PEORIA CITY/COUNTY LANDFILL
NOTICE OF REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS:

LANDFILL ENGINEERING
PEORIA COUNTY, ILLINOIS

STATEMENTS DUE: 12:00 PM (noon) March 4, 2014

The Peoria City/County Landfill is requesting Statements of Interest and Qualifications from professional service firms to assist the Landfill Committee with oversight and maintenance of Landfill #1 and oversight of the contractors working at the facility including those at Landfill #2, the Compost facility, the Expansion Facility and future contractors. The goal of this project is to provide landfill engineering services that meet all local, state and federal requirements. The City of Peoria’s Public Works Department will accept sealed proposals submitted to the Landfill Committee, 3505 N Dries Lane, Peoria, Illinois, until 12:00 PM (noon) March 4, 2014 for establishing a contract with a qualified firm.

Time is of the essence and any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Firms are responsible for ensuring that the Engineering Administrative Assistant receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Firms should submit ten (10) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

LANDFILL ENGINEERING

1.0 INTRODUCTION
The Landfill Committee requires engineering services for maintenance and oversight of Landfill #1 and oversight of contractor working at the landfill including Landfill #2, the Compost Facility, the Expansion Facility and future contractors.

The Landfill Committee plans to award a contract for these services to the best-qualified firm. Each firm will be considered and ranked by a Selection Committee based upon the criteria listed herein. The Landfill Committee will then enter into negotiations with the top-ranked firm. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked firm and the Landfill Committee not be able to reach an agreement, the Landfill Committee will terminate negotiations with that firm and open negotiations with the second ranked firm.

This process does not obligate the Landfill Committee to award a contract, or pay any cost incurred in the preparation of the firms responding to this request. The Landfill Committee reserves the right to accept or reject any or all statements received as a result of this request. All information submitted in response to this request will become the property of the Landfill Committee.

Please be aware that it is the Landfill Committee's policy to not compensate a consultant for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION AND SCOPE OF SERVICES
The project will include attending monthly meetings, special waste reviews, non-special waste reviews, random special waste gate audits, permitting/ review/ assistance, budget assistance, contingency planning, groundwater data review & assessments, Illinois EPA annual reports, leachate collection system
operation/maintenance, landfill gas and Clean Air Act/Greenhouse Gas consultation. The scope of work for basic services is:

1. Services for Ongoing Operations
   a. Provide engineering services as an extension of City and County Staff, including,
      i. Attend Committee Meetings of the Joint City of Peoria – County of Peoria Solid Waste Disposal Facility Board, commonly called, “Committee”;
      ii. Attend Staff Meetings, when requested;
      iii. Provide guidance and recommendations to the Committee through written memoranda;
      iv. Respond to tasks and requests as requested by the Committee and Staff.
   b. Review special waste applications forwarded by the Contract Operator, resolve questions, document and provide written recommendations to the Committee.
   c. Assist Staff in preparation and evaluation of the budget.
   d. Conduct periodic inspections /observation of the Contractors and verify compliance with laws and regulations.
   e. Review permit applications and reports prepared by the Contractors, resolve issues with the Contractors and provide recommendations to the Committee with regard to the OWNER’s signature.
   f. Conduct periodic audits of the gate operations as they pertain to the receipt of special waste streams. Coordinate frequency of audits with the Committee’s schedule and need for information.
   g. Conduct Construction Quality Assurance (CQA) for Contractor’s repairs on Landfill No. 1.
   h. Maintain records and submit required documentation and reports to USEPA, Illinois Department of Natural Resources, and IEPA (Division of Air and Bureau of Land) as required by each program/permit. The other landfill Contractors are responsible for some items. Those that the ENGINEER completes for the Committee are summarized below:
      i. Clean Air Act Permit Program (CAAPP) Semi-Annual Startup, Shutdown and Malfunction Plan (SSMP) Report, (Jul-Dec) due annually on February 1.
      iii. CAAPP Semi-Annual Air Monitoring Report, (Jul-Dec) due annually on March 1.
      iv. CAAPP Annual Compliance Certification, due annually on May 1.
      v. CAAPP Annual Air Emission Report, due annually on May 1.
      vi. Collection of data (Jan-Jun) to support future CAAPP reporting.

2. Services for Expansion, Other Property and Legal
   a. Review local, state and federal permit applications by the Expansion Operator; work to resolve issues with the Contractors and provide recommendations to the Committee with regard to the OWNER’s signature.
   b. Investigate issues on the Committee’s property, provide recommendations and assist in management of mitigation plans (Property North and South of Cottonwood Road).
   c. Provide assistance to the legal staff (County or Outside Counsel) as requested.

3. Groundwater Assessments
   a. Review groundwater monitoring data provided by Contractors.
   b. Determine whether increases have occurred per permit conditions and standards.
   c. Request Contractors to undertake confirmation procedures, when required.
   d. Submit Quarterly Groundwater/Leachate Reports to IEPA due April 15th, July 15th, October 15th, and January 15th.
   e. Conduct groundwater assessments and design corrective actions, when required.
4. Operation of Leachate and Landfill Gas Systems
   a. Operate and maintain the 90 acre leachate collection system, consisting of vertical extraction wells and a drainage system in compliance with the regulations.
   b. Operate and maintain the 90 acre Gas Collection and Control System, consisting of 70 wells, and the Utility Flare Disposal System in compliance with the regulations.
   c. Conduct and document monitoring data for the leachate and gas systems.

5. Leachate and Gas Replacement Materials
   a. Provide and install materials and equipment required for the operation of the leachate and gas systems, including pumps, piping, fittings, motors, and solar systems.

6. Gas Collection and Control System (GCCS) Rehabilitation
   a. Evaluate problems in the GCCS system, including water-logged pipes, vacuum leaks, blockages and improper condensate management.
   b. Prepare and submit IEPA permit modifications (construction permits) to accomplish the improvements.
   c. Prepare the bidding/construction documents and provide construction contract administration, working with the City Procurement Office.
   d. Conduct CQA services for the improvements.
   e. Prepare and submit CQA Acceptance Reports (operating permits).

7. Leachate Extraction Improvements
   a. Evaluate problems in the leachate management system, including excess leachate head on the landfill liner, perched and mounded leachate and leachate seeps.
   b. Prepare and submit IEPA permit modifications (construction permits) to accomplish the improvements.
   c. Prepare the bidding/construction documents and provide construction contract administration, working with the City Procurement Office.
   d. Conduct CQA services for the improvements.
   e. Prepare and submit the CQA Acceptance Reports (operating permits).

8. Off-site Leachate Disposal
   a. Coordinate pumping, hauling and disposal (by others) of leachate from the Landfill No. 1 Condensate/Leachate Storage Tank as needed.

9. Transfer of data, report and historical information after contract expiration
   a. Data collected and reports generated through this contract will be provided to the Committee upon request at no cost to the Committee.
   b. Transfer of data or information to a third party will require written approval from the Committee.

Additional services may be required and may be undertaken if directed by the Committee and provided the budget to do so:

1. Landfill Gas Development
   a. Prepare a Request for Proposals for a Landfill Gas Developer.
   b. Assist in negotiations and developing contract for the selected Contractor.
   c. Review local, state and federal permit applications by the Landfill Gas Developer, resolve issues with the Contractor and provide recommendations to the Committee with regard to the OWNER’s signature.

2. Entrance Dam
a. Complete the plans and specifications for the dam improvements.
b. Prepare and submit the IDNR Construction Permit.
c. Prepare bidding/construction documents.
d. Provide construction contract administration and construction observation services.

2.1 LIMITS OF THE PROJECT
The project covers the City/County Landfill located at 11501 W Cottonwood Road, Brimfield IL 61517 (off Route 8, near Wildlife Prairie State Park).

2.2 BACKGROUND
The County and City of Peoria co-own the municipal waste facility (landfill). The second phase or Landfill #2 opened in 1998 and has an estimated to close by year 2020.

The next phase, Landfill #3, is set to open at the close of #2 around 2020. In addition, Peoria Disposal Company will sponsor a citizen's convenience center for the collection of recyclables and some household chemicals and paints.

2.3 ESTIMATED BUDGET
The estimated project budget is $300,000.

2.4 DELIVERABLE PRODUCTS
The selected firm shall provide all deliverable products to the Landfill Committee for approval and dissemination. Provide all deliverables required to meet the scope of services. Hard copies and electronic copies of the deliverables will be required. The number of hard copies will depend on the deliverable. Electronic format for all submittals shall be compatible with the current City and County software.

2.5 PROVISIONS BY THE LANDFILL COMMITTEE
The Landfill Committee will provide the following information to the selected firm:

1. Existing landfill files and records
2. Aerial photography and topography in an electronic format.
3. Current GIS information
4. Designation of a person from the Landfill Committee to act as the Landfill Committee’s project manager with respect to the two-way flow of information and for the purposes of having direct access to staff’s knowledge base. Such person shall have the authority to transmit instructions, receive information, interpret and define existing Landfill policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the Landfill Committee.

3.0 PROJECT DURATION
Engineering services will be provided for from July 1, 2014 through June 30, 2015 with the option for one year renewals for up to four years.

4.0 INVOICES AND PAYMENT
The firm shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs shall be itemized. Multipliers will be clearly indicated and applied to total man-hours summated for the period. Invoices shall be based upon actual hours of performance.
Invoices shall be accompanied by progress reports. The invoices will not be considered complete without a progress report, and will be deemed unpayable. The progress report will be inclusive of rates of completion for all tasks scoped and for rates of completion for all deliverable products.

5.0 CRITICAL DATES
Selection will be made according to the following table:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQs advertised in newspaper</td>
<td>02/11/14 through 02/12/14</td>
</tr>
<tr>
<td>Due date for Statement of Interest and Qualifications</td>
<td>3/04/14</td>
</tr>
<tr>
<td>Selection Committee ranks, selects, informs, and begins negotiations with highest ranked firm</td>
<td>03/12/14</td>
</tr>
<tr>
<td>Contract submitted to Landfill Committee Agenda process</td>
<td>04/09/14</td>
</tr>
<tr>
<td>Landfill Committee Meeting at which Contract is recommended for Approval</td>
<td>04/16/14</td>
</tr>
<tr>
<td>Notice to Proceed Sent to Approved Firm</td>
<td>05/13/14</td>
</tr>
</tbody>
</table>

6.0 EVALUATIONS OF QUALIFICATIONS
Firms are to submit a written Statement of Interest and Qualification which presents the firm's qualifications and understanding of the work to be performed. Selection criteria will include, but will not be limited to, qualifications, comparable recent experience, utilization of local professionals, knowledge of local requirements, policies and procedures, implementation of EEO requirements, capacity to perform work in the allotted time, and overall approach to the project. Firms interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Name, size and brief description of the firm, including the same information for any proposed subconsultants. If subconsultants are anticipated, describe the role proposed for each firm or consultant involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Resumes of key personnel anticipated being available for this project, including an organizational chart showing their proposed role on the project and firm affiliation (if more than one firm is involved).
5. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
8. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel is important to the success of the project (please review the selection criteria included in this document).
9. A project approach.

Offerors will need to address each of the evaluation criteria set forth in Section 8 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other firms submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualifications.
2. The Landfill Selection Committee reserves the right to interview, if necessary, after reviewing the written submittals.

6.1 SUBMITTAL FORMAT
The submittal should be as concise as possible. Additional, promotional information should be avoided. **Ten (10) hard copies and one (1) electronic copy of the submittal will be required.**

7.0 CRITERIA FOR EVALUATION

A) Technical Qualifications:
   a. Qualifications of the firm and subcontractors (if any)
   b. Qualifications of individuals to be assigned to the project
   c. Qualifications of the lead team member

B) Quality and Experience on Similar Projects:
   a. Quality of recent projects of similar size and scope
   b. Ability to meet schedule and budget on similar projects
   c. Reputation and positive references

C) Project Approach, Schedule and Communication:
   a. Project Approach
   b. Schedule
   c. Communication Plan

D) Innovative Practices/ Cost Savings Measures
   a. Innovative practices and cost saving measures

E) Other:
   a. Ability to staff project locally
   a. Commitment to EEO goals
   b. Quality of the proposal

F) Fee Structure:
   a. Labor costs (billing rates/multiplier)
   b. Reimbursable items (computer charges, copies, sub-consultant mark up, etc.)

8.0 SELECTION PROCEDURE
Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified firm for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee. The firm with the highest overall point total will be ranked first.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Qualification</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Quality and Experience on Similar Projects</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Project Approach, Schedule and Communication</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Innovative Practices/Cost Saving Measures</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Other</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Fee Structure</td>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
</tbody>
</table>
Total Maximum Points 1,000

NOTE: Total Maximum Points Possible assumes that a firm receives a best rank of 10 on all criteria.

The Landfill Committee intends to interview two to three firms for this project if deemed necessary by the selection committee. Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the maximum ranking for that field. A rank of 10 for any criterion indicates the most qualified firm for that criterion. Each numerical ranking will be multiplied by the weighted value above. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee.

The Selection Committee will determine the best qualified firm by consensus. The Landfill Committee reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

9.0 EEO
To be awarded a contract, all Suppliers, Vendors, and Contactors must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be request on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar ($50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a submittal. The EEO Certification Number is only required prior to the award of the contract.

EEO CERTIFICATION* (Check one):

We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _______________________

*Please note there is a $50.00 processing fee for new and renewal certification requests.
10.0  **EMPLOYEE/EMPLOYMENT RESTRICTIONS - THE CONSULTANT:**

The Consultant, (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS ($25,000.00). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

11.0  **OMMISSION OF SCOPE**

Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in RFQ.

12.0  **QUESTIONS**

A site visit to the project area is strongly recommended. All information with regard to the project is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the Landfill Committee through Mike Rogers at 309-494-8800.