

REQUEST FOR PROPOSALS
For Professional Services to the Billings Public Works Department
Solid Waste Division

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings Public Works Department is soliciting proposals from qualified Consultants to provide environmental and engineering services for groundwater and landfill-gas monitoring at the Billings Regional Landfill. The monitoring program will include data collection, sampling, laboratory testing, hydrogeologic and geologic analyses, statistical analysis and documentation. This project is titled **City of Billings Landfill Gas and Groundwater Monitoring Administration**.

1.2 General Submission Information

The Public Works Department intends to award a single contract for environmental and engineering services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal shall be submitted to

City of Billings
Attention: Barb Butler
Solid Waste Division
4848 Midland Road
Billings, MT 59101
(406) 247-8633

from 7:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., local time, Monday through Friday.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) copies of the proposal must be received by the City prior to **5:00 pm local time, January 21, 2011**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Billings
Department of Public Works
Solid Waste Division
4848 Midland Road
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Public Works Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the Public Works Department and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Type of Services

PROJECT: Landfill Gas and Groundwater Monitoring Administration

Project Scope

This project is to continue the on-going gas and groundwater monitoring program at the Billings Regional Landfill. The project involves data collection, documentation, sampling, laboratory testing, hydrogeologic and geologic analyses, and statistical analysis. The selected firm will be expected to monitor State and Federal rules and regulations to assure proper procedures are followed. The City anticipates awarding a three-year contract under this RFP. The type of professional services required by this RFP may include, but not necessarily be limited to the following:

Scope of Professional Services

1. Provide an on-going groundwater monitoring program for the City of Billings that includes sample collection, laboratory analyses, statistical analyses and hydrogeologic interpretation of groundwater data.
2. Review, and revise where needed, existing sampling procedures, groundwater parameters, statistical analyses and sampling data to maintain a Sampling and Analysis Plan (SAP) that meets regulatory requirements.
3. Minimum groundwater sampling frequency shall be twice per year with an hourly cost estimate for increased frequency.
4. All field and laboratory testing procedures shall follow the performance standards for groundwater monitoring under the Montana Solid Waste management regulations (ARM 17.50, Sub-Chapter 7).
5. A report, describing in full, all field and laboratory procedures, sampling results, statistical analyses and data interpretations must be prepared for City and State review within 90 days from completing each semi-annual groundwater sampling event. The report shall also include a continuing comparison of test results with an analysis update.
6. Provide an on-going methane/landfill-gas monitoring program for the City in compliance with the requirements outlined under ARM 17.50, Sub-Chapter 5.
7. Review, and revise where needed, the existing methane monitoring program to ensure that regulatory requirements are met.
8. The minimum frequency for landfill-gas monitoring shall be quarterly.
9. Data collected during methane monitoring must be prepared and submitted as required through State regulations with a separate analysis report submitted to the City following each event.
10. Provide two sessions of annual eight-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) refresher training to Solid Waste personnel.

Project Schedule

The proposed project schedule is:

RFP Due: January 21, 2011
Council Award: March 14, 2011

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the RFP number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 2 Pages)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 10 Total Pages)

A. Firm Experience (0-15 Points)

1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services for small task projects.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Engineer (0-25 Points)

Provide detailed information on the qualifications and relevant experience of the Project Engineer as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Subconsultants (0-25 Points)

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

D. Available Resources and Consultant Location (0-15 Points)

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach (0-20 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing

small tasks. Provide detailed information on Project Engineer's role in scoping tasks with the City and working with key staff or task leaders.

F. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A. Firm Experience	0-15 Points
B. Project Engineer	0-25 Points
C. Key Project Staff and Subconsultants	0-25 Points
D. Available Resources and Consultant Location	0-15 Points
E. Project Methodology and Approach	0-20 Points
Maximum Score	100 Points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair
- 0.2 Poor
- 0.0 Unsatisfactory

The rating factor for each criterion category will be multiplied against the points available to determine the total points for that category.

A committee of individuals representing the City of Billings will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked Proposer(s), after the second scoring, if

performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.