

REQUEST FOR PROPOSALS

DESIGN AND PERMITTING OF

REGIONAL LANDFILL

ISSUED BY:
CHITTENDEN SOLID WASTE DISTRICT
1021 REDMOND ROAD
WILLISTON, VERMONT 05495
(802) 872-8100

ISSUE DATE:
FEBRUARY 4, 2005

The Chittenden Solid Waste District (“CSWD”) is seeking Proposals from qualified firms (“Consultant”) for the design and permitting of a new regional landfill to be located in Williston, Vermont.

1. BACKGROUND, INTRODUCTION AND OVERVIEW

1.1 GENERAL BACKGROUND OF CSWD

The Chittenden Solid Waste District is a union municipal district chartered by the State of Vermont and is responsible for the management of solid waste generated within Chittenden County, Vermont. Chittenden County is comprised of 18 municipalities including the City of Burlington, surrounding suburbs and numerous rural towns. CSWD serves a population base of approximately 150,000 residents and provides a comprehensive waste management system through the ownership and operation of facilities, the administration of public-private partnerships and the fostering of a private collection system currently based upon free-market competition among haulers. Components of CSWD’s existing solid waste management system include: a single-stream MRF, eight drop-off centers, a household hazardous waste collection facility, an organic waste composting facility, a sludge composting program, the post-closure maintenance of two landfills (adjacent to the proposed landfill site) and a special waste management facility.

CSWD members currently generate approximately 140,000 tons per year of refuse for disposal (residential, commercial and institutional combined) (see Attachment 1). Collection is generally a non-franchised open market system with over 15 haulers currently licensed to collect residential and business waste from within the District.

At this time, no significant waste from outside CSWD boundaries is proposed to be disposed of in the landfill.

1.2. HISTORY OF THE PROPOSED SITE AND ADJACENT PROPERTIES

CSWD has been working on siting a landfill for the past 15 years. The current site (“Site 21”) was selected by CSWD in 1991. The engineering firm of Roy F. Weston, Inc. was hired to undertake a landfill siting process. This process concluded with the development of a conceptual engineering report and detailed hydrogeologic investigation (see Attachments 2 & 3). The site identified by the Weston study is a 75-acre parcel currently used as a sand extraction operation. The sand is underlain by dense glacial tills over the bedrock aquifer.

CSWD attempted to negotiate the purchase of the site from its current property owner, Hinesburg Sand & Gravel Co. (“HS&G”) without success. In 1991, CSWD instituted eminent domain proceedings against the landowner to acquire the site through condemnation. CSWD’s determination of necessity has been determined by Vermont’s Superior Court and affirmed on appeal by Vermont’s Supreme Court. A trial has been concluded determining the level of compensation to be paid by CSWD. CSWD disputes this verdict and currently has motions into the Superior Court requesting that it reconsider its judgment order. If these motions are denied,

CSWD anticipates appealing the decision to the Vermont Supreme Court. Thus it will likely be another year or more before the legal acquisition of the site can occur. CSWD wishes to utilize this time to design and permit the landfill. At this time, CSWD's access to the site is restricted to site visits for the purpose of engineering investigations, and the selected Consultant will be required to provide 48 hours of notice to the property owner before entering the site.

Since the identification of Site 21 as the preferred site for the County's regional landfill, CSWD has entered into a Host Town Agreement with the Town of Williston. As a result of this agreement, which was approved by the voters of Williston, the town officially supports the site for a landfill although the project will still need to obtain required local permits. The Host Town Agreement also facilitated CSWD's acquisition of the town's older unlined landfill, which is located on a parcel adjacent to Site 21. In 1992, CSWD closed this local unlined landfill and constructed an interim lined regional landfill on an undeveloped portion of the site. The landfill was intended to bridge the gap between the closure of unlined landfills around the County and the opening of the regional landfill on Site 21. Regrettably, the acquisition of Site 21 has taken significantly longer than originally anticipated and the interim landfill reached capacity and closed in 1995. Subsequently, CSWD constructed a transfer station on another portion of the former Town site and operated it for several years before leasing the facility to a private solid waste company. The lease has a term of 10 years with an option to purchase at its end. There are approximately 3 years remaining on the lease.

Since the signing of the Host Town Agreement, CSWD has also purchased six residential properties surrounding Site 21 as well as a 35-acre undeveloped parcel of land (the "Velco property") (see Attachment 4).

The conceptual design completed by Roy F. Weston was confined to the Site 21 parcel. Since CSWD now owns additional surrounding land, such limitations no longer exist. A conceptual design of a potential landfill which utilizes this additional area has been completed and is included in the RFP (see Attachment 5). Since all subsurface investigations were undertaken prior to the expansion of the landfill footprint, it is anticipated that additional borings and wells will be needed to design and permit the project.

1.3. SAND MANAGEMENT REQUIREMENTS

As a court-ordered condition of the condemnation of Site 21, CSWD is required to make available to HS&G all sand from the site above a specified contour (see Attachment 6 & 7). The sand must be provided to HS&G either on-site or from a nearby location for the next 30 years. When excavated and moved, the work must be done in a manner that will preserve or enhance the sand's value. HS&G currently trucks the sand to its processing plant in Hinesburg where it is blended with gravel to manufacture specification products. During the condemnation proceedings, much time and effort was spent on this issue and a conceptual sand management plan was developed which proposes to transport the sand by conveyor to the Velco property where it will be stockpiled using a specialized radial arm stacking conveyor (see Attachment 8). The pile will then be covered and maintained. The court case and likely appeals are not yet concluded and sand may need to be excavated and stockpiled in two abutting piles keeping the top level of coarse sand distinct from the lower fine sand.

1.4. NEARBY UTILITIES AND OFF-SITE IMPROVEMENTS

The only utilities currently serving Site 21 are pole-mounted single-phase power and telephone. Three-phase power currently terminates approximately 1/3 of a mile from the site. The design to extend the powerline to the site is included in this RFP's requested scope of work. Municipal water currently terminates 3/4 of a mile from the site. The extension of this line past Site 21 is proposed but has already been designed and is, therefore, not included in this RFP's requested scope of work. Municipal sewer is not near the site. Available sewer capacity in Williston is limited and no sewer extension to serve Site 21 is proposed at this time.

1.5. EVALUATION OF LANDFILL TECHNOLOGIES

CSWD has recently completed an evaluation of landfill technologies available to optimize the capacity and economies of the proposed landfill. That study was undertaken by EMCON/OWT, Inc. (see Attachment 9). The selected Consultant is directed to optimize the capacity of the site and its economies and it is suggested the Consultant use the EMCON report for potential concepts, but the Consultant's design shall not rely upon information contained in the report.

Based upon research conducted in the course of the EMCON study, CSWD has determined that the proposed landfill shall be designed and permitted to accommodate the safe, efficient and effective recirculation of leachate.

Proposals should include a commentary on the EMCON study (exclusive of the economic analysis) as it relates to the potential use of the techniques suggested to optimize landfill capacity. Proposals should identify all methods or technologies to be considered to optimize the landfill's capacity.

1.6. AVAILABILITY OF PREVIOUS WORK

Included as Attachments to this RFP are the following:

- Attachment 1 - CSWD Tons Disposed by Calendar Year 1993-2004
- Attachment 2 - Executive Summary and well logs excerpt from the Supplemental Hydrologic Investigations, Site 21 by Roy. F Weston, Inc. November 1991
- Attachment 3 - Base Map with Well Locations and Section Lines by Roy. F Weston, Inc. October 1991
- Attachment 4 - Redmond Road Overview, CSWD by Chittenden County Regional Planning Commission. April 2002
- Attachment 5 - Conceptual Landfill Plan, O'Leary-Burke Civil Associates. February 2004
- Attachment 6 - Motion for Leave to Amend Petition, Burak & Anderson Counselors at Law. March 24, 1995
- Attachment 7 - Available Sand Contour Plan, Lamoureux, Stone & O'Leary. March 1995
- Attachment 8 - Overlay for Possible Conveyor Route and Stockpile, CSWD. January 1994
- Attachment 9 - Analysis of Alternative Landfill Technologies, EMCON/OWT. January 2005 (Draft)

Large quantities of additional information concerning the site are also available for review at either CSWD's Administrative Office or CSWD's legal counsel's office upon request. Such information includes the full hydrogeologic investigations (which include boring logs and soil tests) as well as numerous other studies and information about the site.

While all previous work will be available for review and use, the selected Consultant's work is not to rely on the accuracy of this information, with the exception of the existing boring logs and soil tests, without written permission from CSWD. In other words, when the project is in the permitting and construction phases, the selected consultant will be responsible for the accuracy of all work exclusive of the existing soil logs and soil testing. It is anticipated that additional subsurface investigations will be required. Such work is included in the scope of work for this project.

2. RECOMMENDED SCOPE OF SERVICE

The following scope of services is recommended to be provided by the Consultant. The scope of work proposed by the Consultant must include all professional engineering services and related work necessary to conceptualize, design and permit the project, including its ancillary components, and to administer its construction.

Tasks should be undertaken simultaneously if appropriate. Alternative scopes of work should be proposed if in the best interest of CSWD.

Task 1. Kick-Off Meeting and Review of Existing Documents

Attend an initial project meeting with CSWD representatives to discuss the project and work schedule. Conduct a detailed review of existing documents at CSWD office and CSWD legal counsel office. Identify specific information to be copied and provided by CSWD.

Task 2. Hydrogeologic, Geotechnical and Topographic Investigations and Analysis

Review existing hydrogeologic and geotechnical information. In collaboration with CSWD staff, identify and agree upon the largest potential area of the lined landfill. Using this information, identify and obtain additional subsurface, hydrogeologic and geotechnical information needed to complete the design and permit the project.

Obtain additional topographic information as desired and as needed for permitting and construction. Confirm existence of property boundary monumentation and supplement as needed to enable visual field identification of property lines. Establish survey controls to be relied upon throughout project.

Task 3. Conceptual Design

Meet with CSWD representatives in an up to one day-long work session to brainstorm and conceptualize potential facility layouts.

Develop a conceptual design (sketch plans and details) that identifies the proposed layout of the site and all major ancillary components of the project including, but not limited to:

- footprint of the lined area
- landfill liner system profile, including subsurface drains
- landfill cap system profile
- leachate storage and management facility
- landfill gas management facility
- methods of recirculating leachate and extracting landfill gas
- gull management techniques
- scale
- scalehouse, manager's office, employee breakroom and restroom
- stormwater management areas
- residential and commercial drop-off center
 - replace services provided by current full service drop-off center
 - small refuse load management (pick-up trucks should not drive onto working face)
- materials diversion area (for the management of recyclable material and prohibited wastes removed from delivered waste stream)
 - scrap metal
 - appliances (accommodate CFC & capacitor removal)
 - tires
 - compostable organics, incl. leaf and yard waste
 - clean wood waste
 - concrete and masonry
 - asphalt
 - corrugated cardboard
 - prohibited wastes (e.g. "hot" loads, hazardous wastes)
- access and service roads
- equipment maintenance garage, fueling station and storage yard
- cover material storage area
- employee and visitor parking
- site security (fences and gates)
- traffic flow
- HS&G sand stockpile area
- monitoring well locations and access
- potable water, power and telephone supply
- wastewater disposal area
- visual buffers
- landscaped areas
- reserve area for future waste processing and diversion

Meet with CSWD representatives to review conceptual design. Modify conceptual design as required to incorporate CSWD comments.

Attend one CSWD Board night meeting to present conceptual design.

Attend one meeting with Hinesburg Sand & Gravel representatives to discuss proposed method of managing sand required to be made available to them.

Task 4. Preliminary Design

Based on annual tonnage projections to be provided by CSWD and incorporating the completed conceptual design, complete a detailed design of the proposed landfill and sand management system (see Section 1.3). The design shall maximize landfill airspace subject to restrictions requested by CSWD. The design shall be of suitable detail to enable the full permitting of the project.

The design shall include basic information on the entire landfill, including proposed phasing, and a permit level design of all work to be initially constructed. The initial cell should have an estimated life of five to seven years.

Prepare and submit engineer's itemized estimate on anticipated complete construction cost. Prepare an estimated timeline to complete permitting, construction bidding and construction.

Provide estimated annual quantity and quality of leachate production as projected to vary over time for two scenarios, leachate recirculation and no leachate recirculation to enable CSWD staff to meet with representatives from area wastewater treatment facilities to confirm availability and suitability of a wastewater treatment facility for long-term receipt and treatment of the leachate.

Submit design to CSWD for review and approval. Assume that there will be two rounds of revisions (design, cost estimate and construction timeline as applicable) prior to final CSWD approval.

Task 5. Permitting

Prepare complete applications for all federal, state and local permits required for the construction of the landfill and sand stockpiling. Adequately address potential off-site impacts including, but not limited to: traffic, aesthetics, stormwater, odor, litter and vector impacts. CSWD suggests assuming that a formal traffic and visual impact studies will be required.

The Town of Williston requires that 3% of a project's cost be spent on landscaping. The Consultant should assume that a Variance will be applied for, by the Consultant, to exempt the project from this requirement. The Consultant should also assume that the ability to obtain the Variance will be enhanced by the inclusion of a well-done and intensive landscaping plan in the project.

Assume attendance at eight meetings with regulatory agencies, including pre-application meetings and after-hours night hearings. Provide additional information as requested by permitting agencies. Assume permits will be contested but granted. The Proposal should identify

all permits anticipated to be needed and clearly explain the proposed permitting sequencing strategy for obtaining permits (i.e. the proposed order in which permit applications will be submitted).

Task 6. Construction Contract Documents and Construction Bid

Upon receipt of permits, revise and finalize design as necessary to incorporate permit conditions and develop contract documents suitable for use in the public bidding of the project's construction. Complete all tasks associated with developing, issuing and administering a public bid for the construction of the project including the request for bid, advertising the request, distributing bid packages, evaluation of bids and providing a recommendation to CSWD. Contract documents are to include plans, specifications, bonding requirements, draft contract and other "front end" components of a typical bid package. Contract documents are to be detailed enough to allow the complete construction of the project without need for additional design or interpretation of design.

Provide CSWD with electronic copy of final plans and contract documents.

Task 7. Construction Inspection, Quality Assurance and Record Drawings

Provide complete turnkey construction administration and inspection services including full-time resident engineering, materials and soils testing, quality assurance of liner construction, coordination of weekly job meetings and development of minutes, coordination of all construction activities, documentation of progress and field decisions, review and recommendations concerning periodic payment requests and required inspections and reporting to satisfy erosion control permit requirements.

Complete as-built record drawings of the project as required by regulatory agencies. Provide CSWD with electronic copy.

3. MANDATORY PRE-PROPOSAL MEETING AND SITE VISIT

There will be a pre-proposal meeting and site visit on February 17, 2005 at 12:30 P.M. starting at the CSWD Administrative Office located at 1021 Redmond Road, Williston. Attendance at a pre-proposal conference is mandatory for all potential Consultants. If a Consultant is unable to attend the scheduled meeting for good reason, a substitute meeting may be scheduled if mutually convenient to CSWD and the Consultant provided such reschedule does not result in a requested extension of the Proposal due date. Attendance at the scheduled pre-proposal is strongly encouraged and CSWD reserves the right to eliminate prospective Consultants from further consideration if they do not attend this scheduled conference.

4. CONTRACTUAL CONDITIONS

4.1. AGREEMENT AND THE USE OF SUBCONTRACTORS

The selected Consultant and CSWD will enter into an agreement or contract for the completion of the proposed scope of work described in this RFP. The Consultant shall perform all work as stated in this RFP unless specifically and explicitly excluded or modified in its Proposal. Consultants may utilize subcontractors to complete specific portions of the work including, if desired, the use of local engineering firms for permitting, drilling contractors and laboratories. However, the Consultant will be completely responsible for the work of all such Subcontractors. CSWD will enter into an agreement or contract only with a single lead Consultant. It will be the responsibility of the lead Consultant to coordinate and direct the work of all subcontractors. Any laboratory analysis shall be completed by a firm recognized as acceptable by the State of Vermont.

4.2. INSURANCE REQUIREMENTS

Consultant shall provide, at its own cost and expense, throughout the term of the agreement, the following minimum insurance with insurers appropriately recognized by the State of Vermont. Proof of coverage is to be provided by Consultant via industry standard certificates of insurance.

1. Commercial General Liability Insurance covering all premises and operations addressed within the contract:

General Aggregate Limit	\$1,000,000
Products/Completed Operations	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Liability	\$ 50,000
Medical Expense Liability	\$ 5,000

Liability coverage is to include (certification verification required):
 - (i) Contract Liability
 - (ii) Aggregate Limits of Insurance (per project)
2. Business Auto Insurance covering all owned, non-owned, and hired vehicles with minimum limits of liability of \$1,000,000 combined single limit.
3. Workers' Compensation Insurance as required by Vermont Statute.
4. Professional Errors and Omissions Insurance, Professional Liability Insurance or equivalent insurance covering all work done by the Consultant with a minimum limit of liability of \$1,000,000.

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1. GENERAL

All Proposal preparation costs, including labor and travel, will be at the sole cost and expense of the Consultant, with the express understanding that there will be no claims made for reimbursement from CSWD for the cost and expense of its preparation. Any subsequent efforts

or activities of the Consultant will be at the sole cost and expense of the Consultant until such time as an agreement or contract is signed by both parties.

All replies and Proposals in response to this RFP must be received in a sealed envelope and clearly marked, "Regional Landfill Design". Proposals shall be delivered to the Primary Contact no later than 2:00 P.M., March 10, 2005. CSWD has the right to reject any Proposals received after this time. Five (5) sets of Proposals must be submitted. All Proposals should be single-spaced and double-sided.

At CSWD's discretion, all Proposals will remain confidential until an agreement is finalized with a selected Consultant at which point all Proposals shall become public information.

5.2. PROPOSAL CONTENTS

All submitted Proposals must include, at a minimum, the following information:

1. Scope of Work: A detailed description of the proposed scope of work, including a discussion of the various permits and approvals that will be necessary for the landfill's construction. Alternatives and modifications to the scope of work described in this RFP are acceptable and will be fully considered and evaluated. The Consultant is encouraged to submit a Proposal which will best meet CSWD's needs, as determined by CSWD. All variations and additions to the scope of work described in this RFP must be specifically described.

Consultant's Proposal may propose more than one scope of service if desired provided that the selection of such alternatives and their associated costs and time schedules are clearly described.

2. Consultant's Experience: The Proposal shall include information related to the Consultant's and any subcontractor's previous experience with the completion of similar work.

The Proposal shall identify the location of the Consultant's office where the key individuals working on the project are located.

3. Experience of Key Individuals: The Proposal shall identify the key individuals (including subcontractors) which will be responsible for the completion of the project. The Proposal shall include the resumes of these individuals and identify their previous experience completing similar work.

4. Costs: The Proposal shall include a detailed not-to-exceed cost for the completion of Tasks 1 through 6 including the work of all subcontractors with the exception of subcontracted costs of drilling additional wells, piezometers and borings and subcontracted costs for laboratory analysis. A detailed estimate shall be provided for each of these subcontracted costs. Costs associated with the Consultant's supervision of these tasks shall be included in the Proposal's not-to-exceed cost. The Proposal shall also include the estimated cost associated with Task 7 based upon specified hourly rates. Specified hourly rates shall include any applicable multipliers.

There is a potential that the design of the sand management component of the project will be eliminated. This includes the elimination of the need to relocate and stockpile all sand material existing above the Available Sand Contour (see Attachment 6). The Proposal shall include a Deduct to the costs identified for Tasks 1 thru 6 which would be realized in the event that this component of the project is eliminated.

Proposals shall include a man-hour matrix identifying the proposed number of hours for each key individual associated with the project broken down by Task as well as their fully-loaded hourly rates.

5. References: The Proposal shall include a list of references and contacts, including telephone numbers, from previous work completed of similar nature.

6. Schedule: The Proposal shall include a proposed schedule clearly identifying duration of each Task. Assume that there will be a nine month duration to obtain a Solid Waste Facility Certification and a four month duration to obtain a Land Use Permit (from the time when an administratively complete application is submitted).

6. EVALUATION OF PROPOSALS

6.1. GENERAL

Proposals will be judged through the evaluation process outlined in this section. Each section of the Proposal will be evaluated in the terms of reasonableness of the claims made, the completeness of the information provided and the conformance with the instructions given.

The CSWD Board of Commissioners is the final authority in the selection of the Consultant. The Consultant may be asked to attend interviews following the Proposal submission date to discuss its Proposal and qualifications and/or to provide additional information as deemed necessary by CSWD to properly evaluate the Proposals.

6.2. EVALUATION CRITERIA

Evaluation of the Proposals will be based upon a number of criteria which reflects the needs of the proposed project. Proposals proposing alternative scopes of work will be fully considered. The major evaluation criteria for all Proposals received are:

- Qualification of the Consultant, subcontractors and key individuals to be assigned to the project, including experience designing landfills that recirculate leachate.
- Costs associated with the work including total not-to-exceed cost of Tasks 1 thru 6, hourly rates and estimated cost for Task 7.
- Technical detail and merit of the Proposal.
- References.
- Commentary on draft Analysis of Alternative Landfill Technologies Report (See Attachment 9)
- Scheduled duration of the project exclusive of time required to complete permit process after the submittal of permit applications.

6.3. ACCEPTANCE/REJECTION OF PROPOSALS

CSWD reserves the right to reject any or all Proposals received or to award a contract should CSWD deem it to be in CSWD's best interest. CSWD also reserves the right to negotiate with the Consultants prior to award of a contract.

6.4. SCHEDULE FOR SELECTION

The anticipated schedule for the selection of a Consultant is estimated as follows, but is subject to change without notice.

February 4, 2005: Issuance of this RFP
February 17, 2005: Pre-Proposal Meeting
March 10, 2005: Proposals due
March 14 thru 16: Interviews with selected firms
March 23, 2005: Select preferred Consultant
March 31, 2005: Enter into Agreement and commence work

7. PRIMARY CONTACT

The primary CSWD contact for this project is:

Tony Barbagallo, P.E., Facilities Manager
Chittenden Solid Waste District
1021 Redmond Rd.
Williston, VT 05495
Phone: (802) 872-8100 ext. 210
Fax: (802) 878-5787
E-Mail: tonyb@cswd.net
CSWD web site: www.cswd.net

(Mr. Barbagallo will be unavailable from February 26 to March 6. Any questions or requests for information during this period should be directed to Tom Moreau, CSWD's General Manager at ext. 209.)