

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING) RESOLUTION NO. 90-1191
ISSUANCE OF REQUEST FOR PROPOSALS)
INSPECTION SERVICES AT THE) Introduced by Rena Cusma,
ST. JOHNS LANDFILL) Executive Officer

WHEREAS, Landfill operation of St. Johns Landfill requires compliance with the conditions of the Oregon Department of Environmental Quality (DEQ) Solid Waste Disposal Site Closure Permit #116 and Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit #100599; and

WHEREAS, Landfill operation of St. Johns Landfill requires compliance with the Contract Documents for Operation of the St. Johns Landfill, which is currently with Browning-Ferris Industries (BFI); and

WHEREAS, The Metropolitan Service District (Metro)/City of Portland agreement requires a twice annual "report of inspection and evaluation concerning the landfill operations and the condition of all facilities and structures including the Incinerator Road Bridge" by a qualified consulting engineer mutually chosen by Metro and the City; and

WHEREAS, A two-year contract will enhance consistency through the Metro/City of Portland agreement's completion on December 31, 1991; and

WHEREAS, Inspection services (including ensuring compliance with permits and Metro's operations contract and satisfying the Metro/City of Portland agreement) at the St. Johns Landfill have been provided since 1980; and

WHEREAS, The latest three-year contract to provide inspection services, #86-10-177SW, has been completed (with the exception of receipt of a final report); and

WHEREAS, The Metro Code Section 2.04.010 defines a personal services contract to include the services of a registered professional engineer; and

WHEREAS, Metro Code 2.04.053 allows for personal services contracts over \$10,000 to use the Request for Proposals process; and

WHEREAS, Attached to this resolution as Exhibit #1 is a Request for Proposals for Inspection Services at St. Johns Landfill; and

WHEREAS, good engineering judgment and past practice has been to conduct the required twice annual landfill inspections at consistent times of the year (May and November) and equally spaced at approximately 6 month intervals; and

WHEREAS, the most recent inspection was conducted in May 1989 and the November 1989 inspection is already late; and

WHEREAS, Metro Code Section 2.04.033(b) allows the Council to waive the requirement of Council approval of the contract; and

WHEREAS, the Executive Officer has reviewed these documents and recommends Council approval; now, therefore,

BE IT RESOLVED,

1. That the Council of the Metropolitan Service District approves the issuance of the Request for Proposals (Exhibit #1) for inspection services at the St. Johns Landfill.

2. That the Executive Officer is authorized to execute the contract with the highest-ranked proposer.

ADOPTED by the Council of the Metropolitan Service District this 11th day of January 1990.



Tanya Collier, Presiding Officer

DRAFT

REQUEST FOR PROPOSALS

INSPECTION SERVICES

**at St. Johns Landfill
Portland, OR**

METROPOLITAN SERVICE DISTRICT

SOLID WASTE DEPARTMENT

**2000 S.W. First Avenue
Portland, Oregon 97201-5398**

(503) 221-1646

December 1989

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REQUEST FOR PROPOSALS

FOR INSPECTION SERVICES AT ST. JOHNS LANDFILL

I. INTRODUCTION

The Solid Waste Department of the Metropolitan Service District (Metro) is requesting proposals for inspection services for operations at St. Johns Landfill located at 9363 N. Columbia Blvd., Portland, Oregon. The term of the contract is two years through December 31, 1991 and shall include: personal visits to the site; inspection of facilities and operations; review of groundwater and surface water quality data, depth and permeability tests of final cover material, waste quantity reports, and remaining capacity; landfill timber bridge inspections; the conditions of regulatory agency permits; and compliance with contracts.

The attached Scope of Work lists tasks to be performed. A separate annual cost for each task shall be submitted with the proposal.

The proposals will be due on Monday, January 22 at 3pm in Metro's business offices at 2000 S.W. First Avenue. Details concerning the project and proposal are contained in this document.

II. BACKGROUND/HISTORY OF PROJECT

The 50-year-old St. Johns Landfill is a full service general use sanitary landfill serving nearly all of the Portland metropolitan region. The landfill is located in North Portland at 9363 N. Columbia Boulevard (see Attachment 5). Access is from Columbia Boulevard, and it is necessary to cross the Columbia Slough over the Incinerator Road Bridge (as shown in Attachment 6) to enter the landfill proper.

The St. Johns Landfill currently receives waste from private citizens, commercial collectors, and industrial sources, as well as refuse transported from the Metro South Transfer Station. Special wastes (such as asbestos, dusts, sludges, liquids, etc.) are received only if accompanied by a written permit issued by Metro and approved by DEQ.

The entire landfill, consisting of five distinct Subareas (see Attachment 6), is 255 acres. In general, the site has been filled sequentially by subarea. Filling is currently taking place in Subareas 4 and 5.

Final cover material is placed over the solid waste fill only during the fair weather months. Therefore, the landfill operators must concentrate on spreading, placing, compacting, and seeding as much fill area as possible during these months.

The current contract between Metro and the City of Portland - through the end of 1991 - requires inspections by an independent, registered, professional engineer to determine compliance with the operations contract, and environmental/regulatory permits. The operations contract is between Metro and Browning-Ferris Industries (BFI). BFI is responsible for monthly operation reports, which include operation record drawings provided by CH₂M Hill.

The landfill operates under the authority of Oregon Department of Environmental Quality (DEQ) Solid Waste Disposal Site Closure Permit #116 and Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit #100599.

Operating permits from the regulatory agencies require regular environmental monitoring to observe significant changes in the natural environment surrounding the site. Metro currently contracts with BFI, who sub-contracts with CH₂M Hill for water sampling from both the groundwater (twice each year) and surface water (four time each year) network surrounding the landfill (as shown in Attachment 7). There will be an increased number of sampling points sometime in 1990. Groundwater samples are additionally taken by the Oregon DEQ (twice each year).

Other contracts at St. Johns Landfill include: monthly tests of the leachate quality by Coffey labs; and quarterly photogrammetric services for aerial photography, topographic mapping, and volume computations. Metro will be evaluating the photogrammetric information in order to report remaining usable refuse capacity, a projected closure date based on regional waste flow, and a calculation of in-place density.

The Metropolitan Service District (Metro) of Portland, Oregon is responsible for managing all aspects of solid waste disposal in the Portland metropolitan area. Metro has operated St. Johns Landfill, which is owned by the City of Portland, since 1980.

III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to perform an annual inspection and produce an annual inspection report

on or before July 15, 1990 and 1991. These and other tasks and products are described below:

The Contractor shall identify a single person as project manager to work with Metro. This person should be a registered engineer. The Contractor shall be responsible for any subcontractor work and shall be responsible for the day-to-day direction and internal management of the Contractor and subcontractor effort.

Prior to the 1990 semi-annual inspection the contractor shall become familiar with the contract documents for operation of the St. Johns Landfill, the Metro/City of Portland Agreement, and the Oregon Department of Environmental Quality's Solid Waste permit and NPDES permit for the St. Johns Landfill.

A. Annual tasks. The following are annual tasks:

1. Collect from Metro and review all available information on the operation of the St. Johns Landfill subsequent to the date of the previous annual inspection report, including groundwater and surface water quality data, depth and permeability final cover test procedures and results, operation contractor reports and operation record drawings, quantity records, remaining volume, rate-of-fill forecast, and in-place density reports, and other records and reports.
2. Interview representatives of at least the following groups regarding their respective responsibilities for, interests in, and comments on the operation of the St. Johns Landfill:
 - Department of Environmental Quality, Northwest Region, Charles Gray.
 - City of Portland, Department of Public Works, Daniel Miller.
 - Metro, Solid Waste Department, Jim Shoemake.
 - Browning Ferris Industries, Mike Cassetta.
3. Conduct an onsite inspection of the St. Johns Landfill, to include the operations area, new construction, public transfer station, the yard debris storage area, roads, and all ancillary facilities, to determine general compliance with the contract documents for operation of the St. Johns Landfill.

4. Prepare a draft report, which shall:
 - Document and assess the status of major landfill structures, ancillary facilities, and landfill operations. (Includes: wash rack; public transfer station; yard debris storage area; recycling area; transfer truck tipper; unloading pads; fill to design grades; refuse compaction; daily and final cover procurement and placement; seeding and erosion control; construction and maintenance of all access roads; construction and maintenance of surface drainage structures; leachate collection system; special waste handling; litter control; dust control; and all other miscellaneous work necessary for the landfill's operation and maintenance)
 - Assess the suitability of ongoing operations in light of: terms in the City/Metro agreement, if applicable, and the specifications of the operations contract. Make recommendations necessary for operations to reach general compliance with the operations contract.
 - Discuss the current groundwater and surface water quality data and compare it to the data in the previous annual inspection to determine if there are any significant differences.
 - Review and discuss the depth and permeability test procedures and results of final cover material placed since the previous annual report.
 - Discuss and include remaining volume reports provided by Metro that indicate a projected date of when authorized grades will be reached and also in-place density.
 - References: In the report's appendix, include copies of all data and information which have been reviewed (i.e. water quality data, depth and permeability test, site inspection notes, etc. as described in Task 2). Also include copies of all semi-annual reports produced for the period as part of Tasks B1 and B2 below. Clearly cite all references, including reviewed material which is too lengthy to be reproduced.
5. Submit three copies of a draft report to Metro for review, not later than June 15 each year.

6. Prepare a final report incorporating relevant review comments, submitted by Metro no later than July 1, and submit six (6) bound copies to Metro by July 15. (Note: It may be required that the 1991 annual report be prepared at an earlier date, in which case Metro will provide 60 days notice.) The final report will be prepared under the supervision of a registered Oregon professional engineer and stamped.
7. Conduct an inspection of the timber Incinerator Road Bridge and prepare three (3) copies of a letter report by June 15, as well as including a copy in the annual report. The inspection of the bridge should include: a complete field inspection to determine the physical condition of the bridge deck, superstructure, and substructure, as well as recommendations, if necessary, for maintenance or repairs.

B. Semi-annual tasks. The following are semi-annual tasks:

1. Contractor shall semi-annually perform an atmospheric asbestos detection test, at or near the asbestos dumping area, to evaluate the effectiveness of our asbestos delivery and dumping procedures. Results from such testing shall be delivered in a letter report with three (3) copies no later than December 15 and June 15, and both be included in the annual report. (Note: the first time this task is performed, the test results are due no later than April 15, 1990.)
2. Contractor will review test results from leachate entering the City of Portland's wastewater treatment system, as provided by Metro, to see if any major changes are occurring in the chemical composition. Results from such testing shall be delivered in a letter report with three (3) copies no later than December 15 and June 15, and both be included in the annual report. (Note: the first time this task is performed, it is due no later than April 15, 1990.)
3. Provide a semi-annual inspection and report to supplement the Annual Inspection Report for the St. Johns Landfill. As a supplementary report, it is not as detailed or complete as the Annual Inspection Report. An inspection is required and a letter report with three (3) copies is to be submitted to Metro by December 15. (Note: the first

time this task is performed, it is due no later than April 15, 1990.) This task shall be omitted in any year if so directed by Metro staff prior to October 1. The report is to present the results of the following tasks:

- Inspect all final facilities constructed during the previous six months.
- Review depth and permeability test procedures and results of final cover material placed during the previous six months. Review operation contractor's reports and operation record drawings, groundwater and surface water quality data, waste quantity reports, and remaining volume, rate-of-fill forecast, and in-place density reports.
- Make general observations and comments regarding the operation and appearance of the landfill, especially as they may relate to difficulties or defaults likely to appear during the detailed annual inspection.

IV. QUALIFICATIONS/EXPERIENCE

Each proposal must include a list of projects which the Proposer's firm has conducted in the past five (5) years that are similar to the work described in the Scope of Work. The experience of both the firm and the individuals who will be involved in the Proposal should be described for each project.

V. PROJECT ADMINISTRATION

Proposals must identify a single person as project manager to work with Metro. This person should be a registered engineer. The contractor must assure responsibility for any subcontractor work and shall be responsible for the day-to-day direction and internal management of the project. The prime contractor shall have, or be capable of obtaining, professional liability insurance, general liability insurance, business automobile insurance, and workers compensation insurance covering the services to be performed, as shown in Attachment 2. Metro shall be named as an additional insured.

VI. PROPOSAL INSTRUCTIONS

- A. **Submission of Proposals.** Three (3) copies of the proposal shall be furnished to Metro addressed to:

Joanna Karl
Metropolitan Service District
Solid Waste Department
2000 S.W. First Avenue
Portland, OR 97201-5398

- B. **Deadline.** Proposals will not be considered if received after 3pm Monday, January 22, 1990.

- C. **RFP as Basis for Proposals.** This RFP presents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP will not be considered by Metro in evaluating the proposals. All questions relating to the RFP, or the project must be submitted in writing to Joanna Karl, Senior Solid Waste Engineer. Any questions which in the opinion of Metro warrant a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP. Metro will not respond to questions received after Monday, January 8, 1990.

D. Subconsultants; Disadvantaged Business Program

A subcontractor is any person or firm proposed to work for the prime Contractor on this project. Metro does not wish any subcontractor selection to be finalized prior to Contract award. For any task or portion of a task to be undertaken by a subcontractor, the prime contractor shall not sign up a subcontractor on an exclusive basis.

In the event that any subcontractors are to be used in the performance of this Agreement, the Contractor agrees to reach the goal of subcontracting 7 percent of the Contract amount to Disadvantaged Business Enterprises, and 5 percent of the Contract amount to Women-Owned Business Enterprises or make good faith efforts to reach the goals as defined in Metro's Disadvantaged Business Program (see Attachment 4). The Contractor shall contact Metro prior to negotiating any subcontracts. Metro reserves the right, at all times during the period of this Agreement, to monitor compliance with the terms of this paragraph and Metro's Disadvantaged Business Program.

A copy of the Metro Code relating to the Disadvantaged Business Program, Section 2.04, is attached. (See Attachment 4.)

All questions regarding DBE/WBE requirements should be addressed to the Contracts Officer, Mr. A. M. Hazen at (503) 221-1646.

VII. Proposal Contents

The proposal should contain not more than ten (10) pages of written material (excluding biographies and brochures and Proposal Forms, which may be included in an appendix), describing the ability of the consultant to perform the work required. Contents of the proposal should be as follows:

- A. Transmittal Letter. Indicate who will be assigned to the project, who will be project manager, and that the proposal will be valid for ninety (90) days after the submittal date.
- B. Proof of insurance as described Attachment 2.
- C. All Proposal Forms (Attachment 1) must be attached.

- D. A project work plan describing how each task in the Scope of Work will be completed within the given time frame. Include a proposed work plan and schedule.
- E. Budget: A budget not to exceed \$60,000 has been established for the total amount of this two-year contract.
- F. Staffing/project Manager Designation: Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project.

Proposals must include a description of the project administration including a single person who is a registered engineer as project manager to work with Metro, identification of other staff to work on the project, coordination with other consultants (if applicable), and any other features of project administration.

Designate which tasks will be done by subcontractors.

- G. Experience: A representative list of projects that the proposer's firm has conducted in the past three (3) years that are similar to the work required for this project. Include a description of each project and its scope (work tasks and project cost). For each project, include the name of the contact person, his/her title, role on the project, and telephone number.

Identify persons on the proposed team who worked on each project, and their respective roles. Include resumes of individuals proposed for this contract.

- H. Costs. Indicate the following as designated in the Proposal Forms:
 - (1) the cost per task in the Scope of Work itemized by labor and expenses,
 - (2) the total cost (per event) for tasks listed under Section A, and total cost for Tasks listed under Section B,
 - (3) the annual cost of each task,
 - (4) the total annual cost of tasks listed under Section A, the total annual cost of tasks listed under Section B, and the annual sum of all tasks listed under both sections, and

(5) the total cost of this contract (for both Year 1 and Year 2) should be included in the Proposal Form as "Total Amount Proposed."

- I. Exceptions and Comments. To facilitate evaluation of proposals, Metro wishes that all responding firms adhere to the format outlined within this RFP.

Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough, and organized.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. Limitation and Award. This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to accept or reject any or all proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. Contract Type. Metro intends to award a personal services contract with the selected firm for this project. A copy of the standard form contract which the successful consultant will be required to execute is attached.
- C. Billing Procedures. Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of the services can occur. A monthly billing, itemized by task and accompanied by a progress report, will be prepared for review and approval.
- D. Validity Period and Authority. The proposal shall be considered valid for a period of at least ninety (90) days from the required submittal date, and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.

IX. EVALUATION OF PROPOSALS**A. Evaluation Procedure**

Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. The evaluation process will result in Metro developing a short list of the firms who, in its opinion, are most qualified. Interviews with these firms will be requested prior to final selection of one firm.

B. Evaluation Criteria

This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

EVALUATION CRITERIA

GENERAL	15%
<ul style="list-style-type: none">• Compliance with the RFP, completeness of response, clarity and understandability	
PROJECT ORGANIZATION	5%
<ul style="list-style-type: none">• Project management, assignment of personnel, and use of sub-consultants clearly described and project manager designated	
PROJECT WORKPLAN/APPROACH	15%
<ul style="list-style-type: none">• Project Work Plan. Demonstration of understanding of the project's objectives (including work schedule deadlines) and responsiveness of the proposal to those objectives.	
PROJECT STAFFING EXPERIENCE	30%
<ul style="list-style-type: none">• Qualifications and favorable references indicating the directly relevant expertise of the project manager, project team, and sub-consultants• Demonstrated knowledge of similar services at landfills and evidence of related, successful work record of the firm and sub-consultants• Work schedule deadlines adequately met in previous jobs	
COST PROPOSAL	35%
<ul style="list-style-type: none">• Cost	
	<hr/>
	100%

ATTACHMENTS

1. Proposal Forms
2. Insurance
3. Standard Public Contract
4. Disadvantaged Business Program
5. Site Location Map
6. Subarea Boundaries
7. Existing Water Quality Monitoring Stations

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 90-1191 FOR THE PURPOSE
OF AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR
INSPECTION SERVICES AT ST. JOHNS LANDFILL

Date: December 5, 1989

Presented by: Bob Martin
Jim Watkins

FACTUAL BACKGROUND AND ANALYSIS

Metro operates St. Johns Landfill under the conditions of the following regulatory permits: the Oregon Department of Environmental Quality (DEQ) Solid Waste Disposal Site Closure Permit #116 and Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit #100599.

Metro is required by the Metro/City of Portland agreement to twice annually provide "a report of inspection and evaluation concerning the landfill operations and the condition of all facilities and structures including the Incinerator Road Bridge" by a qualified consulting engineer mutually chosen by Metro and the City.

Inspection services at the St. Johns Landfill - which have included ensuring compliance with the conditions of regulatory permits and Metro's operations contract, as well as satisfying the Metro/City of Portland agreement - have been provided since 1980 when Metro began operation of the landfill. Since November 1986, EMCON Associates has provided such services at St. Johns Landfill as part of Contract #86-10-177SW. Upon receipt of final reports this contract, which also provides photogrammetric services at the landfill, will be completed.

As the St. Johns Landfill is filled closer to its final contours, it is important to closely monitor compliance to the operations contract. A two-year contract will enhance consistency through completion of the Metro/City of Portland agreement on December 31, 1991.

It is recommended that at this time a Request for Proposals (Exhibit #1 to Resolution No. 90-1191) be issued for the purpose of obtaining inspection services for St. Johns Landfill.

BUDGET IMPACTS

One hundred thousand dollars has been allocated for fiscal year 1989-90 for Engineering Services for the Annual Report, which is for both photogrammetric and inspection services at St. Johns Landfill. The cost for the inspection services is estimated not to exceed \$30,000 per year which does not exceed current budget allocations

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 90-1191 which authorizes the issuance of an RFP for solicitation of inspection services at St. Johns Landfill.

SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 90-1191, FOR THE PURPOSE OF AUTHORIZING
ISSUANCE OF A REQUEST FOR PROPOSALS FOR INSPECTION SERVICES
AT ST. JOHNS LANDFILL

Date: December 13, 1989

Presented by: Councilor Gary
Hansen

Committee Recommendation: The Solid Waste Committee voted 4 to 0 to recommend Council adoption of Resolution No. 90-1191. Voting: Councilors Hansen, Buchanan, DeJardin and Ragsdale. Absent: Councilor Wyers. This action taken December 12, 1989.

Committee Discussion/Issues: Metro is required by the agreement with the City of Portland to twice annually provide "a report of inspection and evaluation concerning the landfill operations and the condition of all facilities and structures including the Incinerator Road Bridge" by a qualified consulting engineer mutually chosen by Metro and the City.

As the St. Johns Landfill is filled closer to its final contours, it is important to closely monitor compliance to the operations contract.

One hundred thousand dollars has been allocated for FY 1989-90 for engineering services for the Annual Report, which is for both photogrammetric and inspection services at St. Johns Landfill. The cost for the inspection service is estimated not to exceed \$30,000 per year which does not exceed budget allocations.

There were no questions and no discussion by the Committee and the Committee voted to recommend Council adoption of the resolution.

GH:RB:pa
RB.134