



Greater Upper Valley Solid Waste Management District

Serving Bridgewater • Hartland • Norwich • Pomfret • Sharon • Strafford • Thetford • Vershire • West Fairlee • Woodstock

PO Box 320, Ascutney, VT 05030 • (802) 674-4474 • www.guvswd.org

The Greater Upper Valley Solid Waste Management District (hereinafter “GUV”) invites qualified firms to submit proposals for the permitting, design, engineering and development of construction bid documents for a 60’ X 60’ solid waste transfer station, septic system and domestic water supply to be located on GUV property in North Hartland, Vermont.

Five (5) sealed proposals must be mailed to:

Greater Upper Valley Solid Waste Management District
c/o Thomas Kennedy
Post Office Box 320
38 Ascutney Park Road
Ascutney, Vermont 05030-0320

Proposals must be received by no later than the response deadline of Friday, February 14, 2019 at 4:30 PM ET. Late proposals will not be considered.

I. BACKGROUND & SUMMARY

The transfer station will be used as a consolidation point for the collection of packaged and non-packaged organics from commercial and institutional facilities located in Vermont and New Hampshire. The materials collected at the transfer station will be transferred to an anaerobic digester where it will be de-packaged and used as feedstock for anaerobic digestion. This facility would help commercial and institutional facilities comply with the Universal Recycling Law (Act 148) that bans food waste disposal in trash and landfills beginning on July 1, 2020.

The transfer station will be a freestanding steel building with concrete knee walls and floor built to a standard to accommodate trucks carrying a minimum of 10 tons of material which will be deposited on the floor of the transfer station. A front loader will move the materials from the floor to a 50’ to 55’ trailer at the rear of the building for transport to another solid waste facility for consolidation.

The building will need to be designed and engineered to accommodate the abovementioned loads and traffic, and meet any and all construction standards required by the State of Vermont. The project will also include the design and location of septic and domestic water supply systems.

The construction of the transfer station will be partially funded through a grant from the Vermont Department of Environmental Conservation-Solid Waste Division. The successful firm must be recognized by the State of Vermont and be in good standing.

II. SCOPE OF WORK

This scope of work will be divided into two phases. The first phase is to develop the design plans, cost estimates, and other documents necessary to develop bid documents. The second phase will be the development of bid documents, contractor selection and contracts.

Phase 1 – Permitting, Engineering and Design

The Consultant will provide professional engineering services including, but not limited to:

- Thoroughly define the project;
- Design and engineer the transfer station, septic system and domestic water supply;
- Provide supporting engineering documents to GUV staff and attorney for their preparation and submittal of an amended Act 250 permit;
- Prepare and submit solid waste and waste water permits to DEC;
- Develop grading and drainage designs and plans for the transfer station site;
- Coordinate with GUV's stormwater consultant in the preparation and submittal of the project's stormwater operational permit. GUV's stormwater consultant will be responsible for the selection and sizing of the stormwater system as well as preparation of necessary stormwater permitting documents. The selected firm will be responsible for incorporating the design into their grading and drainage plan and detail sheets;
- Attend at least one meeting each with Administrative Committee and Board of Supervisors to discuss building design and site plan for stormwater and septic design.

Phase 2 – Construction Documents and Bid Phase

- Prepare contract documents and construction plans for the projects. The contract documents must include an Advertisement for Bid, Information for Bidders, Bid Schedule, General Conditions, Special Conditions and Technical Specifications for the project. Provide two (2) copies of the contract documents and contract drawings to the GUV for their review. Upon completion of the GUV's review, comments will be addressed and incorporated into the contract documents and drawings. Submit a copy of final construction plans to the Town in PDF format.
- During bid phase, conduct a pre-bid meeting, answer questions posed by contractors, issue addenda and attend the bid opening.
- Prepare bid tabulation and assist the Administrative Committee with the selection of the contractor. Upon acceptance of a contractor by the GUV, provide three (3) copies of contract documents and drawings for the execution of the contract by the GUV and the successful contractor.

Phase 3 - Construction Services

- Construction inspection or Clerk of the Works services will be determined at a later date and negotiated at that time.

III. PROJECT SCHEDULE

The project schedule is very aggressive; the GUV hopes to have the transfer station operational by mid-October 2019.

IV. REQUIRED PROPOSAL CONTENT

Interested bidders shall provide a completed Scope of Services as needed to complete the Scope of Work described herein. The proposal shall contain the following sections:

CONCEPT AND SCOPE

TECHNICAL: The consultant will present an overall project concept which will demonstrate an understanding of the scope and objectives for this project.

QUALIFICATIONS: Describe the Firm's related experience in the design of solid waste transfer stations, solid waste and Act 250 permitting.

- A. Provide a description of the qualifications of the individual(s) who will be involved in the project, including relevant past experience including the name and resume of Project Manager and resumes of all key personnel.
- B. Registered Professional Engineer in the State of Vermont

WORK PROGRAM: Include specific activities of tasks to be performed, proposed methodology and individual(s) to be responsible for carrying out the activities or tasks and project schedule by task.

COST PROPOSAL: The information requested in this section is required to support the reasonableness of your quotation. Please provide the following:

- Estimated hours by staff person
- Rate per hour by staff person
- Total cost for each Phase and overall cost for both Phases (Not to Exceed)

PROOF OF INSURANCE: Proposals should include proof of general liability and property damage insurance, having all major divisions of coverage including:

Premises – Operations

Independent Contractor's Protective

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Product Aggregate

REFERENCES: Please include at least two contacts for clients provided with similar services.

V. BUDGET

Funding for this project is provided by a grant through the Vermont Agency of Natural Resources (VT ANR) Department of Environmental Conservation (DEC), Solid Waste Division and the resources of the GUV. The budget for design, engineering and permitting services (exclusive of permit fees) shall not exceed **\$20,000.00**

VI. EVALUATION OF PROPOSALS

Evaluation will be done by committee, comprised of representatives from the GUV and staff. Evaluation of proposals will consider, but may not be limited to:

- Proposed cost (30 points)
- Experience with similar projects (30 points)
- Proposed project timeframe (10 points)
- General qualifications (15 points)
- Technical approach (15 points)

VII. PROCESS

The GUV and staff will review proposals submitted in response to this RFP and will select one firm to perform the work. The review committee reserves the right to seek clarification of any response submitted as well as the right to accept or reject any or all proposals. GUV has the right to reject any or all proposals if doing so is in the best interest of the GUV.

Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply for reimbursement for the expenses. EOE; minority-and-women owned businesses are urged to submit proposals.

Five copies of the proposals must be received by no later than the response deadline of Thursday, February 14, 2019 by 4:30 PM ET. Late proposals will not be considered. If you have any questions pertaining to this RFP or desire additional information, please contact Thomas Kennedy at tkennedy@swcrpc.org or by phone at 802-674-9201.

BID PROCESS TIMELINE	
BID STEP	DATE
1. RFP Issued	Friday, January 18, 2019
2. Questions regarding RFP due to SWCRPC	Friday, January 25, 2019 by 3:00 PM ET
3. SWCRPC responds to questions	Tuesday, January 29, 2019
4. Proposals due to SWCRPC	Friday, February 14, 2019 by 3:00 PM ET