

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**Landfill Gas Collection & Control System (CCS) Modernization and Expansion Design
Solicitation Identification Number PD 08-09.088**

Per The Terms and Conditions of PD 02-03.079

Letters of Interest Will Be Received Until:
11:59 p.m. CDT, Wednesday, July 29, 2009

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591
Attention: Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM

Board of County Commissioners

Marie Young, Chairman
Grover Robinson IV, Vice Chairman
Wilson Robertson
Kevin W. White
Gene M. Valentino
From:
Claudia Simmons
Purchasing Manager

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:

Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM
Purchasing Coordinator
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
F: 850.595.4805
e-mail: paul_nobles@co.escambia.fl.us

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

Escambia County Florida
Request For Letters Of Interest
Proposer's Checklist
**Landfill Gas Collection & Control System (CCS) Modernization and Expansion
Design**
Solicitation Identification Number PD 08-09.088
Per The Terms and Conditions of PD 02-03.079

How To Submit Your Proposal

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

The County has implemented a new Electronic Submittal Process, which requires the use of GovernmentForms.software®. This software, which generates and posts a customized version the Standard Form (SF) 330 along with the capability to upload other required items, can be downloaded at the following address:

<http://submittals.myescambia.com/>

- Letter Of Interest ([PDF](#))
- GSA Standard Form 330
 - Part II **(PD 02-03.079, Professional Services As Governed by Florida Statute 287.055, provide if not already submitted**
 - Part I

PDF1 These forms are available as editable PDF documents from the website (links to these and other forms can be found at the end of this document).

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance **(provide if not submitted electronically)**

How To Submit A No Proposal

If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

I. INFORMATION PACKAGE

Landfill Gas Collection & Control System (CCS) Modernization and Expansion Design

Solicitation Identification Number PD 08-09.088

Per The Terms and Conditions of PD 02-03.079

Scope of work for this project will include the following tasks:

- Task 1: Review of existing LFG Collection and Control System to determine effectiveness of the existing design and material condition.
- Task 2: Design for modernization and expansion of the existing LFG CCS will include the following areas:
 - Installation of Section 3C vertical extraction wells.
 - Repair / Replacement of existing LFG extraction wells, condensate knockouts, or collection headers as needed to improve collection efficiency and maintain regulatory compliance.
 - Installation of additional vertical extraction wells, if needed, to improve collector efficiency in Sections 1 through 3C.
 - Expansion of collection system to Section 4.
 - Expansion of collection system to Section 5.
 - Relocation of the existing collection header in the closed unlined Section in preparation for Perdido Landfill Mining Project – Section 5 Expansion.
 - Installation of all necessary valves, flow meters and fittings to allow metering of LFG flow from each new disposal cell to enable the county to claim voluntary LFG collection credits for early collection and control of LFG if available.
- Task 3: Design of a new LFG Blower/Flare Station of sufficient in size to operate the LFG CCS through the end of Section 5 – Cell 3. The preferred option is a design that allows incremental expansion of the LFG blower to meet the expected LFG generation rate due to landfill cell expansion. The LFG Blower/Flare Station will be located adjacent to the new LFG to Energy – Electrical Generation Facility.
This Task includes the following items:
 - LFG Blower/Flare Station design and specifications.
 - LFG Transmission line from the old LFG Blower/Flare Station, located south of Beulah Road, to the new Electrical Generation Facility, located north of Beulah Road, approximately 2,500’.
- Task 4: Equipment Specifications - Major equipment specifications will be prepared of sufficient nature that the County can procure bids or pricing estimates from qualified vendors. The equipment specifications will include the LFG flare, blower, prefabricated condensate knockouts and

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pump stations, flare/blower controls and instrumentation, and air compressor, if deemed necessary for down-well pumps.

- Task 5: RFP for Construction Activities - A Request for Proposal (RFP) will be prepared to allow the County to seek proposals for the construction of the new gas collection system. The RFP will include Instructions for Proposals, a descriptive Scope of Work, Design Plans and Details (prepared in previous tasks), Material and Equipment Specifications, Work Schedule, Proposal Pricing Form, and County provided cover letter and purchasing details. Material and equipment specifications will be included in the RFP.
- Task 6: Consultant will provide a draft of the Collection System Design at 50% and 85% completion, for County review and comments.
- Task 6: Consultant will provide, signed and sealed, three (3) full size and (1) half size hard copy of the Final Collection System design and (1) copy of the RFP for Construction and (1) electronic copy of the Collection System Design and RFP for Construction in PDF.

NOTES

1. Escambia County will provide the “as-built” plans and documentation for the existing gas collection system, and for any added wells, header, etc. subsequent to most recent design.
2. Escambia County will provide As Builts for landfill Sections 1, 2A, 2B, 3A, 3B, 3C, 4 and 5, if available, to establish base elevations for the new collection system design.
3. Escambia County will arrange for access to the project site for review and inspection of facilities and equipment related to the existing gas collection system.
4. Escambia County or its designated representative will provide timely review and response of designs, plans, and documentation submitted. Review and comments for the 50% design and 85% design will be completed within 2 weeks of submittal to the county or its designated representative.

Initial Conceptual Construction Estimate > \$1,200,000

Anticipated Disciplines (Function Codes SF 330) for this project

Code	Description
02	Administrative
12	Civil Engineer
16	Construction Manager
18	Cost Engineer/Estimator
21	Electrical Engineer
22	Electronics Engineer
24	Environmental Scientist
27	Foundation/Geotechnical Engineer

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- 38 Land Surveyor
- 42 Mechanical Engineer
- 51 Safety/Occupational Health Engineer

Anticipated Experience Categories (Profile Codes SF 330) for this project

Code	Description
A04	Air Pollution Control
C15	Construction Management
C16	Construction Surveying
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
E03	Electrical Studies and Design
E04	Electronics
G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
H02	Hazardous Materials Handling and Storage
L02	Land Surveying
L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
M08	Modular systems Design; Pre-Fabricated Structures or Components
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)
P07	Plumbing and Piping Design
R09	Resources Recovery; Recycling
S01	Safety Engineering; Accident Studies; OSHA Studies
S07	Solid Wastes; Incineration; Landfill
S09	Structural Design; Special Structures

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firms Letter of Interest containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

Government Forms Software: <http://submittals.myescambia.com/>

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters, which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with two additional sections as described below. No other format will be acceptable.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. On-site presentations and interviews will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

All submitters or individuals acting on behalf of submitters are hereby prohibited from lobbying or otherwise attempting to persuade or influence any member of the Escambia County Board of County Commissioners or any member of the selection committee at any time during the course of the solicitation process. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.

All submitters or individuals acting on behalf of submitters are further prohibited from contacting or otherwise attempting to communicate with any member of the relevant Selection Committee regarding the pending solicitation or its outcome until after the committee has arrived at a recommendation of the most qualified submitter. Until such recommendation is disclosed, any contact with the Selection Committee shall be channeled through the Office of Purchasing. Failure to comply with this procedure will result in rejection/disqualification of said submittal without exception.

III. FIRMS' EVALUATIONS AND SELECTION

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

- | | Points |
|---|--------|
| 1. Qualifications of the firm and individual team members, including background experience and technical expertise in design and installation of landfill gas management systems. | 30 |
| 2. Past record and performance with LFG projects of similar size and scope. | 10 |
| 3. Recognition, understanding, capability and resources to perform the services specific to the project. | 10 |

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- 4. Experience with applicable permitting processes including solid waste, Clean Air Act (Title V Permitting and requirements) and Environmental Resource Permitting. 20
- 5. Recent and Current workloads 10
- 6. Willingness to meet time and budget requirements 20

Award(s) resulting from this solicitation shall be subject to the provisions of Chapter 1-9-5, CONSULTANTS of the Ordinances of Escambia County and Procedure PP-250 VENDOR PERFORMANCE EVALUATIONS of the Purchasing Policies and Procedures of Escambia County.

IV. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

- A. Mailing date of proposals **Friday, July 17, 2009**
- B. Letters of Interest due date **11:59 p.m. CDT, Wednesday, July 29, 2009**
- C. Short-Listing Meeting **Wednesday, August 5, 2009**
- D. Discussions with Short-Listed Firms **Tuesday, August 18, 2009**
- E. Negotiations with First Ranked Firm **Tuesday, September 15, 2009**
- F. Board of County Commissioners approval **Thursday, October 1, 2009**

V. SUBMITTAL REQUIREMENTS

The County has implemented an Electronic Submittal Process that utilizes GovernmentForms.software® (GFS) to generate a customized version of the Standard Form (SF) 330 in a specific format. Other items shall be in PDF format and must be submitted by electronic upload via GFS or manually via the County's web site at <http://submittals.myescambia.com/>

Required items are described below:

1. Letter of Interest (PDF format)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

2. Standard Form (SF) 330 – Part I (GFS format)

Generated by GovernmentForms.software®, maximum 50 pages, includes:

- Standard Form (SF) 330 - Part I, Section A-C
Page Limit: Typically just 1 page in length
- Standard Form (SF) 330 - Part I, Section D
Not required by County for this submittal

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- Standard Form (SF) 330 - Part I, Section E
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H
Page Limit: No section limit, although total form length shall not exceed 50 pages.

Requirements for this section:

- Proposers shall include any additional information to represent your firm for consideration.
- Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
- Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
- Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years.

Note: Standard Form (SF) 330 - Part II should be submitted by each firm AND by each subcontractor. Part II's **do not count against** the total number of pages for this submittal.