

ESCAMBIA COUNTY FLORIDA

REQUEST FOR LETTERS OF INTEREST

**Professional Services to Provide Title V Compliance Reporting for the Perdido Landfill
Solicitation Identification Number PD 17-18.083**

Letters of Interest Will Be Received Until:
11:59 p.m. CDT, Wednesday, July 25, 2018

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

Board of County Commissioners

Lumon J. May, Chairman
Steven L. Barry, Vice Chairman
Wilson B. Robertson
Grover C. Robinson, IV
Gene M. Valentino

From:
Paul R. Nobles, CPPO, CPPB
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
Purchasing Manager
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
e-mail: prnobles@myescambia.com

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
**PROFESSIONAL SERVICES TO PROVIDE TITLE V COMPLIANCE REPORTING
FOR THE PERDIDO LANDFILL**
Solicitation Identification Number PD 17-18.083

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/>

- GSA Standard Form 330 (**the following forms must be submitted in the order listed below**)
 - Part II (**update if already submitted**)
 - Part I, PD 06-07.041, Perdido Landfill – Landfill Engineering Services (**update if already submitted electronically, provide if not submitted electronically**)
 - Part I, PD 17-18.083, Professional Services to Provide Title V Compliance Reporting for the Perdido Landfill
- Letter Of Interest
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the “Insurance Requirements” (see page 44 as to requirements)

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance

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

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I. INFORMATION PACKAGE

PROFESSIONAL SERVICES TO PROVIDE TITLE V COMPLIANCE REPORTING FOR THE PERDIDO LANDFILL

Solicitation Identification Number PD 17-18.083

Scope of Work

Title V Compliance Reporting:

The Florida Department of Environmental Protection (FDEP) Air Operations Permit (0330246-008-AV) and Air Construction Permit (0330246-005-AC) require Perdido Landfill to operate and maintain the gas collection and control system (GCCS) in compliance with 40 CFR 60 New Source Performance Standards Subpart WWW. In addition, the facility is subject to 40 CFR 63 Subpart AAAA, National Emission Standards for Hazardous Air Pollutants: Municipal Solid Waste Landfills. Collected landfill gas is sent to a landfill gas-to-energy (LFGTE) facility owned and operated by Gulf Power. Surplus gas is sent to the blower flare station using a non-assisted, open-utility flare. Currently, the GCCS is operated by the same contractor that operates the LFGTE facility. As the available air space is reduced, conflicts between landfilling operations and maintenance of the GCCS will increase. Close coordination will be required to prevent interruptions of GCCS. This project includes developing a Standard Operating Procedure for the GCCS and providing FDEP reporting to meet Title V requirements.

The Title V compliance reporting to FDEP will include at a minimum:

- a) Weekly flare operating reports to document compliance.
- b) Monthly wellfield reports to document compliance.
- c) As-needed FDEP requests for alternate procedures or alternate timelines for wellfield repairs or expansions.
- d) Documenting and coordinating GCCS maintenance required to meet Title V requirements.
- e) Updating the Start-up, Shutdown, and Malfunction Plan.
- f) Updating the facility design plan.
- g) Quarterly surface emissions monitoring reports.
- h) Semi-annual monitoring reports.
- i) Annual flare testing.
- j) Annual Operating Report.
- k) Annual Statement of Compliance.
- l) Annual fee estimate form.

II. ESTIMATED PROJECT COST

Initial Design estimate: \$200,000

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III. GSA SF 330 Discipline and Experience Codes

Anticipated Disciplines (Function Codes SF 330) for this project

	Code	Description
<u>Primary</u>	12	Civil Engineer
	23	Environmental Engineer Solid Waste Gas Engineer

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

Code	Description
S07	Solid Wastes; Incineration; Landfill

IV. 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.

A. 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 one additional section as described below (include in Letter of Interest). 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, interviews, and or discussions 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.

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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.

The following policy will apply to all methods of source selection:

B. CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

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This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

C. IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those subconsultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of subconsultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

D. Florida Executive Order 11-116 Compliance

V. 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:

	<u>Points Available</u>
Knowledge of Title V Permitting and Reporting	30 points
Availability of local staff	10 points
Landfill Gas Wellfield Operating Experience	30 points
Knowledge of existing site conditions at the Perdido Landfill	30 points

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.

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VI. SCHEDULE

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

Mailing date of proposals	July 9, 2018
Letters of Interest due date	11:59 p.m. CST, July 25, 2018
Short-Listing Meeting	August 1, 2018
Discussions with Short-Listed Firms	August 10, 2018
Scope of Work Review Meeting	August 16, 2018
Negotiations with First Ranked Firms	August 24, 2018
Second Negotiations with First Ranked Firms (if required)	August 28, 2018
Board of County Commissioners approval	September 20, 2018

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records of this solicitation will not be available until **August 24, 2018**.

VII. SUBITTAL 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 (**The following forms must be submitted electronically in the order listed below**):

1. Update Standard Form (SF) 330 – Part II (GFS format)

For those firms that have already provided an SF 330 Part II update as required

Note: The wording on the form can’t be changed, but include information as though the listing reads as follows:

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11. ~~ANNUAL AVERAGE~~ PROFESSIONAL SERVICES REVENUES INVOICED AND PAID BY ~~OF~~ FIRM FOR LAST 3 YEARS

11. a. ~~Federal~~ Escambia County Florida Board of County Commissioners
11. b. ~~Non-Federal~~ Non-Escambia County Florida Board of County Commissioners Work

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

Generated by GovernmentForms.software®, maximum 75 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
- 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

3. Letter of Interest (PDF format)

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

Requirements for this section (to be included in Letter of Interest):

- Proposers shall include any additional information to represent your firm for consideration.
- Proposers shall list all currently active contracts or task orders with Escambia County, Florida and the following relative information
 - Contract or Task Order name
 - Current status
 - Costs
 - Original cost, to include any change orders
 - Remaining balance
- 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: Failure to provide the information listed above could be reason for deeming a firm non-responsive.