

SECTION II
Scope of Work
Groundwater Compliance & Consultant Services
Event #3611

- 2.0 Broad description of Project: These specifications will describe groundwater and surface water sampling and analysis requirements for an annual contract for the Dean Forest Road Landfill. The work shall include professional geological services necessary to comply with the Rules of the Georgia Department of Natural Resources, Environmental Protection Division Chapter 391-3-4-.14, Groundwater Monitoring and Corrective Action.

ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

2.1 History of the Dean Forest Road Landfill

- 2.1.1 The landfill is a 130 acre site originally opened in 1984 under a Design & Operation Plan issued by the Georgia Department of Natural Resources, Environmental Protection Division (EPD). As originally configured, the site was bounded by a perimeter ditch system and was roughly divided into quadrants by a central ditch and a gravel access road intersecting in the center of the permitted area. Three (3) of the quadrants were unlined and closed prior to April 1994. The fourth quadrant (southeast) is equipped with a composite liner and leachate containment system.
- 2.1.2 A major expansion of the landfill was completed within its original footprint in 2008. The project consisted of the removal of waste from the southwest quadrant, backfilling the center ditch on the south side of the access road, and the construction of three lined disposal cells on the same site. Thus, all disposal cells south of the access road conform to existing landfill design standards under R.C.R.A. Sub-title D. Leachate collected within the lined portion of the site is conveyed to a City operated water treatment facility via a force main.
- 2.1.3 An Alternative Source Demonstration (ASD) for groundwater impacts at the site was approved in 2012 by EPD. The findings of the ASD attribute these impacts to the presence of acid sulfate soils in the underlying geological formation.
- 2.2 The groundwater monitoring system consists of 40 groundwater wells (including one (1) deep potable water well), twelve (12) piezometers, twelve (12) surface water gauges, and two (2) surface water monitoring points. The City transitioned to low flow sampling beginning with the first half of the 2013 sampling event.

- 2.3 The successful proposer will be responsible for the proper sampling and analysis of all constituents and all other requirements outlined in the approved Design and Operations Plan, EPD Rules Section 391-3 4-.14 (Groundwater Monitoring and Corrective Action), and the recently submitted Revised Groundwater Monitoring Plan, currently under review by EPD. The successful proposer will be expected to be knowledgeable in these areas and to advise the City if additional sampling and analysis are needed. In addition, the successful proposer will be expected to perform appropriate statistical analysis to determine if groundwater quality data represent a statistically significant deviation from background and whether the results represent impacts from localized acid sulfate (AS) or are the result of a landfill release as described in the approved ASD. A separate annual report discussing results and conclusions will be required. Analytical laboratory results and results from dedicated downhole groundwater parameter logging devices must be included. The successful proposer is required to procure, install, and maintain two (2) downhole data loggers for pilot study at the two (2) designated wells. This pilot study will be for twelve (12) months. The successful proposer will also be expected to collect data from the two (2) designated wells and make interpretations of the data and make supportable judgments and recommendations as to appropriate corrective actions and/or modifications to the approved groundwater monitoring plan.
- 2.4 In general, proposals shall be based on semi-annual groundwater sampling and analysis for the inorganic and organic constituents as shown in Appendix I to 40 CFR Pt. 258. In addition all groundwater and surface water locations must be sampled for total aluminum and carbon dioxide. If testing indicates a statistically significant increase over background for one or more of these Appendix I constituents, an assessment monitoring program may be implemented. Part of this program will be to sample and analyze for the constituents shown in Appendix II to 40 CFR Pt. 258. A fee schedule for sampling and analysis of ground, surface, QA/QC samples, and drinking water shall be included on the proposal form.
- 2.5 The successful proposer will assist the City in devising and implementing corrective action studies and measures if required. For the purpose of this specification, such work may include making recommendations on additional modifications to the approved ground and surface water monitoring plan. An hourly rate for such services shall be indicated on the proposal form. This hourly rate shall include all skill levels involved and any overtime premiums that may be required.
- 2.6 Qualifications

Submittals shall include the professional resumes of the project manager, senior hydro-geologist, field staff, and all other members of the project team. Proposer shall also at time of proposal submission, supply the following documentation containing detailed information, as specified:

- A. A letter of certification attesting that the laboratory has technologically

advanced equipment capable of performing analysis within detection and sensitivity limitations and is approved by EPD. If lab work is subcontracted, submit name of lab and their certification.

B. Number of employees performing analysis.

C. Names and telephone numbers of all customers for whom your company has performed similar services as listed herein for the past five (5) years.

D. Proposer's in-house quality assurance program.

E. Certifications of employees performing analysis.

F. Additional information as appropriate so that the City can make an accurate assessment of the proposer's capabilities.

2.7 The City intends to award this contract in total to a single vendor. The award will not be split.

2.8 All wells, except the deep potable water supply well, must be sampled with a portable low flow sampling pump and utilize an inline water quality meter (pH, conductivity, DO, and ORP) provided by the contractor. Water levels in all wells and piezometers shall be taken during each monitoring event. In addition, the successful proposer shall be responsible for removal and disposal of incidental trash and litter generated by the proposer on-site.

2.9 The pre-proposal meeting will be held at the landfill and a tour of the landfill will be conducted during this time.

2.10 The landfill's design and operating plans and revised groundwater monitoring plan are available for review at the landfill office located at:

1327 Dean Forest Road
Savannah, Ga 31405

2.11 Original invoice should be mailed to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, GA 31402

Duplicate invoice shall be sent to:

City of Savannah
DFR Landfill
P.O. Box 1027
Savannah, GA 31402

2.12 Contract Period: This is an annual contract and prices are to be held firm for a period of one (1) year. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

2.13 Insurance Requirements

2.13.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.13.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.13.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employers liability limits:

- \$500,000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.13.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.13.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better.

Any modifications to specifications must be approved by the City

2.14 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities as requested
- b) Fee Proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of Minority and Women Owned Business Participation and Non-Discrimination Statement.
- d) Response to Consultant Statement of Qualifications (Attachment 1) included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.15 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience, including support capabilities. *(30 points)*
- b) Technical capabilities *(30 points)*
- c) Fees *(30 points)*
- d) References *(5 points)*
- e) Local vendor (Within the City Limits of Savannah and has a City of Savannah Business License) participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide presentations or participate in interviews.

2.16 Copies: One (1) unbound, printed, and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.17 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed below:

John Porter
Assistant Director of Purchasing
(912) 651-6426
jporter@savannahga.gov

2.18 Minority/Woman Business Enterprise Goals: The City of Savannah has not established a M/WBE goal for this project.

2.19 Schedule: Each proposer shall submit a proposed time schedule for the project.

2.20 Fees: Proposer shall submit fees based on the detailed listing in Section III of the RFP.

2.21 Proposer acknowledges that by submitting a proposal for this event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

SECTION III
FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event #3611 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Groundwater Monitoring Appendix I VOCs and Metals plus Aluminum and CO ₂ (Low Flow Sampling Protocol)	80 each		
2	Surface Water Monitoring Appendix I VOCs and Metals plus Aluminum, TSS (Total Suspended Solids) and CO ₂	4 each		
3	QA/QC Field Blank Appendix I VOCs and Metals plus Aluminum, TSS (Total Suspended Solids) and CO ₂	4 each		
4	Piezometers Water Levels Only	24 each		
5	Surface Water Gauges Record Elevation – each semi-annual event	24 each		
6	Semi-annual Groundwater Monitoring Report (as per EPD requirements). Report to include Acid Sulfate Soil Assessment Discussion and Compliance Determination	2 each		
7	Annual Acid Sulfate Soil Report including results from downhole data loggers and evaluation of Acid impacts on groundwater quality, if any.	1 each		
8	Professional Services Corrective/Misc Programs	100 hours		

9	Groundwater Monitoring Full Appendix II protocol plus Aluminum and CO ₂ (Low Flow Sampling Protocol) Supplemental if necessary	2 each		
10	Procurement, Installation & maintenance of two (2) downhole data loggers at two (2) designated Groundwater monitoring wells	2 each		
11	Data collection from the two (2) downhole data loggers monthly at the two (2) designated Groundwater monitoring wells	24 each		

TOTAL FEE \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

ARE YOU ABLE TO MEET ALL INSURANCE REQUIREMENTS LISTED IN THE SPECIFICATIONS? _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS PROPOSAL:

ADDENDUM _____ **#**

DATE _____

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:**

_____ **NON-MINORITY OWNED**
_____ **AFRICAN AMERICAN**
_____ **HISPANIC**

_____ **ASIAN AMERICAN**
_____ **AMERICAN INDIAN**
_____ **OTHER MINORITY**

_____ **WOMAN** (non-minority)

Describe _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. 3611
Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Date: _____

Title: _____

Email: _____

Telephone: _____

Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office will be contacting all M/WBE firms included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff must receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will not be counted and will be deducted from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal as long as the tier subcontractors/suppliers are certified M/WBEs. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office will be reviewing your company's subcontracts, invoices and payment records to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records that will be inspected to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

ATTACHMENT 1
CONSULTANT STATEMENT OF QUALIFICATIONS

Contact Information

Provide information for a Principal Owner or Corporate Officer representing the contractor that can be contacted for additional information:

Name of Firm: _____

Physical Address: _____

Name of Contact: _____

Title: _____

Phone # _____ Fax # _____

E-mail Address _____

A. General Information

Year Firm Established: _____ Type of Ownership: _____

M/WBE Status: _____

Number of personnel performing the work to provide services for the contract:

Total number in organization: _____

If your firm were selected for the proposed contract, would your firm's services be immediately available? If not, indicate length of delay:

Yes: _____ No: _____

Could your firm provide continuous and uninterrupted services until the contract is completed?

Yes: _____ No: _____

Has your firm ever been involved in litigation with an owner, contractor, etc? If so, indicate the case(s), the reason for, and the results of, the litigation:

Has your firm changed names within the past ten (10) years? _____

If yes, respond to the litigation question above for the firm under any previous name(s).

Please attach a copy of the current applicable certification.

B. Proposed Supervisor

Insert information you would like about the proposed supervisor, if applicable.

C. Resumes of Key Personnel

D. Related Experience

Related Experience – Select previous or current contracts that demonstrate the firm’s capability to perform work similar to the proposed contract. Experience must be located in the United States of America. Present a minimum of five (5) contracts.