 18, 2018**

The Douglas County Purchasing Department is requesting sealed qualifications from qualified vendors to provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for **ON-CALL LANDFILL ENGINEERING AND ENVIRONMENTAL CONSULTANT** as per the scope of services for the period beginning June 1, 2018. The term of this contract shall be automatically extended for four (4) additional periods of one (1) year each (collectively "Renewal Term") unless either party gives written notice of its intention not to renew, or the intention to modify, the agreement 90 days before expiration of the effective renewal term. The full RFQ can be found on the Douglas County website, www.celebratedouglascounty.com, under the Purchasing Department.

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

Landfill Operations:

Site Permitting
Environmental Monitoring
Construction Permitting
Construction Oversight
Environmental Compliance
Civil Engineering Capabilities
Proficiency with Landfill, Transfer Station, and Recycle Operations
Composting
Landfill Gas Collection and Control Systems
Waste Reduction Programs

The owner shall have the right to waive any informality, irregularity, or insufficiency in the qualifications procedure and in any qualifications received and to accept the qualifications which, in the Owner's sole judgment, is in the Owner's own best interest. The Owner shall have the right to accept any qualifications.

The Request for Qualifications shall be governed by the following schedule:

DATE	ACTIVITY
April 18, 2018	Release of Qualifications
April 27, 2018 10:00 AM	Pre-qualifications conference
May 2, 2018 by 12:00 PM, EST	Submit written questions
May 4, 2018 by 5:00 PM, EST	Addendum Issued
May 18, 2018 at 2:00 PM, EST	Qualifications Due

From the issue date of this RFQ until a vendor is selected and the award is announced, contractors are not allowed to communicate for any reason with any County staff or elected officials except: 1) through the Purchasing Director named herein, 2) at the Pre-Qualifications Meeting (if applicable to project), or 3) as provided by existing work agreement(s). The County reserves the right to reject the submittal of any vendor violating this provision.

A **pre-qualifications conference** will be held on **April 27, 2018 at 10:00 AM** in the Douglas County Courthouse, 3rd Floor Purchasing Department Conference Room, Douglasville, GA 30134. Potential responders are encouraged to attend.

All **questions** concerning this RFQ must be submitted in writing, (email is preferred but fax and mail may also be used) to the Purchasing Director no later than **12:00 PM, May 2, 2018**.

Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
8400 Hospital Drive
Douglasville, Ga. 30134
bpeacock@co.douglas.ga.us
Phone – 770-920-7247
Fax – 770-920-7219

No response to inquiries, other than written, will be binding upon the County. Douglas County reserves the right to issue written addenda to any inquiries that alter the scope of the RFQ. **Addenda** shall be distributed and posted to the department website, www.celebratedouglascounty.com no later than **5:00 PM, May 4, 2018**. A signed copy of any addenda shall accompany submitted qualifications. Contractors are advised to check the website for addenda before submitting their qualifications.

Submittals must be in a sealed envelope or box, and reference **Solicitation No. 18-006, “On-Call Landfill Engineering and Environmental Consultant”** must be clearly indicated on the outside of all of the envelopes or boxes. Qualifications **must be received by DOUGLAS COUNTY PURCHASING DEPARTMENT on May 18, 2018 at 2:00 PM**.

The contract between the County and the contractor shall become effective upon signing and shall be completed no later than 90 Calendar days from the day the Notice to Proceed is issued. Douglas County reserves the right to terminate the contract at any time if successful contractor fails to meet requirements stated in this RFQ.

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SECTION I - REQUEST FOR QUALIFICATIONS SUBMISSION INSTRUCTIONS

ALL SUBMITTALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed submittal must include the documents listed below:

PROPOSAL FORMAT: Responders are expected to examine the specifications, rate schedule, and all instructions. Failure to do so will be at the responder's risk. Each responder shall furnish the information required by the solicitation. *The submittal and rate schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the responder.*

MANDATORY DOCUMENTS CHECKLIST: Responder must complete, execute and include with the submittal the following Mandatory documents:

- Cover Letter:** A brief cover letter of introduction and interest.
- Table of Contents:** Including all sections and subsections
- Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in this submittal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
- Qualifications and Experience:** Include a brief statement concerning the names and experience of the staff to be directly assigned to this contract.
- Contract Compliance :** Include a statement of your company's ability to meet all specifications as outlined in Section III - Scope of Services. Any deviations from the outlined specifications as outlined in Section III must be explained in detail in this section. Include a list of proposed equipment necessary to complete all work included in the scope of services.
- References:** Include a minimum of five references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference.
- Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
 - a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
 - b. Failure to Complete Prior Projects - disclose whether the Responder (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
 - c. Disclose information and provide explanation regarding any contracts involving the Responder or joint venture firm within the last five years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.

Other Relevant Information: Include any other relevant information concerning the contract in this section.

Section V Mandatory Proposal Forms

- A. Proposal form
- B. Acknowledgement of Addenda
- C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- D. Price Proposal Schedule

Section VI Optional Forms

PROPOSAL REQUIREMENT (PROFESSIONAL SERVICES ONLY)

All proposals received will become a part of the official contract file and may be subject to disclosure.

1. PROPOSAL FORMAT: All proposals should include the information outlined below and in the following order:

- Understanding of the Project: Statement of the firm's understanding of the project and proposed approach for providing requested services.
- Additional Services Required: Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
- Project Team: An organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project Engineer or Geologist, or other key personnel, the persons responsible for communications with the owner and all proposed sub-consultants and description of their roles;
- Reference Projects: Examples of no more than five "reference projects" which represent the design teams approach to design, construction, and compliance solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the development of the "referenced projects" cited in the submittal;
- Forms: Federal Standard Form 254, and 255 for the consultant, sub-consultant firms and designated personnel summarizing previous five years' work;
- Time / Cost Procedures: A statement discussing your firm's procedures for controlling project time and cost during the contract.
- Current Project Assignments: Identify current project assignment(s) and the currently identified completion date(s) for projects currently being managed by key individuals.
- Other Relevant Information: Include any other relevant information concerning the submittal in this section.
CADD Capabilities: Consultant shall describe their in-house computer aided design and drafting (CADD) capabilities.

SUBMITTAL FORMAT: ALL submittal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFQ number and title (**RFQ 18-006 ON-CALL LANDFILL ENGINEERING AND ENVIROMENTAL CONSULTANT SERVICES**). If you have a Douglas County Vendor Number please include it on the sealed envelope or container. **The Douglas County Vendor # is not required to submit a response.**

One (1) original paper copy(s) and 5 copies of the RFQ response without pricing

Responders are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Douglas County Board of Commissioners for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or improper address. **Proposals via facsimile will NOT be considered.**

**DOUGLAS COUNTY REQUEST FOR QUALIFICATIONS (RFQ)
ON-CALL LANDFILL ENGINEERING AND ENVIROMENTAL
CONSULTANT SERVICES SOLID WASTE DEPARTMENT
DOUGLAS COUNTY, GEORGIA**

SECTION II - REQUEST FOR QUALIFICATIONS OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Douglas County Board of Commissioners desires to solicit RFQ submittals from responsible vendors to provide On-call Landfill Engineering and Environmental Consulting services for the Solid Waste Department, Douglas County Georgia for a one-year period, with the option to extend the contract for two additional one-year terms if agreed upon by all parties.

The selected firm will provide services per the scope of work as indicated in Section III of this request for Qualifications (RFQ).

B. RFQ TIMETABLE

The anticipated schedule for the RFQ and contract approval is as follows: Proposal

- Documents Available.....April 18, 2018
- Pre-Proposal ConferenceApril 27, 2018
- Deadline for submission of questions..... May 2, 2018
- Deadline for receipt of proposalMay 18, 2018

C. CONTACT PERSON

The contact person for this RFQ is Bill Peacock, Douglas County Purchasing Director or Dawn Evers Douglas County Purchasing Assistant Director, desired by responders regarding the meaning or interpretation of this RFQ must be requested from the contact person, in writing via Email. Bpeacock@co.douglas.ga.us and or Devers@co.douglas.ga.us.

Responders are required to contact only the contact persons stated above to clarify any part of this RFQ. Any such unauthorized contact shall not be used as a basis for responding to this RFQ and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of proposals.

G. ADDITIONAL INFORMATION/ADDENDA

Douglas County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Responders should not rely on any representations, statements or explanations other than those made in this

RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address.

Responders must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Responders who obtain this Request for Qualifications from Douglas County are **advised** to obtain any addenda which may be issued. Douglas County assumes no responsibility for responder's failure to acknowledge any addenda issued.

H. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Bids shall not be modified, withdrawn, or cancelled by the Bidder for a period of **sixty (60) days** following the time and date designated for the receipt of bids, and each Bidder so agrees in submitting his bid. Negligence on the part of the Bidder in preparation of the bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening. Submittals received after the RFQ due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

I. RFQ OPENING

Rate schedule prices will not be opened or read aloud publicly after the proposal due date and time stated herein.

L. NON-COLLUSION AFFIDAVIT

By submitting a RFQ, the responder represents and warrants that such submittal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the responder has not directly or indirectly induced or solicited any other responder to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the responder has not in any manner sought by collusion to secure to that responder any advantage over any other responder.

By submitting the RFQ, the responder represents and warrants that no official or employee of the Douglas County Board of Commissioners has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

M. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting the RFQ and executing the attached Affidavits, the responder verifies its compliance with O.C.G.A. §13-10-91. The responder further agrees to maintain records of such compliance and shall provide a copy of each such verification to Douglas County; at the time the subcontractor(s) are retained to perform such services.

- N. COST INCURRED BY RESPONDER
All expenses involved with the preparation and submission of the RFQ to Douglas County or any work performed in connection therewith shall be borne by the responder. No payment will be made for any responses received or for any other effort required of or made by the responder prior to commencement of work as defined by a contract approved by the governing body of the Douglas County Board of Commissioners.
- O. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT
It is the policy of the Douglas County Board of Commissioners that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.
- Q. HOLD HARMLESS AND INDEMNIFICATION
The responder agrees, insofar as it legally may, to indemnify and hold harmless the Douglas County Board of Commissioners, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by the responder, its officers, employees, and agents under any of the terms of this contract.
- R. SITE VISIT:
Responders are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.
- S. AWARD OF CONTRACT
This is a past performance/technical/price trade-off source selection in which competing responders past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible responder whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. Douglas County may reject any or all proposals if such action is in Douglas County's best interest.
- T. AWARD
In addition to other factors, and notwithstanding the paragraph titled "Award of Contract", proposals will be evaluated on the basis of advantages and disadvantages to Douglas County.
- U. PLACE OF PERFORMANCE
N/A
- V. QUALIFICATION OF RESPONDER
Douglas County may make such reasonable investigations as deemed proper and necessary to determine the ability of the responder to perform the work and the responder shall furnish to the Douglas County all such information and data for this purpose as may be requested. Douglas County reserves the right to reject any proposal if the evidence submitted by, or investigations of, such responder fails to satisfy Douglas County that such responder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Douglas County may require the successful responder to have a current Douglas County Business License, if they are physically located in Douglas County or, if they perform a service in Douglas County.

Proposals from any responder that is in default on the payment of any taxes, license fees, or other monies due Douglas County will not be accepted.

W ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Responders shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

X. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for **ON-CALL LANDFILL ENGINEERING AND ENVIRONMENTAL CONSULTANT** as per the scope of services outlined below for the period beginning June 1, 2018, the term of this contract shall be automatically extended for two (2) additional periods of one (1) year each (collectively "Renewal Term") unless either party gives written notice of its intention not to renew, or the intention to modify, the agreement 90 days before expiration of the effective renewal term.

A. INTRODUCTION AND PURPOSE

Douglas County is located in West section of the state of Georgia and is approximately twenty five (25) miles west of Atlanta, Georgia. Douglas County serves a population of approximately 141,000 with annual growth projected at 1% per year. Douglas County provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax, Fire Services, Department of Transportation, Solid Waste Management, and Recreation,

The Solid Waste Department is responsible for the operation and compliance of a Sub- title D Construction – Demolition landfill, a closed pre-subtitle D Municipal Solid Waste landfill, Transfer Station, and Recycling Center. This contract is to provide Engineering, Environmental, and Technical support to Douglas County as outlined in the below scope of work.

B. GENERAL REQUIREMENTS

- a. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of Douglas County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Douglas County to otherwise act on behalf of the Douglas County, except as Douglas County may expressly authorize in writing.
- b. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of Douglas County. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this proposal.

CONSULTANTS INVOICE

C. ADDITIONAL REQUIREMENTS

- a. In this contract, the Consultant shall furnish to Douglas County all items specified in the Proposal Schedule and called for by Task Orders issued in accordance with the Ordering clause
- b. INSURANCE.
 - a. The Consultant will, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.

- b. Before commencing work under the contract, the Consultant shall provide to Douglas County, Attn: Purchasing Director, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
 - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
 - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
 - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
 - iv. Excess Liability - \$1,000,000 on a per occurrence basis
- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting Douglas County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Director.
- d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- e. The Responder shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on Douglas County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Director upon request."

D. DEFINITIONS: N/A

E: Scope of Services On-Call Landfill Engineering and Environmental Consulting Services

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

Landfill Operations

- a) Site Permitting
- b) Environmental Monitoring
- c) Construction Permitting
- d) Construction Oversight
- e) Environmental Compliance
- f) Civil Engineering Capabilities
- g) Proficiency with Landfill, Transfer Station, and Recycle Operations
- h) Composting
- i) Landfill Gas Collection and Control Systems
- j) Waste Reduction Programs

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

Douglas County intends to evaluate proposals and award a contract after conducting discussions with responders whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Douglas County may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the responder's initial proposal should contain the responders best terms from technical standpoint.

EVALUATION CRITERIA

PROPOSAL EVALUATION AND SELECTION PROCESS

1. EVALUATION CRITERIA: The evaluation criteria in order of importance are as follows:
 - a. UNDERSTANDING OF THE PROJECT and proposed technical approach. Assesses whether the responder has given sufficient evidence of having understood the requirements stated in the SOW. **Technical Approach**. Assesses whether the responder has proposed a solution that is technically feasible and achievable within the constraints of the SOW.
 - b. PROJECT TEAM Management and Staffing Approach. Assesses responder's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel**. Assesses the ability of the responder to hire, retain and train qualified technical personnel similar to those required for the task.
 - c. QUALIFICATIONS AND EXPERIENCE of staff assigned to the projects. **Experience on Similar Projects**. Assesses whether the responder performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work. References should be requested for validation of the information provided by the vendor.
 - d. REFERENCES & REFERENCE PROJECTS including applicable past work with Douglas County. **Past Performance**. Assesses customer satisfaction with the vendor on prior projects. References should be requested for validation of the information provided by the vendor.
 - e. **Quality Assurance and Control Plan**. Assesses whether the responder has a process of addressing quality of performance and a plan for ensuring that deliverables

Cost/Price

1. Assesses whether the rate schedule is reasonable and in concert with industry standards. Rates should be evaluated as a separate factor and not have a ranking number assigned to it.

PROPOSAL EVALUATION AND CONTRACT AWARD

Based on the evaluation criteria, the Selection Committee will review and assign a score to each proposal. Proposals which rank highest upon completion of the scoring process may be short-listed. The number of short-listed firms if applicable will depend on the total number of submitted proposals. These short listed firms (if applicable) may be invited to make a formal

Presentation/interview of their firm's experience, project approach and qualifications and will be invited to provide a cost/price proposal. Upon completion of the short-listed firm's (if applicable) presentations/interviews, the Selection Committee will then score each presentation and the highest rated firm, after the presentation/interview scoring process, considering price and price related factors, will be recommended for award.

SECTION V – PROPOSAL FORMS A: PROPOSAL

MANDATORY SUBMITTAL

FORM

Proposal of _____

(Hereinafter called "Responder", organized and existing under the laws of the State of

_____, *doing business as* _____*.

In compliance with your RFP, the *Responder hereby proposes and agrees to perform and furnish all work for the requirement known as **RFQ 18-006 ON-CALL LANDFILL ENGINEERING AND ENVIROMENTAL CONSULTANT SERVICES*** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed above.

By submission of this Proposal, the responder certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Responder has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, C.
2. The Responder agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>

Responders must acknowledge any issued addenda. Proposals which fail to acknowledge the Responders receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS



C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

Douglas County and Consultant agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Consultant further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Consultant Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Consultant further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor’s compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and
- (2) To submit such subcontractor affidavit(s) to the County when the subcontractor(s) is retained, but in any event, prior to the commencement of work by the subcontractor(s).

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Consultant shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Douglas County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVITS ON FOLLOWING PAGES

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: CONSULTANT AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Douglas County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13- 10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned Consultant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ Date of Authorization
Federal Work Authorization Company Identification Number

Name of Consultant: _____

Name of Project: _____

Name of Public Employer:

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201_ in _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public
My Commission Expires:

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PRICE/FEE

Proponents should not include their Cost Proposal/Fee Schedule with their response to this RFQ. The County will request only from the three (3) top ranked firms based on the evaluation criteria outlined in this RFQ

PRICE/FEE – Douglas County requires a fee schedule for the wide and varied engineering consultant services relating to the scope of work with supporting fee/category of labor information and other services provided including direct reimbursable, additional services, travel, estimated hours; etc.

Prior to beginning work on any project, the consultant will meet in person or electronically with Douglas County staff to discuss and review the proposed work scope, schedule, and other parameters for a project. The consultant will evaluate existing conditions including site visits and other activities necessary to properly assess the project and will then prepare a written scope of work and estimate the project cost.

The consultant will submit a cost estimate and work schedule for the project including project man-hours by employee classification, estimated types and number of tests, etc. to the Solid Waste Department Manager. Fees for services will be established for each project based upon hourly work fees for work actually performed per the fee schedule, fixed fees, lump sum and/or “not to exceed amounts”. Consistent with the fee schedule incorporated in the contract, any agreed upon fee for a project will include all professional fees, subcontracted work and estimates of reimbursable.

SECTION VI DOCUMENTS CHECK LIST:

PROPOSAL DOCUMENTS CHECKLIST:

- 1. Cover Letter
- 2. Table of Contents
- 3. Business Information
- 4. Qualifications and Experience
- 5. References/Reference Projects
- 6. Financial Information and Documentation
- 7. Other Relevant Information

MANDATORY PROPOSAL FORMS (SECTION VI) Responder must complete, execute and include with the proposal the following mandatory documents:

- A. Proposal form
- B. Acknowledgement of Addenda
- C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit

ATTACHMENT A

What Your Business Needs to Know about Georgia's E-Verify Requirements (Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#)) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.