

*MONO COUNTY DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION*

REQUEST FOR QUALIFICATIONS

to provide

**Landfill Engineering Services
on an as-needed basis
for Landfills in Mono County, CA**



June 2013

I. INTRODUCTION

This Request for Qualifications (RFQ) is soliciting Statements of Qualifications (SOQs) from qualified firms and individuals (sometimes referred to as the “consultant”) that are able to complete the work identified in Section II, Project Descriptions. The objective of the County is to enter into a multi-year contract with one or more qualified individuals or firms to provide consulting services for projects on an as-needed basis.

II. PROJECT DESCRIPTIONS

Anticipated projects will include the preparation, amendment, and/or update of technical documents relating to landfill operations. The documents include, but are not limited to:

- Reports of Disposal Site Information
- Preliminary Closure Post Closure Maintenance Plans
- Final Closure and Post-closure Plans
- Landfill Gas Monitoring and Control Plans
- Corrective Action Plans

The consulting services will be requested on an as-needed basis, and authorized by specific scope of work letters. Such services may be limited to updating specific portions of a single document, or may involve the preparation of an entirely new document.

The project will involve coordination with the Solid Waste Superintendent, who will be responsible for drafting scope of work letters and will be the primary contact for directing and reviewing work prepared under contract. The work will also involve coordination with regulatory agencies to ensure that all prepared (or updated) documents will satisfy regulatory requirements.

The consultant will provide all labor and materials required to prepare (or update) the documents according to the approved schedule of fees.

III. SOQ REQUIREMENTS

A. Submittal: Qualified individuals or firms are invited to submit a Statement of Qualifications (SOQ) on the project(s). Submittals shall be thorough and concise and shall identify to which (if limited) projects the submittal is in response. The SOQ should address the elements specified herein and be presented in the following format:

1. Introduction: Introduce yourself or your firm and include a statement of your interest in and understanding of the work. Provide a mailing address, telephone number, and the name of an individual to contact if further information is desired.
2. Project Team: Provide the qualifications of each of the key individuals who will be working on the project.
3. Work Plan: The work plan should be consistent with and incorporate project components identified in the Section II (or applicable components thereof if the submission is limited). It should include the following elements:
 - a. Description of the technical approach and methodology to be used to provide the services.

- b. Identification of any supplemental tasks deemed necessary and recommendations of any alternatives that may enhance the project(s), reduce costs or speed delivery.
 - c. Workload and availability of the project team to complete the work within a given time frame.
 - d. Any other information that is considered pertinent.
4. **Schedule:** When a project is identified, and a scope of work letter is drafted, the consultant(s) will provide information about its current workload and whether it has the resources to respond to the project schedule.
 5. **Fee Schedule:** Fee schedules are not being requested at this time. Please note that final consultant fees will be determined through negotiations with the selected individual(s) or firm(s) and incorporated into the approved contract.
 6. **References:** The SOQ should include a minimum of three references from whom the prospective consultant has previously performed similar work, including company name, reference name, title, address, phone number, email address and a short description of the associated work performed.
 7. **Conflict of Interest:** The prospective consultant shall disclose any financial, business or other relationship with the County that may have an impact upon the outcome of the selection process of this project.

B. Signature: A letter accompanying the SOQ shall provide the following: name, title, address and telephone number of individuals with the authority to negotiate and contractually bind the company.

C. Small Firms: Consistent with Government Code Section 4526, Mono County seeks to include small business firms whenever possible. Small business firms are encouraged to submit an SOQ directly or as a sub-consultant.

IV. CONSULTANT SELECTION

A. Submittal Review: A three-phase process will be used for selecting the highest ranked consultant(s):

Phase 1: Each submittal will be reviewed to determine if it meets the requirements contained in Section III., SOQ Requirements. Submittals that do not meet the requirements of Section III will be deemed non-responsive and will be rejected.

Phase 2: Remaining SOQs will then be evaluated by committee, based on the Selection Criteria included in this RFQ, and ranked accordingly.

Selection Criteria:

Staff: Do the qualifications of key personnel to be assigned to the project coincide with tasks listed in Section III? Do assigned personnel have requisite education, experience, and professional qualifications to adequately perform tasks? **(20 points)**

Relevant Experience: Does the individual or firm have experience with projects of similar scope, complexity, and nature as those anticipated? Does their experience suggest

projects would be completed in an efficient manner? Do they possess an understanding of specific issues relating to rural landfill operations? Do they have experience in coordinating with the applicable regulatory agencies? **(30 points)**

Responsiveness and Customer Service: Can the individual or firm respond quickly to specific requests? Does the individual or firm have a sense of consultant/client relations that is consistent with our expectations? Are the staffing levels and resources adequate to deal with urgent items if and when they arise? **(20 Points)**

Reputation: Are the firm's references from past clients and associates favorable? Does the individual or firm show financial and operational stability? **(20 points)**

Phase 3: Fee Schedules will be requested from the most qualified individuals or firms as determined in Phase 2, and those individuals or firms may be invited to participate in interviews, by phone or in person as appropriate. The remaining individuals or firms will be notified that they were not successful. Following the interviews, the top firm(s) or individual(s) will be selected and contract negotiations will commence. If an agreement (or multiple agreements) is reached, a contract (or contracts) will be recommended for award and approval by the County Administrative Officer, or Board of Supervisors, (depending on the contract value). No contract will not be in force until it is approved and fully executed by the consultant and the County. If there are unresolved issues and negotiations are unsuccessful, negotiations with the individual or firm in question will be formally terminated and negotiations will continue with the remaining qualified individuals or firms. If no agreement is ultimately reached, then the County may determine to reject all SOQs and commence a new RFQ process.

B. Start Date: It is the intent of Mono County to have the selected consultant(s) enter into an agreement with Mono County and begin work on projects on or about July 23, 2013. Payment under any contract resulting from this RFQ will be consistent with the contract agreement, a sample copy of which is attached as Exhibit 1. Any contract awarded as a result of this RFQ will be awarded without discrimination based on, race, ancestry, color, disability or medical condition, marital status, religion, sex, sexual orientation, or national origin.

C. Performance of Work: The work to be accomplished involves several projects to be completed over the course of the next 2 years. While the contract may be awarded, a scope of work must be approved for each project. An example scope of work letter is included in Exhibit 1.

V. GENERAL INFORMATION

A. Submittal: To be considered, the consultant's Statement of Qualifications must be submitted to Mono County Department of Public Works by **4:00 pm on June 28, 2013**. Submittals made by e-mail are preferred. Due to its remote location, overnight delivery to Bridgeport by USPS, UPS, FedEx, and other carriers is actually scheduled as a two-day delivery. Submittals should be addressed as follows:

Tony Dublino, Solid Waste Superintendent
Mono County Department of Public Works
Post Office Box 457

74 North School Street
Bridgeport, CA 93517
tdublino@mono.ca.gov
Fax: 760.932.5453

B. Late Submittals: Submittals received after the specified time shall not be considered.

C. Modification or Withdrawal of Submittals: Any SOQ received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant prior to the submittal deadline.

D. Property Rights: SOQs received become the property of the County and all rights to the contents therein become those of the County.

E. Confidentiality: Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as non-effective and will be disregarded.

F. Amendments to Request for Qualifications: The County reserves the right to amend this RFQ by addendum before the final submittal date.

G. Non-Commitment: This RFQ does not commit the County to award the contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFQ if it is in the best interests of the County to do so.

H. Anti-Kickback Provisions: Practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration are prohibited. No government agency employee may participate in the selection process if that employee has a relationship with a person or entity seeking a contract pursuant to this RFQ if that relationship would subject that employee to the prohibition of Government Code section 87100.

I. Inquiries: Inquiries concerning this RFQ should be directed to:

Tony Dublino
Mono County Public Works Department
(760) 932-5453
tdublino@mono.ca.gov