REQUEST FOR QUALIFICATIONS AND PROPOSAL
RFQ/RFP NO. 18/19-83

MANCHESTER SANITARY LANDFILL
LANDFILL AND ENVIRONMENTAL ENGINEERING SERVICES

DUE: MAY 23, 2019 @ 4:00 P.M.
Request for Qualifications and Proposal
Manchester Sanitary Landfill
Landfill and Environmental Engineering Services

I. INTRODUCTION

The Town of Manchester is soliciting proposals from qualified consulting engineering firms to provide ongoing Landfill and other environmental engineering design, inspection and monitoring services.

The primary work consists of conducting required environmental monitoring and testing, reporting to regulatory agencies, advising Landfill staff regarding operational and design considerations, and providing on-call Landfill and/or environmental engineering services.

Currently, landfill engineering services are split between two firms. One firm provides air quality regulatory compliance efforts and manages the Landfill’s methane gas collection system and all required reporting; the other firm administers stormwater, surface, and groundwater water quality and quality assurance monitoring and testing, and provides Landfill operations engineering and technical design services, including performing the annual Landfill capacity analysis.

Monitoring and inspection reports, operating plans, etc. are available for review by contacting Brooks Parker, Environmental Services Manager, 860-647-5279.

A site visit may also be arranged by contacting Mr. Parker.

II. DESCRIPTION OF SERVICES REQUIRED

The services required by the Town include:

1) Recurring routine Landfill operational inspections, testing, monitoring and reporting, including:

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<th>Task Description</th>
<th>Frequency</th>
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<tr>
<td>Title V Compliance Monitoring &amp; Reporting</td>
<td>Quarterly, Semi-Annually, Annually</td>
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<tr>
<td>Quarterly Air Quality Testing &amp; Annual Monitoring</td>
<td>Quarterly, Annually</td>
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<td>Methane Gas Collection</td>
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<td>Quality Assurance Inspections &amp; Testing</td>
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<td>Environmental Monitoring – Quarterly</td>
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<td>Stormwater Testing &amp; Reporting</td>
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2) Landfill Gas Collection System - Comprehensive System Operation, Maintenance and Reporting

3) Annual Landfill volume capacity estimate. The Town, under separate contract, performs an aerial topographical survey of the Landfill in December/January of each year and that information is provided to the consultant to calculate the annual Landfill capacity used.

4) Additional on-call engineering services (as needed). Examples of possible services include:
   a) Support Town staff in preparation for and attendance at meetings with regulatory agencies.
   b) Prepare and submit Landfill permit renewals to regulatory agencies as needed.
   c) Evaluation and modification of Landfill operational and management plans.
   d) Development of site plans in response to operational changes.
   e) Site topographic survey and construction stake out.
   f) Project specific work, such as investigating Landfill odors, special waste review, etc.

III. CONTRACT TERM

1) The Town would anticipate the contract term resulting from this RFQ to be for a period of three (3) years, with the ability to extend for up to three additional years by mutual consent of the Town and awarded firm.

2) Contract rates shall remain fixed for three (3) years. If the contract is extended, contract prices may be adjusted annually upon renewal subject to the increase in the consumer price index all urban consumers, U.S. city average, all items for the latest 12 month period available two months prior to the renewal of the contract.

3) The expected start date of the contract is July 1, 2019.

IV. INQUIRIES

All questions pertaining to this Request for Qualifications and Proposal may be directed to Adam Tulin, Director of General Services, by email gensvcs@manchesterct.gov or faxed to (860) 647-5206. A summary of all questions and answers will be made to all prospective respondents via an addendum if they might influence the project.

This Request for Qualifications and Proposal and any addendum shall only be issued on the Town web page http://generalservices1.townofmanchester.org/index.cfm/bids/. It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Qualifications. No addendum shall be issued less than 2 calendar days before the due date unless it is to postpone the due date. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO BIDDERS.
V. DEADLINE AND DIRECTIONS FOR WRITTEN SUBMITTAL

Consultants responding to this request shall submit five (5) copies of their proposal no later than 4:00 p.m. on May 23, 2019 to:

HAND DELIVERY

Town of Manchester, Connecticut
Adam Tulin
Director of General Services
Lincoln Center
494 Main Street
Manchester, CT 06040

U.S. POSTAL MAIL DELIVERY

Town of Manchester, Connecticut
Adam Tulin
Director of General Services
Lincoln Center
P.O. Box 191
Manchester, CT 06045-0191

Format shall include the following:

A) Title page that includes the RFQ title “Request for Qualifications Manchester Sanitary Landfill Landfill Engineering Services”, firm name, address, telephone and fax numbers, names of primary contacts and date.

B) Letter of Transmittal that will state the firm’s understanding of the RFQ requirements and indication of commitment to perform the work.

The following information is requested in the Qualifications:

1) Background statement on the firm, discipline capabilities, principals, staff availability, location, and financial stability. Include Federal GSA Standard Form 330.

2) Qualifications and position within firm(s) of those individuals who will be assigned to the project. Include resumes of key personnel.

3) List and discussion of at least five clients for whom similar services have been provided by the key personnel and reference names and addresses for these clients.

4) Proposed sub-consultants shall be clearly identified and the principal contact listed.

5) Personnel in responsible charge of providing services under the contract will be required to possess and maintain a valid Connecticut Professional Engineers License.

6) A detailed fee proposal with fees itemized for each of the required services listed in Sections II.1 and II.2 and an hourly rate for services listed in section II.3. Please enclose the fee proposal in a separate sealed envelope.

7) Concluding statement as to why your firm is best qualified to meet the needs of the Town and why your firm should be selected.
VI. EVALUATION CRITERIA

Proposals will be evaluated per the following criteria:

- Quality of proposal
- Specialized experience of the firm and sub-consultants and key personnel in providing similar services
- Qualifications of assigned personnel
- Relevant background, experience and reputation
- Quality of work previously performed by the firm for the Town and other clients
- Fee structure

VII. SELECTION PROCESS FOR CONSULTANTS

A Selection Committee will review the Statement of Qualifications and may select a short list of the most qualified firms to be interviewed by the Committee. Interviews will be scheduled with the short-listed firm(s). The Committee will then select the most qualified firm(s) based on the interview and criteria above. The Town reserves the right to contract with more than one Landfill engineering consulting firm or to reject all proposals.

VIII. LIVING WAGE ORDINANCE

The awarded consultant from this RFQ is subject to provisions of the Town of Manchester Living Wage Ordinance. A summary description of the ordinance and the certification form is attached. Consultants are asked to indicate on the attached Certification Form if your firm would be considered a covered employer. The Certification Form shall be returned to the Town with the proposal.

IX. GENERAL PROVISIONS

1) This request for proposal does not commit the Town of Manchester to award a contract or to pay any costs incurred in the preparation of a proposal to this request. The Town of Manchester reserves the right to accept or reject any or all proposals received as a result of this request, waive any informalities or technical defects in any proposal, to negotiate with the selected respondents, to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, if it is in the best interests of the Town to do so.

2) The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned.

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Town of Manchester and shall be subject to Freedom of Information requests after evaluation and award decisions have been made.
3) The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.

4) Any act or acts of misrepresentation of collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

5) All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.

6) Selected consultants shall at its own expense and cost, obtain and keep in force, insurance per the limits below during the duration of the project. Insurance coverage shall cover the consultant, all of its agents, employees, sub-contractors and other providers of services. The contractor shall indemnify and hold harmless the Town of Manchester and their agents and employees from and against all claims, damages, losses, and expenses, including attorney’s fee of counsel selected by the Town of Manchester, arising out of or resulting from the performance of the work, and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
X. INSURANCE REQUIREMENTS

1. Firms providing professional services must provide A., B., or C. below, along with the following: Errors and Omissions—aggregate limit of liability $1,000,000.

   A. General Liability and Property Damage -- $2,000,000 aggregate
      $1,000,000 each occurrence

   B. Workers’ Compensation—as required by Connecticut State Statute

   C. Auto Liability and Property Damage -- $500,000 each occurrence
      $1,000,000 aggregate
      (necessary if automobiles/trucks are used by contractors)

2. “The contractor/consultant agrees to indemnify and hold the Town of Manchester and its employees, agents and servants harmless against any act, injury or claim arising from or as a result of the services provided by that contractor/consultant.”

3. All contractors/consultants are required to provide a certificate of insurance, naming the Town of Manchester as “additional insured” on coverage’s A. and C. above.
Summary Description for Vendors Regarding Manchester’s Living Wage Ordinance

Effective February 1, 2010, the Town of Manchester adopted a living wage ordinance. This Summary Description is designed to provide any vendor bidding on a Town of Manchester contract with the key provisions of that ordinance. It does not contain the full ordinance.

LIVING WAGE REQUIREMENT:

The ordinance requires that companies awarded service contracts by the Town of Manchester exceeding $25,000 in any one fiscal year pay their Eligible Employees a living wage. Companies considered Covered Employers subject to this requirement are defined below. The Town of Manchester has determined that the contract resulting from this bid or Request for Proposals will be subject to the ordinance if the total contract value is $25,000 or more in any one fiscal year.

The living wage is currently calculated to be $13.88/hour for employees that are provided comprehensive health care benefits, or $17.87/hour for employees that are not provided comprehensive health care benefits.

The living wage and health benefit requirements are adjusted annually each July, effective July 1, 2010. Companies will be required to pay the applicable living wage rate in effect during the term of their contracts.

COVERED EMPLOYERS AND EXEMPTIONS:

The ordinance requires that Covered Employers pay the living wage rate. Certain employers are excluded from paying the living wage rate. They are as follows:

- Non-profit organizations as defined by the ordinance, and
- Entities that employ less than 25 eligible employees.

ELIGIBLE EMPLOYEES:

Eligible employees are all permanent, full time employees of the company (defined as a normal work week of at least 30 hours), working in the State of Connecticut, not just those working on the Town contract. The following are not considered eligible employees for the purposes of the living wage requirement:

- Employees with a normal work week of less than 30 hours.
- Seasonal or temporary employees.
- Employees under the age of 18.
- Employees hired as part of a school-to-work program.
- Students who serve in a work-study program or as an intern.
- Trainees participating for not more than six months in a training program.
- Employees enrolled in a governmentally funded vocational rehabilitation program.
- Volunteers working without pay.
- Employees exempted under Section 14(c) of the Fair Labor Standards Act due to disabilities.
- Any person whose wage rate is subject to a federal or State of Connecticut statute or regulation mandating a prevailing wage rate.

EMPLOYER OBLIGATIONS:

Covered Employers are required to do the following pursuant to the ordinance.

- Certify with the submission of their bid or proposal a) that they will pay the required living wage to eligible employees if awarded a contract, or b) that they are exempt from requirements of the ordinance,
- Upon award, covered employers shall provide the Town a sworn affidavit affirming that all eligible employees of the covered employer working in the State of Connecticut are receiving the living wage and health benefits required by this ordinance.
- This sworn affidavit shall be provided thereafter on an annual basis within 30 days of a request being made by the Town if the duration of the contract exceeds one (1) year.
- Notify their employees of their rights under the Living Wage Ordinance by posting a copy of the ordinance and other materials prepared by the Town of Manchester in locations where employees will see them.
- Make best efforts to attempt to hire residents of the Town of Manchester for all new positions which result from a service contract subject to the ordinance.

PROHIBITED PRACTICES:

- Covered Employers cannot decrease non-wage benefits (such as insurance, vacation, or pension) as a means of complying with the living wage requirements.
- Covered Employers cannot retaliate or discriminate against any employee for making a complaint against the covered employer regarding compliance with living wage requirements.
ENFORCEMENT:

The Town may enforce the provisions of this ordinance by the imposition of fines, suspension of contract or declaring the Covered Employer ineligible for future contracts.

WAIVERS:

The ordinance provides for the waiver of certain requirements in the ordinance. However, no waivers will be considered until the bidding process has been completed and a contract has been awarded. Requests for waivers must be made by the Covered Employer, in writing, to the General Manager. The General Manager shall submit the waiver request to the Board of Directors, which shall have the sole discretion as to whether it is granted.

The above is intended to be a summary of the requirements of the living wage ordinance as they affect covered employers and is provided for informational purposes only. Employers should read the entire Living Wage Ordinance. It can be found online at www.townofmanchester.org on the left side of the page. Click on Document Center, scroll to General Services and click on Living Wage Ordinance.
TOWN OF MANCHESTER
LIVING WAGE CERTIFICATION FORM

The Town of Manchester has determined that this contract may be subject to the provisions of the Manchester Living Wage Ordinance, Chapter 212 of the Manchester Code of Ordinances, Sections 212-1 through 212-11.

Bidders are required to indicate whether they are a Covered Employer as defined by the Manchester Living Wage Ordinance or are exempt from the requirements by marking the appropriate section below. FAILURE TO INDICATE MAY RESULT IN THE REJECTION OF YOUR BID.

I/We are a covered employer and shall pay the required living wage to eligible employees and comply with the requirements of the ordinance during the term of the contract.

Or that:

I/We are not a Covered Employer and therefore not subject to Manchester’s Living Wage Ordinance for the reason indicated below:

- Charitable foundations, charitable trusts or nonprofit agencies or nonprofit corporations, provided that the foundation, trust or nonprofit agency or corporation is exempt from federal income taxation and may accept charitable contributions under Section 501 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended.

- Bidder employs less than twenty five (25) eligible employees.

- Annual contract value is less than $25,000.

I, ___________________________ of ___________________________ do hereby certify
Officer, Owner, Authorized Rep. Company Name

that the representations made above are accurate for ___________________________ : 
Bid Name or RFP Name

Signed by: ___________________________ Dated: ___________________________

TO BE RETURNED WITH BID OR RFP SUBMISSION.