

REQUEST FOR PROPOSAL #11-2064FL SOLID WASTE PROFESSIONAL ENGINEERING SERVICES

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other business entities authorized to do business in the State of Florida, for the purpose of providing solid waste professional engineering services.

DEADLINE FOR CLARIFICATION REQUESTS: May 26, 2011 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: Proposals will be received until 4:00 PM on, Tuesday, June 14, 2011, at which time they will be publicly opened. All interested parties are invited to attend this opening.

CONTENTS OF THIS REQUEST FOR PROPOSAL:

Section A: Information to Proposers	pages 2 - 8
Section B: Form of Proposal	pages 9 - 11
Section C: Selection	page 12
Section D: Negotiation of the Agreement	page 13
Section E: Scope of Services	pages 14 - 25
Proposal Signature Form	page 26
Public Contracting /Environmental Crimes Certification	Attachment A
Drug Free Work Place Certification	Attachment B

Important note: A prohibition of Lobbying is in place. Please review paragraph A.17 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:
Frank Lambertson, Contracts Negotiator, PHONE (941)749-3042, FAX (941)749-3034
frank.lambertson@mymanatee.org
Manatee County, Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

Thursday, May 12, 2011

REQUEST FOR PROPOSAL #11-2064FL
Solid Waste Professional Engineering Services

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION:

A.01 OPENING LOCATION

Proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205 in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Official's Office is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at (941)748-4501, ext. 3042 to determine if addenda were issued and to make such addenda a part of the proposal.

DEADLINE FOR CLARIFICATION REQUESTS

May 26, 2011 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One signed Original (please mark the original) and Five (5) copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #11-2064FL**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address, email and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF PROPOSAL

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). **No review of the proposal documents shall be conducted at the public opening of the proposals.**

Manatee County will make public at the opening, the names of the business entities that submitted an offer and any amount presented as offers without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws Chapter 2-26, as amended. Procedures and deadlines concerning protests related to this Request For Proposals shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or Florida criminal or civil laws related to public procurement including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

The County presumes that all statements made and materials submitted in a proposal will be truthful. If a proposer is determined to be untruthful in its proposal or any related presentation, such proposer may be disqualified from further consideration regarding this Request for Proposals.

A.14 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted proposer list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted proposer list.

A.15 PUBLIC ENTITY CRIMES continued

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County.
Proposer is to complete Attachment "A"

A.16 DRUG FREE WORKPLACE

Drug Free Workplace Program: Manatee County has adopted a policy requiring Contractors to maintain a Drug Free Workplace (Resolution R-93-22). Proposers are asked to review the attached Resolution and provide either a certification of compliance with the program outlined in this Resolution or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein. **Proposer to complete Attachment "B"**

A.17 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.18 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, women or minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.19 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

SECTION B: FORM OF PROPOSAL

This section identifies specific evaluation factors which are to be given written responses. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in Sections B.01 through B.03, identifying the response to each specific item.

The information that Proposers provide shall be used to determine whether the Proposer has the ability to perform the Scope of Services as stated in this Request for Proposal in a way which best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C. Selection.

B.01 MINIMUM QUALIFICATIONS

To qualify for any consideration, the Proposer must present proof of certification and any current valid licensing that may be required in and by the State of Florida to provide the services required by this documentation.

To qualify for any consideration, Proposer must be certified to practice engineering in accordance with Florida Statute 471 and have proven professional experience in the areas of preliminary and feasibility investigations, cost studies, planning studies; design and construction-phase services, including the coordination of the interdisciplinary work of engineering and non-engineering disciplines. If the proposer is relying on any acquisition or merger for meeting the minimum qualifications requirement, the proposer shall clearly disclose such acquisition or merger. The proposer shall clearly explain how the acquisition or merger meets the minimum qualification requirements, including a description of each firm's experience.

If subcontractors are included in your proposal given to meet the minimum qualifications detail the business entities, description of the service provided, and responses in the same level of detail and tabbed order as instructed in this Request for Proposal for the proposer.

Proposers shall have at least three (3) similar project of proven experience that are the same as or closely related to in the requirements of this RFP and currently held the required licenses under appropriate State and local laws related to this activity.

To validate experience, expertise and capabilities, Proposers shall provide the following:

For each of the qualifying three (3) past performance projects, provide the following details:

- a. Name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. The specific details of the project including the components and sub- contractors utilized.

Specify the name, title and telephone number for the Clients contract manager for the project; and

- b. Provide the names of your firm's staff and their direct involvement in the project.
- c. The name and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked; and
- d. State agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.

After Manatee County staff validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Public Contracting and Environmental Crimes Certification (Attachment A).
- c. Drug Free Work Place Certification (Attachment B).

B.03 INFORMATION TO BE SUBMITTED

- a. Describe the Proposer's legal status, background, size, and history; include how long the proposed team has worked together performing this type of service. If relying on an acquisition or merger to meet the minimum qualifications, Proposer must identify the acquisition or merger and clearly explain how the minimum qualifications are met.
- b. Identify the names of the individuals of the Proposer's service provision team. Describe the qualifications, credentials and relevant experience of the team.
- c. Submit a manning level statement for your organization, detailing how many total employees work for your firm. List the temporary, seasonal, and part-time employees by number or ratio.
- d. Provide at least five (5) references with knowledge of your firm's performance providing similar services. List the names of senior level employees, the name of the entity, the dates of service, and the contact's active and viable telephone numbers.
- e. Provide a list of contracts, with name and addresses, that your firm has lost within the past three (3) years and state the reason for the loss.

- f. Submit a narrative explaining the direct economic benefit to Manatee County to be realized by selecting your firm. During the term of this engagement detail the revenue maximizing activities, employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.
- g. Provide a list of the contracts your firm has obtained within the past three (3) years, indicating the type of services provided and the locations. Provide a list of the contracts your firm has lost in the past three (3) years and state the reason for the loss and the location.
- h. Provide a list of the pertinent solid waste construction projects performed by your firm over the past five (5) years and identify the primary office that performed the work.
- i. Provide a list of the pertinent solid waste related permitting activities, operation and maintenance assistance and applicable solid waste reports or study activities performed by your firm over the past five (5) years and identify the primary office that performed the work.
- j. Present evidence of experience in working with grant or other intergovernmental funding timetables and requirements. Explain ability to provide County with assistance in grant and other intergovernmental funding matters. Describe projects(s) and services provided.
- p. Submit any other additional information which would assist the County in the evaluation of your proposal.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposal.

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are perceived ability of the proposer(s) to efficiently perform the Scope of Services as generally outlined in Section E of this Request For Proposals. The County will be seeking to identify the proposal(s) which provide the solution to provide solid waste professional engineering services as determined from the responses to this Request For Proposals and subsequent investigation.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request For Proposals and subsequent investigation as necessary, the proposer(s) most susceptible of being selected for award.

C.04 IN-PERSON REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

C.05 SELECTION FOR NEGOTIATION

The proposer(s), whose ability and proposal is determined to be the most advantageous to the County, taking into consideration the Evaluation Factors set forth in this Request For Proposals, shall be selected to negotiate an agreement for the County determined Scope of Services.

C.06 AWARD

Award is subject to the successful negotiation of an agreement covering the services to the County.

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request For Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

The Purchasing Official will be presented the negotiated agreement as a best offer for consideration of award. The Purchasing Official shall determine whether to (a) accept the recommended award and approve the execution of an agreement, (b) reject the recommended award and direct further negotiations, or (c) reject the recommended award and direct the termination of negotiations.

SECTION E: SCOPE OF SERVICES

E.01 GENERAL SCOPE – SOLID WASTE

- a. The Consultant shall perform on an as required basis, all of the services necessary for projects that require engineering/architectural services for design and specifications, services during bidding, services during construction, record drawings, permits for construction of solid waste and related utility facilities, renovations/additions to existing facilities, perform operational related services and studies, special projects and to conduct feasibility studies. In addition, operational analysis, modeling and plan evaluation may be required. Engineering services specialties shall include but are not limited to civil, structural, mechanical, electrical/instrumentation, environmental, industrial, geological and biological. Other service specialties shall include but are not limited to architecture, air quality and air pollution control, remedial investigations, toxicity reduction evaluation, mapping and surveying, and leachate treatment.
- b. The Consultant shall be responsible for all engineering and architectural functions as defined in this Scope of Service. All engineering and architectural projects shall be performed in accordance with the guidelines, standards, procedures and directives that are a part of this Scope of Services either directly or incorporated herein by reference.
- c. Project Control.

The Consultant shall:

1. Develop and maintain a project reporting system tracking all critical events, both scheduled and actual for projects if necessary. Said report shall be submitted to the Contract Manager on an as required basis.
2. At a minimum, participate in project meetings on an as required basis with the Contract Manager to relate current status of overall project schedule; noting exceptions and suggesting actions required to correct schedule exceptions.

- d. Quality Control.

The Consultant shall:

1. Provide quality assurance and performance tracking of each project.
2. Insure delivery schedules and the integrity of the products.

Thursday, May 12, 2011

3. The consultant shall be responsible for errors and omissions to the plans and specifications.

e. Personnel.

1. The Consultant shall provide a full cadre of qualified personnel as necessary to effectively carry out its responsibilities under the Scope of Services. The Consultant shall utilize only competent personnel, who are qualified by experience and education, and who are acceptable to the Contract Manager. The Consultant shall not make changes in the professional personnel working on activities pursuant to this Agreement without the written approval of the Contract Manager.
2. The Consultant's agent shall be present for project decision meetings as requested by the Contract Manager.

f. Engineering/Architectural Consulting Services.

The Consultant shall:

1. Provide services as described in Paragraph Aa@ on the previous page.
2. Provide engineering services that shall include, but are not limited to:
 - A. Civil.
 - B. Chemical.
 - C. Mechanical.
 - D. Ecological.
 - E. Environmental.
 - F. Geological.
 - G. Industrial.
 - H. Electrical/Instrumentation.
 - I. Hydro Geological.
 - J. Structural.
 - K. Value Engineering.
 - L. Biological.
 - M. Surveys.
 - N. Resident Engineering.
3. Provide other professional services, as requested that shall include, but not limited to:
 - A. Architecture.
 - B. Landscape Architecture.
 - C. Surveying and Mapping.

Thursday, May 12, 2011

- D. Geographic Information Systems.
- E. Quality Control.
- F. Remedial Investigation.
- G. Regulatory Liaison.
- H. Contamination Assessments.
- I. Laboratory Services.
- J. Ecological Assessments.
- K. Permitting.
- L. CADD Services.
- M. Environmental Monitoring of Permit Requirements.
- N. Land Acquisition Services.
- O. Prepare Annual Reports.
- P. Site Planning.
- Q. Debris Monitoring Services

- 4. Comply with all applicable Federal and State laws, County ordinances and regulations in the performance of these services.

g. Ordering of Services.

Tasks or multi tasks shall refer to the sequential ordering of Consultant=s services under a Work Assignment which should as applicable, be titled as follows:

- 1. Conceptual Design (Studies and Reports).

- A. Prior to starting the Conceptual Design Phase for any project the Consultant shall submit to the County for approval, a Design Memorandum Report which shall include, but not be limited to the following:

- ! Project feasibility.
- ! Design parameters.
- ! Engineering constraints and limitations.
- ! Facility sizing.
- ! Subsurface evaluation.
- ! Alternatives.
- ! Regulatory requirements.
- ! Opinion of probable construction costs.
- ! Project schedule.
- ! Project staging plan.
- ! Funding sources, if applicable.

- B. The Consultant shall initiate and coordinate meetings with Manatee County staff and regulatory agencies as applicable.

- C. The Design Memorandum Report shall be used to support the permitting and subsequent design and construction services tasks for the project.
 - D. As applicable to project requirements, the Consultant shall conduct an analysis and provide the County with a summary report outlining the results.
 - E. Deliverables: The Consultant shall submit to the County, the Design Memorandum Report together with the necessary diagrams, maps, sketches and other information.
2. Preliminary Design Phase (0-60% Complete).
- A. Based on the County approved Design Memorandum Report, the Consultant shall initiate the preliminary design phase to include, but not be limited to, the following sub-tasks/functions:
 - ! Design survey.
 - ! Aerial photography.
 - ! Additional geotechnical evaluations, as required.
 - ! Coordination with utility companies.
 - ! Definition of utility corridors.
 - ! Sizing and preliminary design of facilities.
 - ! Possible environmental impacts and mitigation alternatives.
 - ! Coordination with the affected regulatory agencies.
 - ! Valving and system connections.
 - ! Preparation of technical specifications.
 - ! Identify electrical requirements and coordinate with the power company.
 - ! Preparation of plan and profile sheets.
 - ! Definition of existing right-of-way, easements and required easements.
 - B. Deliverables:
 - ! Preliminary plans and details.
 - ! Preliminary technical specifications.
 - ! Geotechnical and other specialty reports.
 - ! Design calculations.
 - ! Other applicable correspondence.
3. Final Design Phase (60-100% Complete)

- A. The Consultant shall finalize the Contract Documents (plans and technical specification) for bidding and construction based on input from the County and affected regulatory agencies. Permit applications and supporting documentation shall be prepared and submitted at the 90% stage. The Consultant shall finalize the coordination efforts with the utility companies and regulatory agencies in this phase.
- B. The Consultant shall propose the measurement and payment section and schedule of bid items specifically for the project, including an estimate of construction costs. All construction details, special crossing and easement requirements shall be finalized.
- C. Deliverables:
 - ! All regulatory permits, i.e. FDOT, SWFWMD, DEP, ACOE, etc.
 - ! Final plans. One (1) set of final reproducible plans.
 - ! Final technical specifications.
 - ! Final geotechnical and other specialty reports.
 - ! Final design calculations.
 - ! Other applicable correspondence.

4. Construction Phase

- A. Participation in pre-bid information conference and proper minutes of meeting. Assist the County in preparation of addenda.
- B. Assist the County in evaluating bids.
- C. Conduct preconstruction conference and prepare minutes of meeting.
- D. Review and approve shop drawing.
- E. Visit project site(s) at appropriate stages of the work to observe the progress of the work and report observations to the County.
- F. Provide recommendations of changes, if necessary, which may be required within the scope of the project during construction.

- G. Conduct frequent project site visits and prepare punch list items to be corrected or completed at the substantial and final completion stages of the work.
 - H. Review monthly pay requests for completeness submitted by Contractor and make recommendation for payments.
 - I. In coordination with the County, prepare responses to resident complaints and maintain a record of complaints and action taken.
 - J. Prepare and furnish the County a final set of reproducible record drawings (as-builts) from data provided by the Contractor and the project representative. All information gathered by Consultant shall be field verified and a certified set of as-builts shall be submitted to the County. The Consultants shall be responsible for supplying the County certified as-builts and all certifications to all state agencies. All record drawings shall conform to County LIS requirements.
 - K. Visit the project site prior to the end of the one year construction warranty period and prepare a punch list of items to be corrected prior to the warranty expiration date.
5. Operation Studies.
- A. Permitting reports/evaluation.
 - B. Operational analysis.
 - C. Rate studies.
 - D. Water and air monitoring reports.
 - E. Sampling evaluation.
 - F. Grant applications
 - G. Waste composition, routing and generation studies.
 - H. Modeling and forecasting studies.
 - I. Future solid waste disposal alternatives.
 - J. Public information meetings.

- K. Statistical analyses.
 - L. Training classes.
 - M. Promotions.
6. Submittals:
- A. Conceptual Phase.
 - ! Design Memorandum Report.
 - ! Master Plan.
 - ! Requirements listed in paragraph 1.a.
 - B. Preliminary Design Phase.
 - ! 30% Phase.
 - ! 60% Phase.
 - C. Final Design Phase.
 - ! 90% Plans and Technical Specifications.
 - ! 100% Contract Documents.
 - D. Construction Phase.
 - ! Reviewed Shop Drawings.
 - ! Field Observation Reports.
 - ! Construction Meeting Minutes.
 - ! Reviewed Pay Requests.
 - ! Record Drawings.
 - E. Operations Studies.
 - ! Preliminary Reports.
 - ! Final Reports.
 - ! Training Materials.
 - ! Grant Applications.

E.02 GENERAL SCOPE – DEBRIS MONITORING

The consultant will provide a wide range of debris monitoring services resulting from a disaster. Services will include emergency planning, response, debris management, and recovery services as needed and requested by the County. The services provided may include facilitating communication between FEMA, County Debris Contractors and state

Thursday, May 12, 2011

agencies and coordination with state insurance representatives and the State Historic Preservation Office (SHPO).

a. Disaster Response Administration and Documentation

1. Upon notification by the County of the activation of the Disaster Response Implementation Plan, the Consultant will mobilize their Disaster Response Team. The team will consist of the following members:

A. An Operations Manager, who will be the primary liaison between the County and all Consultant's team members involved in the debris removal operation. The Operations Manager will be supported by a staff as described herein to enhance efficiency and expedite deliverables. The Operations Manager will serve a key role in managing day-to-day recovery work and keeping operations moving in an efficient manner. Responsibilities include:

- Coordinating daily briefings, work progress, staffing, and other key items with the County.
- Scheduling work for all team members and contractors on a daily basis.
- Scheduling and managing field staff.
- Monitoring contract progress and making/implementing recommendations to improve efficiency and speed up recovery work.
- Assisting the County with responding to public concerns and comments.
- Conducting safety inspections.
- Ensuring compliance with contracts by all subcontractors.
- Scheduling and running periodic meetings with field staff and contractors.

B. A GIS Specialist to map, on a real time basis, the entire effort for use by the Scheduler/Expediter in tasks affiliated with daily scheduling, tracking progress, and briefing the operations manager on progress and issues. An experienced Scheduler/Expediter who will refine work schedules to reflect the needs of the project or task order, develop an efficient plan to address all needs and elements of the task order, coordinate the plan with the County, monitor the entire effort to ensure on time delivery, and coordinate with the Operations Manager to modify the schedule/operations as needed to improve efficiency of the deliverables. An Operations Analyst who will monitor operations through the GIS tracking system,

Thursday, May 12, 2011

advise the operations manager on methods to improve efficiency, and produce daily reports to evaluate the productivity of crews. Responsibilities of each of these individuals include:

GIS Specialist

- Obtaining and incorporating local information into a suitable GIS database.
- Developing and integrating a financial tracking system into the GIS database.
- Obtaining and entering records concerning work completed and costs expended.
- Providing verbal and written briefings on project status and costs to key managers.
- Preparing and distributing GIS products to track recovery operations

Scheduler/Expediter

- Developing the appropriate tools to establish baseline work schedules for each work zone.
- Collecting and entering work progress information from field staff and contractors.
- Maintaining trip tickets, field reports, and other information pertinent to the operation.
- Recommending ways to improve daily operations.

Operations Analyst

- Working closely with the GIS Specialist and Scheduler/Expediter to develop and review information on work progress, projected assignments, projected remaining work, and current priorities to develop specific recommendations and plans for upcoming work.
- Evaluating alternative work plans and assignments.
- Providing this information to the Operations Manager and the HCSWA for decision making.

- C. A Financial Analyst to review all project documentation to ensure conformity with federal and state audit mandates. The financial analyst will work closely with the operations management group and the quality control group to ensure that work production and cost information are being properly collected, entered, and processed. The financial analyst will be responsible for providing regular financial briefings to the operations manager and the County.

- D. A Security/Force Protection Advisor as an additional service, when requested, to provide on-site direction regarding actions necessary to maintain efficient, but protected operations.
- E. Other duties of the Consultant's Disaster Response Team will be as follows:

Operational Reports and Record Documentation

- The contractor will prepare and submit operational reports throughout the duration of the recovery operations. Each daily report submitted will contain the following minimum information: contractor name; contract number; reports and graphs to delineate production rate of crews, progress by area, and estimations of total quantities remaining and time to completion; and daily and cumulative hours for personnel or equipment, by position or daily and cumulative cubic yards of debris removed.

Final Report

- A final report will be prepared by the Consultant and will be submitted within 30 days of completion of the recovery operations. As a minimum, the following information will be included in this report; discussion of disaster response requirements and results; copies of manifests, certificates, and related documents; and logbooks and all other data taken during the implementation of the Disaster Response Plan.

Meetings and Communications

- Open, timely conversations and written documentation are significant actions to provide successful completion of the Disaster Response Plan. Throughout the execution of the plan, Consultant will meet with County representatives as directed by and coordinated with the County. Consultant will attend a kickoff meeting for disaster debris monitoring services, if so directed by the County, and will convene and attend regular task order progress and coordination meetings, as appropriate.
- The Consultant will provide a weekly record (confirmation notice) of all discussions, verbal directions, telephone conversations, and other communications in which the Consultant or contractor representatives participated. Confirmation notices will be sequentially numbered and will identify all participating personnel, topics discussed, and all conclusions reached. The Consultant will forward a copy of the confirmation notices to the County. If the confirmation

Thursday, May 12, 2011

notice deals with a change in scope, a cost proposal, or the schedule, the notice will be immediately forwarded to the Project Manager for distribution.

b. Field Monitoring

1. Consultant will provide a quality control group consisting of field supervisors and field coordinators (including an inspector at each staging area and one at the landfill) who will monitor operations for efficiency and compliance with all appropriate eligibility and regulatory requirements, who will provide feedback to the County. These individuals will be equipped with state-of-the-art technology, including IPACS, GPS units, digital cameras, and Communications devices. The responsibilities of the quality control group will include:
 - A. Documenting daily and weekly recovery work, ensuring that proper records are maintained for trip tickets and recovery costs.
 - B. Inspecting how work quantities are being measured and recorded and recommending changes that may be needed.
 - C. Stopping work in progress that is not being performed or documented in the appropriate manner.
 - D. Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
 - E. Checking work in process to make sure that the proper work authorizations permits, and other prerequisites have been received.
 - F. Reporting on any improvements in work assignments and/or efficiency/productivity that may be appropriate.
 - G. Maintaining photo documentation of recovery work.

c. Review Permits, Licenses, and Certificates

1. A wide variety of permits, licenses, and certificates may be required to perform debris management work, depending on the assignment. The Consultant will work closely with Manatee County and local agencies and regulators to clarify and resolve any compliance issue, as well as to determine requirements for and to obtain necessary permits, licenses, and certificates, if requested. While formal permits may not be required for some site, the work should still comply with all

permit requirements. In these cases, the Consultant will identify the requirements and demonstrate compliance, even though permits are not required. Some of the permits that we anticipate being required for this type of work include, but may not be limited to the following:

- A. Environmental Permits – asbestos/lead paint abatement, construction permit, and demolition permits.
- B. Clean Water Act (NPDES) Permits – emergency discharge permit, indirect discharge permit, wetlands disturbance permit, and storm water management permit.
- C. Clean Air Act (Emissions) Permits - burn Permit (air curtain incinerators), stack monitoring permit, and fugitive emissions (dust) control permit.

d. Event Closure

The Consultant will assist the County in preparing final reports necessary for reimbursement by FEMA and in processing requests for payment by the disaster debris contractors.

e. Mobilization

Consultant will respond within 24 hours of notification by the County that services are required and will provide continuous services for a period of time as stated in the work assignment unless amended. Should these services be required for a longer period the Consultant will prepare and submit a Change Order to the work assignment to cover the extended period of time. This Change Order will remain in effect until the project is complete.

Consultant will mobilize a staff of sufficient size (but not-to-exceed the staffing levels identified in this task) to adequately monitor debris operations for a period of time as stated in the work assignment. During this period, the Operations Analyst will provide daily updates on debris removed and estimate the time remaining for job completion.

E.03 GENERAL SCOPE – RECYCLING SERVICES

The consultant will provide the following general recycling services.

- a. Annual recycling reports.
- b. Assist with recycling grant applications.
- c. Development of recycling programs in Manatee County.
- d. Provide updates to the State 75% recycling goal.

-

PROPOSAL SIGNATURE FORM
RFP #11-2064FL

Firm Name

Mailing Address:

Email

() _____
Telephone Number

City, State, Zip Code

The undersigned attests to his or her authority to submit this proposal and to bind the firm herein named to perform the services offered in a two party agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish solid waste professional engineering services and as may be determined by the County which are detailed in this RFP #11-2064FL.

Signature

Witness Signature

Date: _____

Date: _____

Name and Title of Above Signer

Name and Title of Above Signer

Name and Title of Firm's Representative for Manatee County

Email for Firm's Representative for Manatee County

Telephone Number of Firm's Representative for Manatee County

ATTACHMENT "A"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO MANATEE COUNTY CODE OF LAW

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT "B"

Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO RESOLUTION R-93-22, ON DRUG FREE WORK PLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

_____ for _____
[print individual's name and title] [print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and
- (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or Resolution R-01-36 Section 4, E (1) (a) or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by Resolution R-01-36 Section 4, E (1) (a).

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification) _____
(Type of identification)

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]