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MONTEREY REGIONAL
WASTE MANAGEMENT DISTRICT
Home of the Last Chance Mercantile

REQUEST FOR PROPOSALS

For

PROFESSIONAL ENGINEERING SERVICES

For The

MODULES 6 AND 7 – INTERIM FILL SEQUENCE PLAN DEVELOPMENT

*Monterey Peninsula Landfill
Monterey Regional Waste Management District
Monterey County, California*

RELEASE DATE: *May 17, 2021*

CLOSING DATE AND TIME: June 2, 2021 at 3:30 p.m. (Pacific)

1.0 INTRODUCTION

The Monterey Regional Waste Management District (MRWMD) is requesting formal proposals from qualified civil engineering firms to conduct professional engineering services to prepare interim fill sequence plans for Modules 6 and 7 at the Monterey Peninsula Landfill (MPL). The services shall be provided in accordance with applicable regulatory provisions and current standards of care of engineering practice in California. The MPL is a Class III municipal solid waste landfill that is owned and operated by MRWMD. The MPL is located at 14201 Del Monte Blvd in northwestern Monterey County, west of Salinas, and about 2 miles north of the northern limits of the City of Marina.

It is anticipated that the selected consultant will be given notice of an awarded by the MRWMD on or before June 4, 2021, and the engineering services will be provided approximately from June through August 2021.

2.0 PROPOSAL SUBMITTAL

- **Closing Date:** Proposals must be received by MRWMD no later than **June 2, 2021 at 3:30 p.m.** either by mail service, delivery service, or electronically via e-mail. Postmarks prior to that date will be accepted in lieu of actual receipt. Proposals may be delivered by delivery service or e-mail provided that it occurs before the deadline cited above. Late will not be opened and incomplete proposals will not be considered. It is the responsibility of the Proposer to ensure that the RFP responses arrive in a timely manner. Proposals should be submitted using one of the following methods and corresponding addresses:

Monterey Regional Waste Management District (MRWMD)
Attention: David Ramirez, P.E.

PHYSICAL ADDRESS: 14201 Del Monte Boulevard, Monterey County, CA 93908
MAILING ADDRESS: P.O. Box 1670, Marina, CA 93933-1670
ELECTRONICALLY: dramirez@mrwmd.org

- Two (2) bound copy of the proposal shall be submitted.
- All proposals, whether selected or rejected, shall become the property of the MRWMD. The proposals will not be returned to the firms.
- Proposals shall be signed by an officer or a principal-in-charge authorized to commit the proposer to a contract with the MRWMD.
- Proposals shall remain firm for sixty (60) days following the closing date for the receipt of the proposals.
- Proposals received by MRWMD will be held confidential, available only for review by MRWMD staff until a contract is approved by the MRWMD Board of Directors and/or General Manager.

3.0 BACKGROUND

The MRWMD was established in 1951 for the purpose of acquiring, owning, operating, and maintaining a sanitary landfill site and all related improvements for solid waste management services on behalf of its nine member entities and the customers utilizing the recycling and disposal facilities. The MPL, which is owned and operated by the MRWMD, began accepting waste in November 1965. The MPL is a Class III landfill located in unincorporated Monterey County, approximately two miles north of the City of Marina, California. The MPL has a projected service life of on the order of 100 years. MRWMD's property encompasses approximately 470 acres, of which 315 acres are permitted for the Class III landfill for disposal of non-hazardous solid wastes generally from the tri-county area of Monterey, Santa Cruz, and San Benito County.

Six modules have been constructed as part of the phased development of the landfill during the past 55 years. Modules 3 to 6 have a single composite base liner system meeting the requirements of Title 27 of the California Code of Regulations; Modules 1 and 2 do not. Module 6 was recently constructed and ties into the lined Modules 4 and 5 along their south-southwest perimeter. An initial phase of the Module 7 development is planned to begin in July 2021. Module 7 will be located directly adjacent to the south and west of existing lined Module 6. MRWMD anticipates a mass excavation construction contract (aka rough grading scope of work) in the Module 7 landfill area this summer and a final grading and partial lining phase next Spring 2022.

Since 2013, MRWMD has conducted six (6) aerial surveys of the landfill with the surveys of the most recent four (4) years being on an annual basis. The next aerial survey is anticipated to be flown on June 1, 2021 and results available in July 2021 inclusive of an electronic file. Digital files of the past aerial surveys are kept on file and will be made available to the selected Proposer/Consultant.

4.0 SCOPE OF SERVICES

The following tasks are anticipated to be necessary to complete the interim fill sequence plan development scope of work desired by MRWMD for Modules 6 and 7. MRWMD anticipates that the interim fill sequence plan development will consist of a series of interim grading plans associated with different points in time over the next two - three years. The fill sequence plans shall include, but not necessarily be limited to, sufficient information for each sequence/phase to define surface grades, vehicle ingress and egress routes, surface water drainage, and the collection and control of surface water. Some of the typical information desired for each sequence include, but are not limited to, fill volume, fill rate, surface drainage directions and gradients, slope inclinations, grading details sufficient to support field staking by others and guide installation of storm water control features/elements, customer vehicle circulation routing, and operations heavy equipment circulation routing (borrow areas, dust control, leachate collection or distribution, etc.).

MRWMD desires fill sequences on a 6-month interval along the lines as follows:

- Phase 1 – period ending 12/31/2021
- Phase 2 – period ending 6/30/2022
- Phase 3 – period ending 12/31/2022
- Phase 4 – period ending 6/30/2023
- Phase 5 – period ending 12/31/2023
- Phase 6 – period ending 6/20/2023

TASK 1: Site Visit and Kick-off Meeting

Following award of this scope of work, selected consultant's Project Manager and/or lead Project Engineer shall visit and tour the site with key MRWMD staff, and discuss the goals/objectives and schedule of the project.

TASK 2: Project Administration and Meetings

Consultant's periodic conference calls or virtual meetings with MRWMD and project administration activities.

TASK 3: Data Gathering and Review

In addition to information gained during the site visit and kick-off meeting, obtain annual tonnage reports and aerial survey electronic files; and review the collected data for planning its use in the project.

TASK 4: Conceptual Interim Fill Sequence Plan

General content drawings or sketches to illustrate early concepts of the sequence of waste fill development utilizing July 2020 survey data as a basis.

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6.0 PROPOSAL FORMAT

Proposals must be submitted in the format described below. Proposals should provide a straightforward, concise description of the tasks and their capabilities to satisfy the requirements of this RFP and engineering standards of practice. Emphasis should be concentrated on responsiveness to the RFP requirements and on completeness and clarity of content. The proposal cost shall contain all other costs as deemed necessary by the consultant. A qualifying proposal shall include the following information:

- Provide evidence that the consultant has successfully provided similar engineering services for phased landfill cell or modules development projects for municipal solid waste landfills in California.
- Provide a detailed discussion of the firm's understanding of the project, along with the approach to providing the necessary services, including a detailed Work Plan. The Work Plan shall outline how the consultant's team intends to identify, prepare and complete all tasks.
- Include a statement of assurance regarding the ability of the firm to fulfill the insurance requirements listed in this RFP. Note that actual Certificates of Insurance are not required as part of the proposal submittal but will be required of the selected Consultant following notice of award.
- Identify the office location(s) and key project staff to be primarily responsible for services provided to the MRWMD. Identify the names, and indicate the specific skills, qualifications, and expertise of those employees who would be directly involved in providing the requested services.
- Include a statement of assurance regarding the non-substitution for the proposed members of the Project Team, as designated in the proposal. Reassignment of or substitution for any member of the designated Project Team shall be subject to approval by the MRWMD.
- Describe the experience, qualifications and other vital information of any key subcontractor(s) performing services, including relevant experience on previous similar projects.
- Provide a detailed cost proposal to complete the Scope of Services. The itemized cost proposal should incorporate time allocations and hourly rates for all Project Team staff broken down by task. It is the policy of the MRWMD that such a cost estimate shall not be the primary criteria for evaluating professional service proposals. The cost estimate shall be considered along with the Proposers' experience, qualifications, professionalism, quality of work, and approach. Cost estimates shall generally be used to evaluate whether a proposal is reasonable and realistic in light of the proposed Scope of Services. After selection of the preferred consultant, the final scope of work and level of compensation shall be negotiated. Fees for any projected subcontracted services shall also be defined.
- The proposal should be sufficiently detailed to serve as a draft scope of work to be finalized and incorporated into a professional service agreement.

TASK 5: Draft Interim Fill Sequence Plan

Utilizing the July 2021 survey as a basis, having the rate of fill between the 2020 and 2021 surveys, and incorporating MRWMD’s comments to the conceptual fill sequence plans, develop a near final draft of the interim fill sequence plans for Modules 6 and 7.

TASK 6: Final Interim Fill Sequence Plan

Incorporate MRWMD review comments to finalize the interim fill sequence plans for the Modules 6 and 7 area of the Monterey Peninsula Landfill.

5.0 Anticipated Project Schedule

MRWMD anticipates the following project schedule for development of an interim fill sequence plan for Modules 6 and 7 of the Monterey Peninsula Landfill. Each Proposer shall be responsible for defining the project schedule associated with their selected approach and resources for this project, and for presenting the schedule in the proposal.

ITEM	DATE
RFP Call for Proposals	May 17, 2021
Proposals Due	June 2, 2021
Award of Consultant Contract	June 4, 2021
2021 Aerial Survey Date	June 1, 2021
Site Visit & Kickoff Meeting	Week of June 7 or June 14, 2021
Conceptual Interim Fill Sequence Plan	July 16, 2021
2021 Aerial Survey Available by	July 23, 2021
Draft Interim Fill Sequence Plan	August 10, 2021
Final Interim Fill Sequence Plan	September 1, 2021
Project Close-Out	September 15, 2021

There is not a mandatory pre-proposal meeting for this RFP solicitation. Interested consultants may make arrangements with MRWMD’s Project Manager, David Ramirez, for a pre-proposal site visit of the MRWMD recycling & disposal site. The pre-proposal site visit is a discretionary choice of the Proposer/Consultant and does not obligate MRWMD in any way to the Proposer/Consultant.

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- Provide evidence that the consultant has successfully provided similar engineering services for phased landfill cell or modules development projects for municipal solid waste landfills in California.
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- Identify the office location(s) and key project staff to be primarily responsible for services provided to the MRWMD. Identify the names, and indicate the specific skills, qualifications, and expertise of those employees who would be directly involved in providing the requested services.
- Include a statement of assurance regarding the non-substitution for the proposed members of the Project Team, as designated in the proposal. Reassignment of or substitution for any member of the designated Project Team shall be subject to approval by the MRWMD.
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- The proposal should be sufficiently detailed to serve as a draft scope of work to be finalized and incorporated into a professional service agreement.

Proposals with expensive bindings, colored displays or extraneous promotional materials are neither necessary nor desired by MRWMD. Proposers are to use both sides of recycled paper sheets for the proposal and any correspondences or reports submitted to the MRWMD whenever possible.

7.0 TERMS OF RFP

The terms for this RFP are described below.

7.1 Acceptance of Proposal. The MRWMD reserves the right to reject any and all proposals, or to waive any informality, technical defect, or clerical error in any proposal. The MRWMD reserves the right to request additional information from any or all firms, and negotiate minor deviations to the proposal with the selected firm. While the MRWMD intends to execute an agreement with the selected firm, it is not bound to do so, and this RFP will not be interpreted as binding the MRWMD to enter into an agreement with any firm.

7.1 Oral Communications. Any oral communication between the MRWMD and the proposer is not binding, nor will it modify the RFP in any way unless published in a written addendum by MRWMD.

7.2 Proposal Cost. All costs incurred in response to this RFP, including preparation of the proposal, pre-proposal site visit(s) or interview(s), correspondence(s) with MRWMD or others, reproduction costs, attending meetings, etc., are not reimbursable by the MRWMD to either the successful or unsuccessful firms. The MRWMD is not liable for any costs incurred by those firms submitting proposals.

8.0 SELECTION PROCEDURE

An evaluation committee will review each written proposal for completeness, responsiveness, and benefit to the MRWMD. One or more of the responding firms may be invited for personal interviews prior to final selection to allow further elaboration on their proposal. The proposed project manager shall be included among those individuals representing the proposer at the interview.

The MRWMD may require any firm selected to participate in negotiations and to submit revisions to any aspect of its proposal, including without limit, costs, as may result from negotiations. Following successful agreement negotiations, the firm considered to be the best qualified will be recommended to the General Manager and/or MRWMD Board of Directors for approval. The MRWMD reserves the right to award an agreement to the firm that presents the proposal which, in the sole judgment of the MRWMD, best accomplishes the desired results, and is in the best interest of the MRWMD.

9.0 MINIMUM INSURANCE REQUIREMENTS

Prior to execution of a contract agreement, the firm shall file with the MRWMD certificates of insurance and endorsements from the insurer certifying to the coverage of all insurance required, as set forth below.

- 9.1 Comprehensive Liability Insurance.** Continuously during the term of the agreement, the consulting firm shall, at its own expense, maintain in full force a policy or policies of comprehensive or commercial liability insurance, including property damage, written by one or more responsible insurance companies licensed to do business in California, that will insure the firm and will also name MRWMD, its board, officers and employees (and such other persons, firms, or corporations as are designated in writing by the MRWMD) as additional insureds, against liability for injury to persons and property and for death of any person or persons occurring in or about the MRWMD site. Each such policy shall be subject to approval by the MRWMD as to form and as to insurance company. The liability under such insurance shall not be less than \$1,000,000 for any one (1) person injured or killed, not less than \$1,000,000 for any one (1) accident, and not less than \$500,000 for property damage (\$2,000,000 aggregate). The firm shall provide the MRWMD with copies or certificates of all policies, signed by the insurer and not by a broker, including in each instance an endorsement providing that such insurance shall not be canceled or materially changed in coverage except upon thirty days' prior written notice to the MRWMD.
- 9.2 Worker's Compensation Insurance.** The firm shall carry compensation insurance against accident to its employees and shall at all times during the term of the agreement hold the MRWMD free and harmless from all claims made by any person or persons by reason of any injury or death of any employee or employees of the firm during the term of the agreement. All subcontractors shall also maintain adequate Worker's Compensation insurance.
- 9.3 Professional Liability Insurance (Errors and Omissions).** The firm shall provide Professional Liability Insurance for Errors and Omissions coverage in the amount of not less than \$1,000,000.

10.0 FURTHER INFORMATION

Direct all inquiries regarding the Scope of Services, proposal submissions and RFP process to:

David Ramirez, P.E., Senior Engineer
Monterey Regional Waste Management District (MRWMD)
P: 831-384-5313
D: 831-264-6910
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