

REQUEST FOR PROPOSAL

**Virginia's Region 2000 Local Government Council
Region 2000 Services Authority**

LFG Engineering Services for the Region 2000 Services Authority

Issue Date: June 26, 2018

Title: LFG Engineering Services for the Region 2000 Services Authority

**Issuing Agency & Address: Region 2000 Services Authority
361 Livestock Road
Rustburg, VA 24588**

**Location of Work: Concord Turnpike Landfill, Lynchburg, Virginia and the
Livestock Road Regional Landfill, Rustburg, Virginia**

Period of Contract: Five (5) Years

**Contact Person: Clarke W. Gibson, P.E., Director, Region 2000 Services
Authority, email: cgibson@region2000.org**

**Proposal packages must be labeled: Landfill Gas Services for
Region 2000 Services Authority**

Pre-Proposal Conference: A pre-proposal conference will not be held.

**Proposals are due before 4 p.m. on July 11, 2018 at Region 2000 Services Authority,
361 Livestock Road, Rustburg, VA 24588. Proposals will be date stamped and
recorded as they are received. Proposals received after this date and time will not be
considered and will be returned to the proposer unopened.**

In compliance with this Request for Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed current GSA Form 330 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Firm:

FEI / FIN #:

Date:

By:

(signature in ink)

By:

(print or type name)

Title:

Phone #:

Fax #:

I. PURPOSE:

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of a Professional Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in engineering services for landfills.

The A/E shall provide professional services for the project described in Part IV of this RFP.

II. BACKGROUND:

The Region 2000 Services Authority was established in July 2008 and is operating a regional landfill at 361 Livestock Road, Rustburg, Virginia for the jurisdictions of the City of Lynchburg, Nelson, Appomattox and Campbell Counties.

III. INFORMATION AVAILABLE:

A copy of the regional solid waste management plan and other documents related to the Authority can be found at <http://region2000.org/regional-solid-waste-initiative2.html>.

Or contact Clarke Gibson at cgibson@region2000.org

IV. SCOPE OF SERVICES:

The selected firm (s) shall furnish all expertise, labor and resources for permit compliance, surveying, design and construction period services for the Authority. The following generally highlights the services that the firm will be required to perform:

1. Permit Compliance – Concord Turnpike Landfill, Lynchburg, Virginia, Permit No. 558 and Livestock Road Regional Landfill, permit no. 610.
2. Landfill Gas Management
 - a. Landfill gas migration and remediation
 - b. Assistance with landfill gas-to-energy project and proposals
 - c. General project management and regulatory compliance
 - d. design and construction of expansion of LFG extraction system
 - e. assist with odor control and mitigation efforts.
3. Air Permit
 - a. Assist Authority with all air permitting, reporting requirements and compliance issues as required for existing landfills and other solid waste disposal options being evaluated.

4. Evaluation of landfill expansion and other future solid waste disposal alternatives for the region.

V. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed GSA Form 330 for all firms involved in the project.

<http://www.gsa.gov/portal/forms/download/116486>

One (1) manually signed original and five copies of the proposal shall be submitted. Each copy of the proposal shall be bound in a single volume where practical.

- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type information requested, and enhance the review and evaluation process, **the GSA Form 330 shall be used by A/E's responding to the RFP.**

<http://www.gsa.gov/portal/forms/download/116486>

VI. EVALUATION AND AWARD OF CONTRACTS:

A. Evaluation Criteria: Proposals shall be evaluated by Region 2000 using the following criteria:

1. Expertise, experience and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section IV, Scope of Services.
2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
4. Proposer's current and projected work load; plan to complete the work and ability to complete the work in a timely manner.
5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
6. Qualifications and experience of the A/E's project manager to be assigned to this project.
7. Firm's recent (past 5 years) experience/history in designing projects within an established "Design-not-to-exceed" budget.
8. Size of the firm relative to the size of the project.
9. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, a selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

B. **AWARD OF CONTRACT:** After evaluation of the Proposals received in response to the RFP, Region 2000 shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their

qualifications performance data, and staff expertise relevant to the proposed contract. Proposers may also alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VI and the information provided and developed in the selection process to this point, Region 2000 shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to Region 2000 can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should Region 2000 determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

VII. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated man-hours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by Region 2000 will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by Region 2000.

VIII. ANTI-DISCRIMINATION:

By submitting their proposal, the Offeror certifies to Region 2000 that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act.