

**BUTTE COUNTY PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS TO**

**DESIGN, ENGINEERING, PERMITTING
ASSISTANCE, PREPARATION OF BID
DOCUMENTS FOR DIVERSION,
RECYCLING, TRANSFER AND
ASSOCIATED FACILITIES – NEAL ROAD
LANDFILL**



PROPOSALS DUE: December 17, 2008, 4:00 P.M.

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Table of Contents

| Content | Page |
|---|-------------|
| 1.0 General Information | 2 |
| 1.1 General Background Information | 4 |
| A. General Background | 4 |
| B. Solid Waste Collection and Transfer | 4 |
| C. Neal Road Landfill | 5 |
| 1.2 Project Description | 6 |
| 1.3 Coordination with Other County Projects and Programs | 9 |
| 1.4 Informational Meeting, Proposal Inquiries and Submission Deadline | 9 |
| 1.5 Selection Process | 10 |
| 1.6 Criteria for Evaluation of Proposal | 11 |
| 2.0 Proposal Contents | 11 |
| 2.1 General Understanding and Approach | 11 |
| 2.2 Personnel, Qualifications, Experience and References | 12 |
| 2.3 Work Plan | 13 |
| A. Site Investigations | 13 |
| B. Site Plan and Preliminary Design | 14 |
| C. Revised Design & Draft Construction Bid | 14 |
| D. CEQA | 14 |
| E. Permit Assistance | 15 |
| F. Phase 1 Final Design and Construction Bid Documents | 15 |
| 2.4 Schedule | 16 |
| 2.5 Cost | 17 |
| 2.6 Insurance Requirement | 17 |
| 3.0 Related Information | 17 |
| 3.1 Relevant Documents Available from the County | 17 |
| 3.2 County Notices | 18 |
| 3.3 Exhibits | 19 |
| Exhibit A Site Plan Landfill PROJECT area | |
| Exhibit B Landfill Vehicle Count by Type | |
| Exhibit C Tonnage by Customer Classification | |
| Exhibit D Landfill Diversion by Material Type | |
| Exhibit E Summary of 2004 Neal Road Landfill Waste Characterization Study | |
| Exhibit F Landfill Soils and Geotechnical Study (C/PCM Plan) | |
| Exhibit G RFP Mailing List | |
| Exhibit H Sample Agreement | |

BUTTE COUNTY PUBLIC WORKS DEPARTMENT REQUEST FOR PROPOSALS TO DESIGN, ENGINEERING, PERMITTING ASSISTANCE, PREPARATION OF BID DOCUMENTS FOR DIVERSION, RECYCLING, TRANSFER AND ASSOCIATED FACILITIES– NEAL ROAD LANDFILL

1.0 GENERAL INFORMATION

The Butte County Public Works Department (County) is the owner and operator of the Neal Road Sanitary Landfill. This Request for Proposals (RFP) is the first of a two-phase process to design, engineer and construct Diversion, Recycling, Transfer and Associated Facilities on the Neal Road Landfill site (PROJECT). **Phase 1 includes the PROJECT development process.** The County is requesting proposals for an engineering firm or team of firms with requisite experience to be responsible for **site investigation, design, engineering, develop project description, provide permitting assistance and CEQA documentation and other additional optional services (i.e. develop bid specifications) required to initiate Phase 2: Construction** of the facilities development. Throughout this RFP, the term 'PROJECT TEAM' will generically refer to the engineering/architectural/design/environmental consulting firm or firms contracted for the professional services described in this RFP, though several tasks may be completed by more than one party, and not all tasks require the services of a licensed engineer.

Phase 1 of the process is comprised of two main parts and one optional part. Part 1 consists of design of a site plan depicting locations of facilities and traffic patterns, preliminary engineering for infrastructure (grading, internal roads, utilities, building pad locations), and permitting assistance, which includes developing a Project Description and CEQA analysis.

Part 2 would include final engineering plans for infrastructure and developing bid documents for construction of infrastructure.

Part 3 (optional) will include design, developing bid documents for construction of buildings.

The County will enter into additional separate contracts for construction of facilities. The Project Team, its subsidiaries, and affiliated companies will not be eligible to propose or

bid for the PROJECT Construction contract. The Project Team will produce the bid documents (including plans, specifications, and contract) for selecting the Construction contractor (Part 2).

In designing the PROJECT, the County's required goals are to:

- ◆ **Create an entrance and gate house/scale facility to ensure that traffic queuing does not impact Neal Road and is adequate to handle the amount of vehicles anticipated for the life of the landfill.**
- ◆ **Create publicly operated facilities that will provide Butte County residents and businesses the opportunities to maximize diversion and extend the life of Neal Road Landfill.** As the facilities will be designed to only process uncompacted solid waste from self-haulers and construction and demolition boxes, much of the waste may be unsorted or sorted to various degrees by the hauling entity. .
- ◆ **Create a comprehensive but phased site plan which accommodates all feasible waste prevention, reuse, and recycling activities at the PROJECT to reduce quantities and toxicity of solid waste disposed from residences, businesses, and institutions of Butte County.** To the extent feasible, PROJECT facilities should not duplicate recovery or processing services that are available elsewhere in the County. At the diversion and recycling facilities, solid wastes are to be managed within the integrated waste management hierarchy: 1) waste prevention; 2) reuse; 3) recycling; 4) composting; 5) transformation (e.g. co-generation) and 6) landfill, with user incentives to continually increase recovery of discards.
- ◆ **Develop a reliable, environmentally sound transfer station (for public self haul and select commercial loads), storage and transportation system to deliver waste materials cost effectively to the disposal site located on site.**
- ◆ **Develop PROJECT in a manner that does not interfere with or compromise landfill operations during construction.**
- ◆ **Consider existing solid waste facility footprint for PROJECT (see site plan exhibit)**

Optional goals include:

- ◆ A "second chance store" should be considered for items delivered for disposal that still have value and reuse potential.
- ◆ A Household Hazardous Waste facility may be incorporated into the site plan design.

- ◆ Evaluate other parcels in the vicinity of the Neal Road Landfill to potentially incorporate into PROJECT design.

The County is soliciting proposals to design, engineer and provide all construction documents and optional additional services for the PROJECT development. Step 1 includes developing project description for CEQA, the design, preliminary engineered site plan, cost information and phasing for county staff review. Step 2 includes environmental review, permit assistance, final engineered site plan and preparation of bid documents. After County approval, the Project Team will provide to the County all final bid documents, in electronic files and up to 20 printed copies (including but not limited to: plans, specifications, bid forms, bond forms, and contract). The County may request the Project Team to print additional sets of bid documents, to be paid for on a per-set basis. The County will then issue the Invitation to Bid for the PROJECT Facilities Construction.

1.1 General Background Information

The following background information is provided for the convenience of potential proposers. Each proposer is responsible for obtaining any and all information it deems necessary to make its proposal. Checking the accuracy and completeness of the information is the responsibility of the proposer.

A. General Background

Butte County is located in the upper Sacramento valley with an estimated population of 215,000 residents. Neal Road landfill serves Butte County exclusively with no imported solid waste allowed. Approximately 13% of the County's solid waste is exported out of the County. The County has approximately 86,000 housing units, of which approximately 20% is multi-family and 15% are mobile homes. The County is an urban/rural mix with a local economy based on education, health care, tourism and retail services. There are five incorporated municipalities: Chico, Paradise, Oroville, Gridley and Biggs. Collection is provided by private companies through a variety of regulations based on each jurisdiction's policy. The County does not limit the number of collection permits in the unincorporated area, but does regulate programs and performance criteria through ordinance.

B. Solid Waste Collection and Transfer

The City of Gridley, City of Biggs, Town of Paradise and the County in its unincorporated area direct waste collected within its jurisdiction to the Neal Road Landfill.

City of Oroville: The city has an exclusive franchise with Norcal Waste Systems for collection and processing of solid waste and recyclable materials. Norcal operates a

transfer station and sorting facility within the City of Oroville. Recycling and green waste collection programs are offered in the city.

City of Chico: Waste Management Inc. operates a baling facility and transfer station located in the City of Chico for single stream recyclable material and sends the material to its sorting facility out of the county. Waste Management also operates a compost facility located at the Chico Airport. Recycling and green waste collection programs are offered in the city by Waste Management and Norcal Waste Systems. The City of Chico does not direct the flow of waste generated within its sphere, but the majority of it is delivered to the Neal Road Landfill.

Town of Paradise: The Town has an exclusive with Northern Recycling and Waste Services (NRWS) for collection and processing of solid waste, recyclable material and green waste. NRWS sends its recyclable material to Napa for processing. Green waste is delivered to the Worm Farm located on Neal Road.

The Cities of Gridley and Biggs have exclusive franchises with Waste Management Inc. Recyclable material is processed through Waste Management's transfer facility in Chico and green waste is sent to the compost facility at the Chico Airport.

The County of Butte requires waste collection companies operating in the unincorporated areas to provide collection of recyclables and green waste within five recycling zones (urbanized areas of the unincorporated area of the county).

C. Neal Road Landfill

The County's preferred location for the PROJECT facilities is the area adjacent to the entrance of the Neal Road Landfill, as indicated on the maps in Exhibit A. There are a variety of parcels in the vicinity of the landfill, not owned by the County that may be considered as an optional design if available space within the landfill boundary is deemed insufficient. The PROJECT is intended to provide Butte residents and businesses with expanded opportunities for recovery and disposal. Service levels for the Landfill are described in Exhibit B. Based on projections as part of the Closure/Post Closure Maintenance Plan; the Landfill capacity is projected to be depleted in approximately 30 years. Based on current volumes and diversion activity in the county, county staff anticipates a longer life of the landfill.

The Landfill is located in Butte County, approximately six miles south of Chico on Neal Road just 1 mile east off Highway 99. Total site acreage is approximately **190 acres**, and the landfill permitted disposal area covers about **140 acres**. Parcels in the vicinity of the landfill have a mix of zoning and general plan designations, including Open/Grazing, Industrial, some with Solid Waste Management Facility overlay designation.

Exhibits B, C includes several summary sheets from FY 05/06, FY 06/07, FY07/08 study indicating the trucks, types, and quantities of waste disposed at the Landfill. In 2007, the Landfill received an average of approximately **560 tons per day of which approximately 468 tons per day** were disposed. As indicated in Exhibit D, most of the materials received but not disposed were 'inert' materials (including asphalt, soils and concrete, as well as recyclable metal appliances and tires. Inert materials were used for road construction and maintenance on the Landfill property. Notable characteristics of the waste stream delivered to the Neal Road Landfill include:

1. Approximately 80% of vehicles utilizing the landfill are self-haul
2. Public self-haul tonnage accounts for only 8% of the total.
3. A 2004 Waste Characterization Study indicated that self-haul waste stream contains a high percentage of wood and other divertible materials
4. Commercial debris box tonnage accounts for 17% of total,
5. Small commercial self haul (small contractors, roofing companies, etc) tonnage accounts for 14% of the total
6. Commercial packer tonnage (typically not recyclable without significant sorting equipment tonnage accounts for 61% of the total.

Exhibit E contains a summary of waste characterization for self-haul and debris boxes/small contractor self-haul. Waste Characterization study was performed in 2004.

1.2 Project Description

The PROJECT facilities will consist of six functional parts:

1. Inbound and outbound scales for self haul customers, inbound scale for commercial customers (currently utilizes unattended scale software) and scale-house with small office. The scale house, administration and employee facilities buildings shall be self contained (water and sanitary facilities), fully secured and have an alternative backup power supply
2. A transfer operation that would transfer waste loads from self-haul vehicles and select roll off to transfer trailers to be transported to the on-site active tipping face of the landfill
3. Construction and Demolition (C&D) materials recovery operation would separate recyclable material from selected mixed loads, and would process source-separated C&D recyclable material. The materials recovery areas will have designated storage areas for recovered materials. Emphasis for material recovery will be for self-haul loads and commercial construction and demolition material

4. Administration offices, lunchroom, restrooms, storage, locker room and other employee facilities for the landfill staff. These facilities can be located either attached to the transfer/processing facility, attached to scale house or at another location.
5. Additional facilities, including (a) an interpretive/educational facility that would house an educational exhibit to be operated by staff, (b) reuse/resale (“second chance”) store to be operated by a third party, and (c) a Household Hazardous Waste facility should be considered in the design of the Site Plan. Construction of these additional facilities will be completed at the County’s option. The County will direct the Project Team to provide a separate Engineer’s Estimate for the projected construction cost for each of these additional structures if requested. These facilities should be included in the PROJECT design.
6. Associated infrastructure for the PROJECT facilities, including potable water, wastewater, and electrical systems or hookups, appropriate paved access roads, and parking.

Upon completion of the initial draft conceptual design, the Project Team and County Staff will confer to discuss possible changes and revisions to the design and reach agreement of final draft version of conceptual design.

When all phases of PROJECT development are completed, the County envisions necessary structures with some storage and/or processing activities outside the buildings. Traffic would flow between the buildings as necessary to foster serial drop-off; sequential unloading and discard of separated recoverable materials by self-haul customers so that customers have incentives to increase recovery and decrease disposal of mixed materials.

The first building is the scale and scale house. The scales currently in use at the Neal Road Landfill are one 70-foot above-ground scale and one 70 foot in-ground scale. A new outbound scale will be part of the project.

A central building would be for transferring waste and processing recyclable material. It would have large industrial doors for collection and transfer vehicle access, a reinforced tipping floor and push walls appropriate for a solid waste facility of this size, and walls made of prefabricated metal or tilt-up concrete. The facility would include adequate ventilation. An area would be assigned for disposal by self-haul vehicles, separated from larger commercial trucks. There shall also be separated areas in an exterior area for drop-off and/or storage and processing of wood, greenwaste, tires, metals, metal appliances, refrigerators/air conditioners, cardboard/fiber, inert material, and other smaller volume commodities. The PROJECT design should be flexible, as the County

may pursue manual or mechanical processing lines inside the central building. A salvage and resale area will also be a part of this facility.

Another PROJECT building, stand alone or attached to another structure, shall include office space, restrooms, showers and any necessary wash, storage, health and safety, or maintenance facilities for Operations staff. Five (5) Administration/Operations offices can be located in one of the on-site buildings, but preferably would be located in the same building as the employee facilities (lunchroom/training room, kitchen, locker room, etc). This facility could also be designed to include a large open space that can be in-filled as an interactive recycling educational facility.

The PROJECT will require basic road, water, power, and wastewater treatment systems. Appropriate water supply, drainage, water treatment systems for equipment wash and/or contact water, perimeter fencing and gating, access roads, and surface parking spaces needed to comply with permit conditions would also be required.

Operations are anticipated to be similar to other existing transfer/processing facilities in California. Waste and segregated materials from residential and commercial generators would be brought to the transfer/processing facility by both commercial waste haulers and by the generators themselves (self-hauled). Entering vehicles would be weighed, visually inspected to determine load composition (and to check loads for any hazardous wastes). The employee at the gate would direct the vehicles to the appropriate unloading location inside the building. Upon exit, the customer may be weighed again and would be charged for the items and/or weight disposed.

It is the intent of the County that self-haulers will have the opportunity to drop-off separated recoverable materials prior to weighing, charging, and disposal of wastes. Each proposal will describe how the Site Plan will meet this intent.

After wastes are unloaded on the floor, the Landfill staff may conduct a combination of manual and/or mechanical sorting,. The Landfill staff may remove materials (e.g., mattresses and furniture) from waste stream to improve the efficiency of loading of transfer trucks, to facilitate reuse and recovery, or both.

Waste residuals from the sorting process would be loaded into larger transfer trucks or transfer containers. A front-end loader would probably do the loading. The facility may mechanically compact this waste in each load, to reduce the number of transfer trips.

The Landfill is currently the only location within the County available for solid waste disposal. There are additional parcels outside the landfill's permitted boundary that are not owned by the County. For design purposes, if there is not adequate space within the landfill's permitted boundary, additional parcel(s) can be considered as an optional design. Proposals may indicate partial or complete use of the additional parcel(s) (not

owned by County), exclusive use of available landfill property, or a combination of both. Priority approach for the conceptual design would be to consider use of the landfill area first and other properties second. Thus, the first task of this project is conducting the necessary additional site investigations to determine what are the limitations and potential for use of landfill site for PROJECT functions.

The County is planning to fund all costs associated with developing the PROJECT facilities, fund all costs for design, permitting, site preparation and construction of the PROJECT. As the County desires to keep customer rates as low as possible, the Project Team will be expected to design PROJECT facilities which may be constructed and operated at the lowest total cost to the ratepayer over the life of the Landfill. The County of Butte owns and operates the site and the County will be the responsible agency named on all permit documents.

Under County direction, the Project Team will provide permitting assistance and be responsible for preparing all environmental review and planning documents under the California Environmental Quality Act (CEQA), and preparing draft and final applications to obtain all approvals and permits required to develop the PROJECT. Permit preparations will include the Report of Facility Information, the Solid Waste Facility Permit, and any required permits from the Regional Water Quality Control Board, or the Air Quality Management District. After review, comment, and revision, all permit applications will be submitted by the County. The County retains full control of all permit application processes, including but not limited to: approving of permitting approaches, descriptions of existing conditions, and specifying and/or modifying proposed mitigations to reduce the significance of one or more potential adverse environmental impacts. The Project Team will be responsible for completing any additional surveys or site investigations required, preparing all environmental and permitting documents, responding to comments received, and providing clarification regarding these permit applications and associated supporting documents. As a contribution to this effort, the County has included Exhibits regarding the Landfill property. An Environmental Impact Report was generated by Pacific Municipal Consultants, Chico office, for a landfill expansion in 2001.

County may request additional services of Project Team not envisioned in the Scope of the RFP. Additional services will be addressed with contract amendments.

1.3 Coordination with Other County Projects & Programs

To assure that the PROJECT complements existing recovery businesses and serves the long-term interests of Butte County residents, businesses and institutions, proposals should indicate a familiarity and compatibility with existing recovery infrastructure in the county, as well as the County's plans for the future. There are many waste diversion

opportunities throughout the County, including reuse businesses, paper recyclers, and organics recyclers. Detailed information may be found at www.recyclebutte.net.

1.4 Informational Meeting, Proposal Inquiries and Submission Deadline

There will be a **mandatory informational meeting** to answer questions regarding this Request for Proposals **on December 2, 2008 at 10 a.m. at the Neal Road Landfill office, 1023 Neal Road, Paradise, CA.** Please notify County, via email or letter, regarding your intent to attend the informational meeting.

Proposers may also direct inquiries regarding this proposal to Bill Mannel, Solid Waste Manager, Butte County Public Works Department, 7 County Center Drive, Oroville, CA 95965 (530) 879-2350, FAX (530) 879--2355 bmannel@buttecounty.net up to December 8, 2008. Staff will post responses to the questions on the Butte County website: by December 12, 2009.

Six copies of each proposal must be received by the County at 7 County Center Drive by 4:00 p.m. **December 17, 2008**, sealed in an envelope and clearly labeled **“PROPOSAL for DESIGN, ENGINEERING, PERMIT ASSISTANCE AND PREPARATION OF BID DOCUMENTS FOR DIVERSION/RECYCLING, TRANSFER AND ASSOCIATED FACILITIES– NEAL ROAD LANDFILL.”** The County requests that one copy of each proposal be delivered one-sided and unbound, and the other copies be bound and printed on two sides on recycled paper. All costs associated with preparing and submitting proposals will be borne by the proposers, and all proposals submitted and the contents thereof become property of the County unless explicitly labeled as copyrighted material. The County reserves the right to waive irregularities within any proposal received. Submission of a proposal indicates a willingness of the proposer to sign a professional services contract prepared by the County’s legal counsel, consistent with this RFP and the received proposal.

December 2, 2008: Mandatory meeting (Neal Road Landfill)

December 8, 2008: Deadline for submitting questions

December 12, 2008: Answers to questions posted on Butte County PW website

December 17, 2008: Deadline to submit Proposal

January 12-16, 2009: Interviews of short-listed proposals

February 3, 2009: Anticipated date for Board of Supervisors to consider award of PROJECT

March 17, 2009: Anticipated date for Board of Supervisors to consider contract approval

1.5 Selection Process

A committee comprised of County staff (Public works, Facility Services, etc) will review all proposals. Interviews with short-listed candidates will occur during the second week in January. The County intends to have contracts signed by March 2009. Upon fully executing all agreements, the Project Team will be allowed 60 calendar days to complete the conceptual design and project description.

1.6 Criteria for Evaluation of Proposal

Proposals will be evaluated by the criteria:

| | |
|--|-----------|
| Understanding and Approach..... | 10 points |
| Personnel (5), Qualifications (10), Experience (10), References (15) & Subcontractors/Subconsultants (5)..... | 35 points |
| Work Plan (Scope)..... | 35 points |
| Schedule..... | 5 points |
| Cost..... | 15 points |

2.0 PROPOSAL CONTENTS

In order for a proposal to be considered by the County, it must contain all information requested in this section. As proposals are expected to be concise, information need not be repeated within the proposal to receive full credit during evaluation of each section. The County's evaluation of each proposal will be a weighted total based on the relative importance of each section of the proposal, given as points after each heading in the "Proposal Contents."

A cover letter should accompany the proposal expressing the Project Team's interest in the work, a statement regarding the qualifications of the Project Team to do the work, and any summary information that may be useful or informative to the County.

Along with the introductory letter the Project Team should indicate his/her acceptability of the terms and conditions of the standard County Professional Services agreement contained in the Proposal Attachments. Any proposed deviations and modifications to the agreement should be noted, with reasons given, in the introductory letter for review by the County. Changes to the agreement may not be considered by the County once selection has been made.

Included in the introductory letter should be the location where office work is to be accomplished.

2.1 General Understanding and Approach (10 Points)

Proposals shall include a summary of the proposer's understanding of the work to be completed, the types of services that will be provided, and the methodology of how the work will be accomplished. Proposals should include a description of general design concepts and approaches for designing small rural transfer/processing facilities that the Project Team will consider during the design of the Neal Road Landfill PROJECT. Proposals will also discuss controls or elements of the proposal that the Project Team believes will enable the County to keep total PROJECT construction and operation costs to a minimum. Proposals should highlight awareness of and plans to complement other existing, off-site reuse, recycling and composting activities.

2.2 Personnel, Qualifications, Experience and References (35 Points)

The County seeks capable Project Teams with experience in design, engineering, permitting and construction quality assurance related to transfer stations and material recovery facilities. The proposer shall demonstrate that they have adequate professional qualifications and experience to provide these services. Proposals shall include the following:

1. Include organization chart for proposed team(s) and identify the key individuals, including sub-consultants, who are proposed to be part of the team along with their qualifications and experience as it is related to the PROJECT. Experience on similar or related projects is highly recommended.
2. Describe the responsibilities of key team members and how the team will interact. The information should include the expected amount of involvement and time commitment of each of these individuals on the PROJECT. The proposal must identify the proposed team members' current work commitments to other projects or activities in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed PROJECT will be able to meet the schedule outlined in the proposal for PROJECT.
3. A list of at least three representative projects completed during the last three years with a brief description of each project, project team involvement, contract amounts, and type of contract. Provide a list of key staff members that worked on the project, including project directors and managers. Provide a sample of representative prior work (e.g., construction drawings and/or sections; engineering estimates; CEQA compliance documents; etc.). Provide specific references for each client including client's name, contact name, physical and mailing address, telephone numbers, e-mail (if available), brief description of work, service

- dates and service value/cost.
4. Statements of Qualifications for any subcontractors. If subcontractors/subconsultants are to be used, the prospective Project Team must include in the Proposal, a description of the work to be done by each subcontractor/subconsultant. All subcontracts must be approved by County, and no work shall be subcontracted without the prior written approval of the County. It is expected that the discussion of subconsultants will also include experience and references to similar types of work.
 5. Resumes of all key project personnel.

The proposer's qualifications and resumes should demonstrate familiarity with issues related to: transfer station/material recovery design; reuse, recycling, composting, and solid waste processing technologies; environmental and/or integrated waste management planning; drafting contracts and bid packages; economic incentives for innovations and early completion of projects; and innovative recycling market development work.

As the County considers the qualifications of the individuals involved to be of critical concern, the County reserves the right to terminate the contract if management, proposed project staff, or ownership changes occur for the team assigned to this project.

2.3 Work Plan (Scope) (35 points)

The work plan will ultimately become part of the contract by reference to the proposal and will serve as the basis for developing Exhibit "A" Scope of Work for the contract. The work plan is expected to contain a specific and straightforward discussion of the Project Team's understanding of development of the PROJECT and the accomplishment of all the elements contained in the outline and what is needed to complete Phase I of the PROJECT. The description how the objectives will be achieved shall be presented in a logical, innovative manner such that it is clearly understood how the plan can efficiently deliver a comprehensive design and permitting for the PROJECT. It is expected that there will be a detailed discussion and statement of what efforts are needed to adequately support the engineered design and permitting of the PROJECT.

The project has six tasks to cover all aspects of the design, engineering, and permitting. Each task includes deliverables and/or milestones which will be the basis for payments to the Project Team. Proposals will address optional sub-tasks and may indicate additional tasks or other deviations from this Scope of Services if justified by an explanation of how such additional or modified tasks would result in a more efficient or cost-effective development of the PROJECT facility.

A. Site Investigation (5 of 35 Work Plan points)

Considering the existing information available regarding the Landfill property and striving to keep the overall project costs to a minimum, each proposal will describe the types of investigations the Project Team will assess the best uses of the Neal Road Landfill site. Investigations will include necessary assessments to project costs for development of adequate power, well, and septic systems in each area. Each proposal will also describe the site preparation requirements and/or building restrictions which may apply to proposed construction on top of non-engineered fill areas (if selected for building location). Each proposal will also describe additional factors (if any) for the County to consider when selecting the preferred site for the central PROJECT building.

The products of this task will be: 1) the data and analysis of the site investigations, including a qualitative assessment of the subsurface conditions under the proposed PROJECT site 2) a summary of the likely site preparation requirements and/or building restrictions associated with each area of historical use for the landfill site; 3) planning-level estimates for the additional costs for identified necessary site preparation or building restrictions, and 4) recommendations regarding locations of PROJECT facilities and functions on the alternative southwest parcel site if the primary site is deemed insufficient.

B. Site Plan and Preliminary Design (15 of 35 Work Plan points)

Each proposal will describe, with clearly separated phases of development, the Project Team's approach to design of the Site Plan with consideration of the County's specifications. The Site Plan will locate and describe final elevations after grading, all buildings, storage, processing, and traffic flows on the Landfill property as envisioned after all phases of PROJECT development have been completed. The design will build upon the assumptions provided by the County to the Project Team, and will highlight how subsequent phases of PROJECT development will be accommodated within the Phase 1 design.

C. Revised Design & Draft Construction Bid (3 of 35 Work Plan points)

Each proposal will describe how the Project Team proposes to revise design plan and what components will be included in the Draft Construction Bid specifications for infrastructure construction.

D. CEQA (5 of 35 Work Plan points)

Proposals should indicate an awareness of the significant and detailed site information.

The Project Team will review all existing environmental documentation for the Neal Road

Landfill, develop a Project Description, and discuss permitting strategies with appropriate County Agencies and County staff. After this review, the Project Team will draft preliminary permit applications and appropriate environmental documents for the PROJECT and review those with County staff. The County retains full control of all permit application processes, including but not limited to specifying and/or modifying proposed mitigations or monitoring programs proposed to reduce the significance of one or more potential adverse environmental impacts. After revisions based on staff input, the County will submit these applications and environmental documents to the appropriate agencies, and pay or otherwise address associated permit application and review fees (if any) for those agencies. The Project Team will prepare responses to public and agency comments, make presentations at required public hearings, and prepare final CEQA documentation (including a Mitigation and Monitoring Plan, if necessary).

An Environmental Impact Report and a Joint Technical Document was prepared for a Solid Waste Facility Permit revision for a landfill expansion in 2000/2001 and is available for review at the Neal Road Landfill office. Pacific Municipal Consultants generated the EIR for the County.

E. Permit Assistance (5 of 35 Work Plan points)

Each proposal will identify the types of permits that will likely be required for each phase of the PROJECT development, and a generic timeline for the sequence of submitting applications and obtaining approvals. Proposals should indicate awareness of required agency and public review periods for each permit, and the extent to which each permit must be complete prior to submitting subsequent permit applications (e.g. at what point in the CEQA process may a Solid Waste Facilities Permit Application be submitted?) To the extent feasible, initial Project Description and permit applications should apply to all activities of all phases of PROJECT development. Facilities of the proposed PROJECT in subsequent phases (e.g. Household Hazardous Waste storage building) may be included in the initial permit application at the County's option.

In this task, the Project Team will initiate discussions with all appropriate permitting agencies, to advise them of the project's plans, and to obtain the latest guidance for developing permit applications. The Project Team will then develop a revised project schedule that will ensure that all the permits needed are obtained in time for operations of the newly constructed PROJECT.

The Project Team will then draft all permit application materials, and review those with the County prior to submitting to permit agencies (in the County's name). The Project Team will be responsible for monitoring the status of permit applications and reviews by all involved agencies, and working with permit agency staff and responding quickly and

positively to any and all questions that arise from such permitting agencies or the public. The Project Team will be responsible for continuing in this role until all the construction and operating permits are obtained for this project.

F. Phase 1 Final Design and Construction Bid Documents (2 of 35 Work Plan points)

Proposals should highlight the type of documents they will prepare for the County's use and the types of instructions that the Project Team will provide to ensure that construction is completed according to those specifications. Proposals may highlight key contract provisions or elements of the bid process which may reduce costs or assure quality construction. Proposals will include a price per additional printed copy of full bid packages, if the County requires more than 20 copies.

The Project Team will address all concerns from permitting agencies, the County and other interested individuals within the final design for Phase 1 of the PROJECT facility. The Final Design will include all plans, specifications, and construction documents necessary to obtain a building permit for all aspects of Phase 1, and as necessary, all drawings and specs will be stamped by a professional engineer licensed in the State of California. Included in the Final Design will be an Engineer's Estimate for Construction Costs. The Final Design will be included as an exhibit for the Construction Bid documents.

The Project Team will also develop all necessary construction bid documents (including but not limited to: Final Design Documents, bid instructions and forms, bond forms, and contract), and submit these to the County for review and comment. Prior to final approval of Bid documents, the County reserves the right to have the bid documents reviewed by a third party. The Project Team will revise the bid documents based on the County's comments, and will be responsible for designing and preparing all construction documents for the County to issue as an Invitation to Bid for a separate contract for construction of the PROJECT facility. Once the County approves these documents, the Project Team will provide electronic versions and up to 20 printed copies of final plans and bid packages (including but not limited to: final plans and specifications, bid forms, bond forms, and contract) to the County for the County to issue for the bid to solicit the separate construction contractor. The County welcomes suggestions on ways to reduce printing and mailing expenses, including offering to provide some or all Bid Documents in electronic versions to prospective bidders. If the County requires more than 20 bid packages, the County will pay for these at the per-bid-package price. The Project Team may be requested to present the project and answer comments during a single Construction Pre-Bid meeting, to be held at the Neal Road Landfill on a date to be determined. The Project Team may also assist in the review of the Bids received.

2.4 Schedule (5 Points)

The proposal will describe a sequence and schedule of dates for the milestones and deliverables. This description shall include a list of the tasks, major milestones and the number of weeks required to complete each of the tasks. Proposals should also highlight tasks or activities that may deviate from the proposed schedule, and identify what may be causes for delay or uncertainties within the proposed schedule. Schedules should show start and finish dates for each task, and the sequence and overlapping of tasks and events. This project schedule must demonstrate to the County's satisfaction that proposer understands what is required to provide all deliverables for the PROJECT by October of 2009.

For items requiring County review, submission deadlines are at least three weeks prior to each County Board meeting. County meetings are generally held the first and third Tuesdays of each month.

2.5 Cost (15 Points)

The proposal will, detail the cost and deliverables for each task. Each proposal shall suggest dollar values or % of the total not-to-exceed price for each of these deliverables. The proposal should include a Rate Sheet, indicating the hourly billing rate (including overhead and profit) for each member of the Project Team's project team, and the text or a supporting spreadsheet should describe the relative level of effort or hours to be expended by each member. The total project will have a single not-to-exceed cost estimate (excluding costs for Optional Tasks) for full development and permitting assistance for the Phase 1 PROJECT development.

2.6 Insurance Requirement (Mandatory)

The proposal will demonstrate that, if accepted, the proposer will be able to fully meet each of the following requirements. The proposer will procure and maintain for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the project team, its agents, representatives, or employees. The County generally requires coverage in the following amounts:

- Workers' Compensation and Employer's Liability - Workers' Compensation insurance up to policy limits and Employer Liability insurance each with policy limits of at least \$1,000,000 for bodily injury or disease.
- Comprehensive General Liability, At least \$1,000,000 combined single limit per occurrence coverage for bodily injury, personal injury and property damage, plus an annual aggregate of at least \$2,000,000.

- Professional liability (including errors & omissions) insurance of not less than \$1,000,000

For more information on insurance requirements, refer to RFP Exhibit H – Standard Contract.

3.0 RELATED INFORMATION

3.1 Relevant Documents Available from the County

If a proposer wants copies of any of these documents for preparation of a response to this RFP, the County will provide up to 50 pages of documents without charge. Larger document requests will have a charge assessed for copy services. County staff will also be available (for not more than 3 person-hours per week) during the course of this contract to assist in gathering information.

3.2 County Notices

Any questions related to this RFP are to be directed to the county contact person identified above. Do not contact other County personnel or selection committee members regarding this project or the selection procedures.

All proposing firms responding to this RFP should note the following:

- A. All work performed for Butte County, including all documents associated with the project, shall become the exclusive property of Butte County.
- B. Butte County reserves the right to:
 - 1. Reject any or all submittals;
 - 2. Request clarification of any submitted information;
 - 3. Waive any informalities or irregularities in any qualification statement;
 - 4. Not enter into any contract;
 - 5. Not to select any firm;
 - 6. Cancel this process at any time;
 - 7. Amend this process at any time;
 - 8. Interview firms prior to award;
 - 9. Enter into negotiations with one or more firms;
 - 10. To award more than one contract if it is in the best interest of the County;
 - 11. To issue similar RFPs or RFQs in the future; or
 - 12. To request additional information during the interview.

- C. The selected firm is expected to perform and complete the project in its entirety.
- D. Any and all costs arising from this RFP process incurred by any proposing firm shall be borne by the firm without reimbursement by Butte County.
- E. Contractors that submitted a proposal in response to an RFP but were unsuccessful in their attempt to obtain a contract or recommendation for contract award may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to the Contracts Manager, 3-A County Center Dr, Oroville, CA 95965-3334, telephone 530.538.7064. Debriefings may be conducted via telephone, Email or during a face-to-face meeting at the County offices in Oroville, California.

Companies that have received a debriefing but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to the General Services Director, 3-A County Center Dr, Oroville, CA 95965-3334. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest: citing the law, rule, regulation or procedure on which the protest is based. Contractor capabilities, project characteristics and/or pricing features that were not included in the contractor's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved person or company knows or should have know of the facts giving rise thereto or within seven working days following the debriefing.

3.3 Exhibits - Exhibits available on Butte County website:

<http://www.buttecounty.net/publicworks/divisions/engineering/projects.html>

- Exhibit A Site Plan Landfill PROJECT area
- Exhibit B Landfill Vehicle Count by Type
- Exhibit C Tonnage by Customer Classification
- Exhibit D Landfill Diversion by Material Type
- Exhibit E Summary of 2004 Neal Road Landfill Waste Characterization Study
- Exhibit F Landfill Soils and Geotechnical Study (C/PCM Plan)
- Exhibit G RFP Mailing List
- Exhibit H Sample Agreement