

**Request for Proposals
Engineering Services
8.4.2017**

REQUEST

FOR

PROPOSALS

FOR

**ENGINEERING, PERMITTING, AND SUPPORT SERVICES
FOR THE GUDE LANDFILL REMEDIATION PROJECT**

**REQUEST FOR PROPOSALS
FOR
ENGINEERING, PERMITTING, AND SUPPORT SERVICES
FOR THE GUDE LANDFILL REMEDIATION PROJECT**

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

Table of Contents

PART I - PROPOSAL INFORMATION	6
1.1 PURPOSE:	6
1.2 CONTACT PERSON:.....	7
1.3 PRE-PROPOSAL CONFERENCE AND SITE VISIT:	7
1.4 WRITTEN QUESTIONS:.....	7
1.5 AMENDMENT OR CANCELLATION OF THIS RFP:	8
1.6 SUBMISSION REQUIREMENTS:.....	8
1.7 DISCLOSURE:	9
1.8 INCURRED EXPENSES:.....	10
1.9 ACCEPTANCE OF TERMS AND CONDITIONS:	10
1.10 PROCUREMENT REGULATIONS:.....	10
1.11 MONTGOMERY COUNTY LIVING WAGE & MINORITY PARTICIPATION:....	10
PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT	11
PROVISIONS	11
2.1 PARTIES TO THE CONTRACT:.....	11
2.2 CONTRACT TERM:	11
2.3 COMPENSATION AND METHOD OF PAYMENT:	11
2.4 INSURANCE:.....	11
PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING	11
3.1 SCOPE:	11
3.2 QUALIFICATIONS:	32
3.3 PROJECT SCHEDULE:	33
3.4 PRICE PROPOSAL:	34
3.5 IRREVOCABILITY OF PRICE PROPOSAL:	34
PART IV - EVALUATION PROCEDURE	35
4.1 EVALUATION COMMITTEE:	35
4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:	35
4.3 MULTI-STEP COMPETITIVE SEALED NEGOTIATION:	35
4.4 EVALUATION CONSIDERATIONS:	35
PART V - ADA COMPLIANCE	36
5.1 ALTERNATIVE FORMS:	36

**Request for Proposals
Engineering Services
8.4.2017**

Exhibit 1	37
Gude Landfill Site Background	37
Exhibit 2.....	39
Revised Assessment of Corrective Measures Report and associated County and Regulatory Correspondence.....	39
Exhibit 3.....	40
Price Proposal Form and Staffing Rate Structure	40
Exhibit 4.....	43
Service Contract.....	43

**RFP Due Date: September 26, 2017
RFP Due Time: 12:00 PM Local Time**

**REQUEST FOR PROPOSALS
FOR
ENGINEERING, PERMITTING, AND SUPPORT SERVICES
FOR THE GUDE LANDFILL REMEDIATION PROJECT**

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

The Northeast Maryland Waste Disposal Authority (the “Authority”), a multi-jurisdictional agency, is requesting proposals from engineering firms or engineering teams (the “Design Engineer”) that are qualified to provide project management, pre-design, engineering design, permitting, bidding, stakeholder engagement, and conceptual land use planning services relating to solid waste facilities, specifically the design for corrective measures at landfills. The Authority will require strong engagement, outreach, and communication experience in the area of collaborative design of corrective measures that incorporate beneficial land uses for the closed Gude Landfill site located in Montgomery County, Rockville, Maryland. These land uses may not be fully developed or realized during the design, permitting, and construction of the Corrective Measures; however, the land uses will be evaluated along with potential site integration measures for the ease of future land use construction during the conceptual design and the detailed engineering design as part of the project work.

The Authority was established as a public corporation by Chapter 871, Acts of 1980 to assist its participating political subdivisions of Maryland and other public entities in providing adequate solid waste disposal facilities, including facilities for the generation of steam, electricity or fuels and recovery of materials that are derived from or are otherwise related to waste disposal. Participating jurisdictions (“the Members”) include Baltimore City and Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard, and Montgomery Counties. Maryland Environmental Service, an instrumentality of the State of Maryland, is an ex-officio member. The Authority acts as a coordinating agency and a financing vehicle for solid waste management projects. Additional information on the Authority is on our web page, www.nmwda.org.

Copies of the Request for Proposals are available from the Northeast Maryland Waste Disposal Authority at 410-333-2730, procurement@nmwda.org, or at the address below:

Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Baltimore, MD 21201-2705

Proposals will be accepted **until 12:00 PM Local Time on September 26, 2017.**

Christopher Skaggs, Executive Director

OFFEROR'S CONTACT INFORMATION FORM

(1st) Name: _____

Title: _____

(2nd) Name: _____

(optional)

Title: _____

(optional)

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail (1st): _____

E-mail (2nd): _____

I / we prefer to be contacted by: *(circle one)* U.S. Mail, telephone, fax, e-mail

I / we prefer correspondence to be sent by: *(circle one)* fax, e-mail

Please fax, e-mail or mail completed form to:

Ms. Shirl Wright
Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Baltimore, MD 21201-2705
Fax. (410) 333-2721
procurement@nmwda.org

**REQUEST FOR PROPOSALS
FOR
ENGINEERING, PERMITTING, AND SUPPORT SERVICES
FOR THE GUDE LANDFILL REMEDIATION PROJECT**

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

Offerors are invited to submit proposals in conformance with the requirements described below:

PART I - PROPOSAL INFORMATION

1.1 PURPOSE:

The purpose of this Request for Proposals (“RFP”) is to select one (1) engineering firm or engineering team (the “Design Engineer”) for project management, pre-design, engineering design, permitting, bidding, stakeholder engagement, and conceptual land use planning services (“Service”) related to certain remediation and potential land use efforts at the closed Gude Landfill (“Landfill”) in Montgomery County (“County”), Rockville, Maryland. To be selected, a potential Design Engineer must show that it has the relevant experience with solid waste facility and land use conceptual planning, landfill remediation engineering design, permitting, bid document preparation, and bid support as well as stakeholder engagement and regulatory compliance. Specifically, the selected Design Engineer will provide the Service for the closed Gude Landfill located at 600 East Gude Drive, Rockville, Maryland 20850. A description of the Landfill is found in **Exhibit 1**.

The County has been working with the Maryland Department of the Environment (“MDE”) under a Consent Order agreement to address certain concerns and potential impacts at the Landfill. A Nature and Extent Study (“NES”) was completed and submitted to MDE in 2010 and NES Amendment No. 1 was submitted in 2011. As a result of the NES and NES Amendment No.1, an Assessment of Corrective Measures (“ACM”) Report and an ACM Report Revision was prepared for the Landfill in accordance with the specific requirements set forth under Title 40 Code of Federal Regulations (“CFR”) § 258.56 and the general requirements of MDE for regulating solid waste disposal facilities under COMAR. A copy of the Revised ACM Report along with associated Montgomery County and MDE correspondence letters are found in **Exhibit 2**. The Gude Landfill Groundwater and Surface Water Monitoring Plan, Landfill Gas Monitoring Plan, and available installation documentation for groundwater monitoring wells, landfill gas monitoring wells and landfill gas extraction wells are also found in **Exhibit 2**.

The Revised ACM Report prepared by the County recommended a Corrective Measures Alternative (“CMA”) that addresses the following:

- Reported concentrations exceeding Maximum Contaminant Levels (“MCLs”), established by EPA as limits for drinking water, for volatile organic compounds (“VOCs”) and other groundwater impacts at and beyond the Landfill property boundary

- per the COMAR 26.08.02. The constituents identified in the NES Amendment No. 1 for the Landfill (EA 2011) as groundwater impacts, based on MCL exceedances in 2011, include cadmium, 1,1-dichloroethene (“DCE”), cis-1,2-DCE, 1,2-dibromoethane, 1,2-dichloropropane, benzene, methylene chloride, tetrachloroethene (“PCE:), trichloroethene (“TCE”), vinyl chloride (“VC”), and nitrate.
- Intermittent exceedances of the lower explosive limit (“LEL”) for methane gas at the Landfill property boundary (per COMAR 26.04.07.03B (9)).
 - Occurrences of non-stormwater discharges (e.g., leachate seeps) at the Landfill property boundary (per COMAR 26.08.04.08).

Upon review of the ACM Report and the Revised ACM Report, MDE approved the Toupee Capping and Additional Landfill Gas Collection as the Corrective Measure Alternative. Please visit the County website for more information:

<http://www.montgomerycountymd.gov/sws/facilities/gude/mde-approved-plans.html#acm> (last accessed 08.04.17).

1.2 CONTACT PERSON:

Any communication regarding this RFP must be made to the attention of “**RFP for Montgomery County Gude Landfill Engineer-2017**” in writing, and directed to procurement@nmwda.org or Northeast Maryland Waste Disposal Authority, 100 South Charles Street, Tower II – Suite 402, Baltimore, MD 21201, or fax at 410-333-2721. Prior to award of this contract, Offerors should not initiate any communications related to this RFP with Authority staff, or with employees or local elected officials of any Member Jurisdiction. Any communications other than to procurement@nmwda.org may result in the disqualification of an Offeror’s proposal.

1.3 PRE-PROPOSAL CONFERENCE AND SITE VISIT:

A pre-proposal conference will be held on **Thursday, August 24, 2017 at 10:00 AM, Local Time**. The pre-proposal conference will begin at the Montgomery County Shady Grove Processing Facility and Transfer Station located at 16101 Frederick Road Derwood, MD 20855. This conference includes a tour of the closed Gude Landfill. Proper personal protective equipment (e.g., hard hats, safety shoes, safety vests, and glasses) is required for the Landfill Tour. Participants are encouraged to attend the pre-proposal conference, but not required to attend in order to respond to this RFP. Potential attendees must RSVP to procurement@nmwda.org no later than **4:00 PM, Local Time, on Tuesday, August 22, 2017**.

1.4 WRITTEN QUESTIONS:

Prospective Offerors may submit written questions only concerning this RFP to the attention of “**RFP for Montgomery County Gude Landfill Engineer-2017**”, to procurement@nmwda.org. Questions may be submitted via e-mail, fax, or by mail. The Authority will endeavor to respond in writing to requests for information submitted by **4:00 PM, Local Time, on September 11, 2017**, however, the Authority makes no assurance

that written responses will be tendered if, in the opinion of the Authority, such information is evident in the RFP or goes beyond the intended scope of this solicitation. Any written responses to questions made shall be emailed or faxed to all prospective Offerors who requested a copy of this RFP and posted at www.nmwda.org.

1.5 AMENDMENT OR CANCELLATION OF THIS RFP:

If this RFP requires amendment, written notice of the amendment will be given by means of an addendum to all prospective Offerors who requested a copy of this RFP or who submitted the Offeror's Contact Information Form. Receipt of addenda must be acknowledged in writing by prospective Offerors to the Authority. Acknowledgment by facsimile and e-mail is permitted. Copies of the acknowledgments are to be included in the proposal. The Authority reserves the right to modify, amend or cancel this RFP if the Authority determines, in its sole discretion that it is in the best interest of the Authority to do so.

1.6 SUBMISSION REQUIREMENTS:

Six (6) hardcopies, and two (2) electronic copies on CD-ROM or USB thumb drive, of the proposal must be submitted in a sealed envelope, labeled "**RFP for Montgomery County Gude Landfill Engineer-2017, Engineering Proposal**" and received no later than **12:00 PM, Local Time, on September 26, 2017** (the "Closing Date"). Any proposals received after this time will not be considered. All submissions will be time and date stamped when received. A facsimile of the proposal will not be accepted.

The proposal should be double-sided on minimum 30% post-consumer recycled content paper. Proposals will be a maximum of 100 pages in length (i.e., 50 pieces of paper, not including covers, dividers and tabs, etc. in the proposals), for Sections 1 through 7 as described below. Sections 8 and 9 will not count toward the page limit requirements. Refer to the Table below for maximum page limits per Section. Proposals shall be organized in the following manner:

Section 1 – Transmittal Letter/Cover Letter

Section 2 – Organization Chart showing key individuals and area(s) of experience for municipal projects, including a listing of Maryland licensed Professional Engineers who shall be stamping the various components of the design drawings. The Organizational Chart shall be 11" x 17" format.

Section 3 – Description of Key Projects (highlighting experience in Maryland)

Section 4 – Résumés and Current Position of Key Individuals (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks). Resumes shall be one (1) page per key individual.

Section 5 – References (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks)

Section 6 – Work Plan and Project Schedule. The Work Plan shall include, but is not limited to the Offeror's: approach to project management and staff integration; performance of the project work with respect to all Tasks; the

project communication plan; identification and verification of permitting and regulatory requirements; the stakeholder engagement plan; quality assurance and quality control of the project work; and the duration of the project schedule. The schedule for the deliverables must be in the overall Project Schedule as well as presented as a separate file.

Section 7 – Price Proposal

Section 8 – Statements/Documents of Compliance. Minority, Female and Disabled-Owned Businesses MFD compliance, Non-Segregated Facilities, Drug Free Workplace Policy, current Maryland State Department of Assessments and Taxation (“MDS DAT”) Certificates for all firms in the proposals or statement agreeing to provide the required Statements and Certificates prior to executing the Contract.

Section 9 – Comments on the Contract

Section Description	Max Page Limit (double-sided)
Section 1 – Transmittal Letter/Cover Letter	1
Section 2 – Organization Chart	1
Section 3 – Description of Key Projects	15
Section 4 – Résumés and Current Position of Key Individuals	15
Section 5 – References	1
Section 6 – Work Plan and Project Schedule	15
Section 7 – Price Proposal	2
Total Pages	50
Section 8 – Statements/Documents of Compliance	N/A
Section 9 – Comments on the Contract	N/A

If the Offeror’s proposal is longer than 50 pieces of paper for Sections 1 through 7, it will be considered non-responsive.

1.7 DISCLOSURE:

Offerors should identify those portions of their proposals that they consider to be confidential, proprietary commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Authority under the Maryland Public Information Act, Section 10-611 et seq. of the State Government Article of the Maryland Code. Offerors are advised that, upon request for this information from a third party, the Authority is required to determine independently whether the information can be withheld under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Offeror in advance of releasing the information to permit the Offeror to take independent action to

protect the information. Offerors agree that the Authority has no liability for release of information it determines in good faith must be disclosed under the law.

1.8 INCURRED EXPENSES:

The Authority is not responsible for any expenses that Offerors may incur in preparing and submitting proposals.

1.9 ACCEPTANCE OF TERMS AND CONDITIONS:

By submitting a proposal in response to this RFP, the Offeror accepts all of the terms and conditions set forth in this RFP, unless otherwise noted and agreed to during the open question period.

Furthermore, by submitting a proposal in response to this RFP, the Offeror accepts and acknowledges that the Authority is performing this project in conjunction with Montgomery County and its designated staff and agents will be an integral project partner and deliverable reviewer on all project-related activities .

1.10 PROCUREMENT REGULATIONS:

This RFP, and any contract entered into as a result thereof, is not subject to the provisions of the State Finance and Procurement Article, but is governed by Section 3-921 of the Natural Resources Article of the Annotated Code of Maryland and COMAR 14.13.01.01 et seq.

1.11 MONTGOMERY COUNTY LIVING WAGE AND MINORITY PARTICIPATION:

The successful Offeror shall always meet all requirements of federal, State and local regulations and laws, including but not limited to those relating to workplace safety. For clarity, the Proposal must reflect the use of the County's living wage as found at <http://www.montgomerycountymd.gov/pro/DBRC/WRL.html> (last accessed 08.04.17). Furthermore, the Contactor shall certify that it is in compliance with the County's MFD Program and provide a minimum 15% of the value of the Proposal is performed by a certified Minority, Female and Disabled-Owned Business. Details on the County's program can be found here:

<http://www.montgomerycountymd.gov/pro/DBRC/MFD.html> (last accessed 08.04.17). Compliance with the Program can be achieved through direct and indirect services. Direct services relate to the firm providing the Service to the Authority and may include design work and field investigations. Indirect services include those support services, such as but not limited to equipment repair, that are required for the Service to be performed. The selected Design Engineer is expected to reach out to Alvin Boss at the County's MFD Program at alvin.boss@montgomerycountymd.gov or 240-777-9912 for clarification and ongoing compliance.

PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT PROVISIONS

2.1 PARTIES TO THE CONTRACT:

The Contract and all Exhibits thereto to be entered into because of this RFP (the “Contract”) shall be by and between the Offeror as Design Engineer and the Authority. The form of the Authority’s Contract is set forth in **Exhibit 4**. If the Offeror is not willing to enter into the contract as written, the Offeror must identify any proposed changes to the Authority’s Contract during the open question period via written submission. The Authority will notify **ALL** Offerors of the accepted changes prior to the Proposal Due Date. A **proposal** that requires changes to the Authority’s Contract not raised prior to submission may be rejected.

2.2 CONTRACT TERM:

The Contract term shall commence as of the date specified in the Contract and shall be for three years, with two, one-year extensions at the Authority’s sole option.

2.3 COMPENSATION AND METHOD OF PAYMENT:

The Design Engineer shall be expected to submit invoices monthly, including a description of work performed relating to the period of the invoice. The Contract will provide further details.

2.4 INSURANCE:

The Design Engineer must have or be willing to obtain insurance with the minimum terms as shown in the Contract within **Exhibit 4** of this RFP. If the Design Engineer does not currently have the minimum insurance required, the Design Engineer must be willing, at its own cost, to obtain such insurance and provide the necessary certificates of insurance prior to the signing of the Contract.

PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING

3.1 SCOPE:

The overall purpose of the Contract that results from this RFP is to acquire technical assistance to develop the conceptual and final design of the Work Plan (Appendix J) of the Revised ACM Report for the closed Gude Landfill herein referred to as **Exhibit 2**. **Exhibit 4** provides greater detail on the specific requirements of the Service Contract. Tasks 1-7 present the general requirements for the performance of the project work; however, the information presented herein is not intended to be an all-encompassing list of services to be completed by the Design Engineer for the project work. By submitting a Proposal, the Design Engineer acknowledges that they have experience with performing similar projects

and have identified all the engineering design and permitting services required to develop the conceptual and final design of the MDE Approved Corrective Measure Alternative (“CMA”) along with other site-specific requirements in support of the project engineering and permitting.

Task 1 – Project Management Services

The Design Engineer shall perform and provide Project Management Services throughout the entire duration of the project. These services shall include, but are not limited to the following:

- Telephone, email, letter, and other associated correspondence with the Authority, its member jurisdiction and designated agents, regulatory agencies, and other entities and individuals as required by the project work.
- Meeting preparation, attendance, and documentation, which shall include advance agendas, meeting minutes, presentations, and other work items as required by the project work.
- Project Kick-off Meeting – The Design Engineer shall schedule, hold, and facilitate a Project Kick-off Meeting within two (2) weeks of the Notice to Proceed. The Design Engineer shall issue the agenda seven (7) days prior to the Kick-off Meeting for review, comment, and acceptance. The format for the Kick-off Meeting shall be approved by the Authority and the agenda shall include, but is not limited to:
 - Designation of primary points-of-contact, roles, and receipt of contact information;
 - Coordination between parties and chain-of-command communication;
 - Coordination for site access and work on-site by the Design Engineer;
 - Coordination for on-going operations at the Landfill;
 - Emergency telephone numbers and contacts list;
 - Procedures for information requests and initial requests;
 - Review of the Scope of Work;
 - Procedures for Deliverables and Review Timelines;
 - Monthly Conference Calls and Monthly Project Meetings;
 - Weekly Email Reports and Monthly Progress Reports;
 - Project Communication Plan;
 - Project Health and Safety Plan;
 - Stakeholder Engagement Plan;
 - Project Schedule;
 - Project Budget;
 - Processing and Schedule of Payments;
 - Other business; and
 - Next meeting date;

The Design Engineer shall prepare and distribute meeting minutes for review, comment, and acceptance within seven (7) days of the meeting or phone call occurrence.

- **Project Communication Plan** – The Design Engineer shall prepare a Project Communication Plan that considers and accounts for various project aspects including, but not limited to, day-to-day chain-of-command communication and correspondence between points-of-contact, deliverables and deliverable reviews, conference calls, meetings, and presentations, and project schedule, etc. throughout all tasks of the project work. The Design Engineer shall maintain and update the Project Communication Plan for the entire duration of the project. The Project Communication Plan shall be provided for review, comment, and acceptance within fourteen (14) days following the Kick-off Meeting. The Project Communication Plan is a separate deliverable than the Stakeholder Engagement Plan (in Task 6).
- **Weekly Project Progress Emails** – The Design Engineer shall prepare Weekly Project Progress Emails that summarize work activities during the reporting week (i.e., the current week) and forecasted activities for the next week or weeks, as necessary. The format of the Weekly Project Progress Emails shall be approved by the Authority. The Weekly Project Progress Emails shall be provided by 12:00 PM, Local Time, every Friday for the entire duration of the project.
- **Monthly Project Progress Meetings** – The Design Engineer shall schedule, hold, and facilitate Monthly Project Progress Meetings and at other times if requested by the Authority or as the Design Engineer deems necessary to discuss and review project-related activities for the entire duration of the project. The format for the Monthly Project Progress Meetings shall be approved by the Authority. The Design Engineer shall issue agendas seven (7) days prior to the meeting for review, comment and acceptance. At such meetings, discussions shall be held concerning all aspects of the project work including, but not limited to:
 - Minutes or notes regarding the previous meeting;
 - Progress since the last meeting across all work tasks;
 - Status of deliverables and deliverable reviews;
 - Planned progress for the next month or months, as necessary;
 - Status of the project schedule;
 - Coordination between parties;
 - Problems, conflicts, and observations;
 - Safety concerns;
 - Status of budget;
 - Status of current open and closed action items for meetings. The Design Engineer shall maintain a rolling list of formerly open and closed action items as a separate project record document;
 - Other business; and
 - Next meeting date.

The Monthly Project Progress Meetings shall be primarily attended by the Design Engineer's Project Manager with principal discipline staff/subconsultants only attending for specific topics of interest. In other words, the Design Engineer should actively limit the number of its staff at the meetings. Other attendees may include representatives of the Authority, the County, regulating agencies, and other contractors whose work affects or is affected by project activities at the Landfill, and others as deemed appropriate by these parties. The Monthly Project Progress Meetings shall be

- scheduled and held on a consistent date from month to month (e.g., the 4th Thursday of the Month at 1:00 PM) for the entire duration of the project. The Monthly Project Progress Meetings shall be held in the conference room at the Shady Grove Processing Facility and Transfer Station, 16101 Frederick Road, Derwood, MD. The Design Engineer shall prepare and distribute meeting minutes for review, comment, and acceptance within seven (7) days of the meeting occurrence.
- Authority and the County Department/Division Head Meetings and Presentations – The Design Engineer shall budget for four (4) meetings and four (4) presentations with the Authority’s and County’s County Department/Division Heads for the project. The Design Engineer shall prepare meeting agendas, graphics, meeting minutes, and presentations for review, comment, and acceptance.
 - MDE Meetings and Presentations – The Design Engineer shall budget for four (4) meetings and one (1) presentation with MDE for the project. The Design Engineer shall prepare meeting agendas, graphics, meeting minutes, and presentations for review, comment, and acceptance.
 - Monthly Project Progress Reports – The Design Engineer shall prepare Monthly Project Progress Reports for the entire duration of the project. The format of the Monthly Project Progress Reports shall be approved by the Authority. The Monthly Project Progress Reports shall be provided by the 7th of every month and shall include, but are not limited to:
 - A summary of work activities during the reporting month;
 - A summary of forecasted work activities for the next month or months as necessary;
 - A rolling listing of major submittals (e.g., deliverables) issued during the reporting month and their status;
 - A rolling listing of major submittals (e.g., deliverables) scheduled for issuance during the following month or months;
 - A description of any outstanding concerns or issues regarding the project work that require resolution and the Design Engineer’s approach to promptly address the issue;
 - Updated Project Communication Plan (as necessary) and Updated Project Schedule;
 - A budget and percent complete update per task and/or per work activity.
 - The Design Engineer’s plan for accelerating project activities if progress-to-date indicates the work is behind schedule;
 - A listing of health and safety statistics for relevant project-related activities.
 - A listing of any violations of Governmental Approvals or Applicable Law and actions taken or to be taken to eliminate any subsequent violations; and
 - The Design Engineer’s verification that the design, permitting, and bidding documents have been prepared and updated in accordance with the requirements of the RFP, **Exhibit 2**, and **Exhibit 4**.
 - Project Schedule – The Design Engineer shall prepare and distribute a detailed Project Schedule that considers and accounts for project management, pre-design, engineering design, permitting, bidding, stakeholder engagement and conceptual land use planning services in Microsoft Project and PDF formats, including the projected sequence of

construction in accordance with **Exhibit 2** and Section 3.3 of this RFP. The Design Engineer shall update the Project Schedule for the Project Kick-off Meeting and for the entire duration of the project.

- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations; general industry standards; and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review, and be responsible for the work of their teaming partners, subconsultants and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall schedule, hold and facilitate a Project Kick-off Meeting and prepare a draft and final agenda and meeting minutes at the intervals and frequencies specified.
- 2) The Design Engineer shall prepare a Project Communication Plan with updates for the entire duration of the project.
- 3) The Design Engineer shall schedule, hold, and facilitate Monthly Project Progress Conference Calls, Monthly Project Progress Meetings, and other Meetings and Presentations at the intervals and frequencies specified for the entire duration of the project.
- 4) The Design Engineer shall prepare and distribute Weekly Project Progress Emails, Monthly Project Progress Reports, meeting agendas, and meeting minutes at the intervals and frequencies specified.
- 5) The Design Engineer shall prepare a detailed Project Schedule with updates for the entire duration of the project.
- 6) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on each of the draft documents in Task 2.
- 7) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or documents in other editable formats on CD-ROM or USB.

Deliverables

- 1) Draft and Final Agenda and Meeting Minutes for the Kick-off Meeting
- 2) Draft and Final Project Communication Plan with monthly updates throughout the project

- 3) Weekly Project Progress Emails and Monthly Project Progress Reports throughout the project
- 4) Draft and Final Meeting Agendas, , Monthly Project Progress Meeting, other Meeting minutes, and Presentations throughout the project
- 5) Draft and Final Project Schedule with monthly updates throughout the project

Task 2 – Pre-Design Services

The Design Engineer shall perform and provide Pre-Design Services in support of the engineering design and permitting for the MDE Approved CMA for the closed Gude Landfill. The Pre-Design Services include, but are not limited to the following:

- Prior to the start of engineering work, the Design Engineer shall submit a Temporary Facilities Site Plan Drawing showing the locations and dimensions of temporary facilities, including layouts and details, equipment and material storage area (on site and off site), and access and haul routes, routes of ingress and egress to the fenced area and details of the fence installation. Identify any areas which may have to be graveled to prevent the tracking of mud. Indicate if the use of a supplemental or other staging area is desired. To ensure that the public and other unauthorized personnel do not have access to the area during the construction period, show locations of safety and construction fences, site trailers, construction entrances, waste dumpsters, temporary sanitary facilities, and worker parking areas.
- Prior to the start of work, the Design Engineer shall perform a Traffic Impact Study to characterize existing vehicular conditions of Southlawn Lane and East Gude Drive, as this will be the primary site access route for the Gude Landfill. The Traffic Impact Study shall also model the traffic impacts based on volume of construction vehicles for the remediation project activities. The Traffic Impact Study shall be performed in accordance with Maryland-National Capital Park and Planning Commission, Montgomery County Department of Transportation, and other applicable federal, state and local requirements. Following the Traffic Impact Study, the Design Engineer shall submit a Traffic Control Plan describing traffic control procedures, access and haul routes, routes of ingress and egress to the work area, and vehicle parking and staging areas in support of the engineering design. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall prepare a site-specific Health and Safety Plan (HASP), to address worker safety associated with planned field activities and provide a Site Safety Officer (SSO) during all fieldwork during the pre-design and engineering design tasks. A Certified Industrial Hygienist (CIH) shall prepare and/or oversee preparation of the (SHSP) and the SSO shall highlight the contents of the plan to field staff prior to beginning fieldwork.
- The Design Engineer shall perform additional aerial flyover and/or topographic field-survey (the use of drones for this activity is not permitted under the Service Contract) in the key areas and components of the engineering design at the landfill site for the Toupee Capping system and the Landfill Gas Collection Enhancements and in accordance with the requirements of **Exhibit 2**. This additional aerial and topographic

field-survey work shall ensure that accurate existing conditions and estimated material quantities are presented on the engineering design drawings and in the project manual and construction cost estimates, which is the responsibility of the Design Engineer. The surveying work of the project shall be performed by a registered Professional Land Surveyor licensed in the State of Maryland. The Design Engineer shall provide draft and final versions of any new aerial or topographic field-survey drawings. The Design Engineer shall prepare and provide updated Aerial Flyover Photographs and Site Survey Drawings for the Gude Landfill based on any newly performed fieldwork. This information shall be presented in the engineering design drawings and/or the project manual.

- The Design Engineer, through a private utility locating service conforming with the American Society of Civil Engineers (ASCE) Standard Guideline 38-02, shall verify the locations of subsurface piping, utilities, and other types of underground obstructions that may be present in and around the Landfill site where excavation and drilling activities shall be required. The utility locator shall use electromagnetic, sonic equipment, or other approved devices to scan the areas of proposed construction activities for the presence of subsurface infrastructure. The Design Engineer shall determine and prepare a Subsurface Utility Location Site Survey Drawing depicting where subsurface infrastructure and utilities enter the areas of proposed construction. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall conduct a Geotechnical Investigation to obtain additional information to characterize the existing cover system, waste mass and subsurface conditions across the landfill site to support the engineering design. The geotechnical investigation may include soil sampling; sieve analyses and gradations; testing pitting; and limited depth on-site borings; etc. Refer to **Exhibit 2** for available installation documentation (e.g., drilling logs, completion reports, etc.) for existing groundwater and landfill gas monitoring wells, as well as landfill gas extraction wells at the landfill site. The Design Engineer shall prepare a Geotechnical Investigation Report (with appropriate tables, figures, and site plans, etc.) to consolidate and document the findings of the investigation and parameters that shall be used in the engineering design, including the suitability of on-site topsoil for use as the vegetative support soil/topsoil for the MDE Approved CMA.
- In conjunction with the geotechnical investigation, the Design Engineer shall develop a Settlement Monitoring Plan. The Settlement Monitoring Plan shall specify procedures for the Construction Contractor to establish existing (baseline) site conditions prior to construction and the mechanisms to assess, track, and verify potential ground surface settlement across the landfill site during project construction throughout the entire duration of the project. The Settlement Monitoring Plan should include, but not be limited to: benchmark, settlement plate, field and/or aerial survey requirements, industry standard references, monitoring procedures and frequencies, evaluation standards and reporting requirements, and requirements for measurement and payment. The Settlement Monitoring Plan shall be included in the Construction Quality Assurance and Quality Control Plan as well as in the Project Manual and Specifications.

- The Design Engineer shall prepare a Landfill Gas Investigation for the entire landfill gas collection system, which shall include, but not limited to: an inspection, condition assessment, and functionality review of the gas extraction wells, well heads, gas conveyance piping, associated sumps, vaults, and flanges, and the piping and infrastructure to provide gas to the two (2) enclosed stake flares. The Design Engineer shall perform and record landfill gas readings for methane, carbon dioxide and oxygen content to identify high and low yielding wells and wells that may require abandonment and decommissioning. The Design Engineer shall also perform well sounding activities for all extraction wells to verify well depth and if the well is holding liquid, including estimated volumes of liquid (as applicable). The Design Engineer shall also perform landfill gas generation/collection estimates for the current system as designed and compare that to existing site data, as well as perform new landfill gas generation/control estimates based on the Toupee Capping System. The Design Engineer shall utilize this information for the design of the new landfill gas collection system. The Design Engineer shall prepare a Landfill Gas Investigation Report (with appropriate tables, figures, and site plans, etc.) to consolidate and document the findings of the investigation, the parameters that will be used in the engineering design for the MDE Approved CMA and any system-performance deficiencies including immediate recommendations to improve the functionality of the landfill gas collection system.
- The Design Engineer shall prepare an Environmental Assessment Report of the project at the Gude Landfill based upon the required work for the MDE Approved CMA. The Environmental Assessment shall include, but is not limited to: traffic, dust, noise, landfill gas, leachate, stormwater, equipment operation, fuel storage, safety, and other aspects of the project work. The Design Engineer shall estimate and/or quantify significant short-term and long-term effects of the project on the quality of its location's environment. The Environmental Assessment shall also identify potential impacts on-site and off-site, potential measures and methods to minimize, mitigate, eliminate the potential impacts and/or compensate for their impact.
- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review and be responsible for the work of their teaming partners, subconsultants and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) Regarding the preparation of the draft and final deliverables under Task 2, the Design Engineer shall coordinate with the Authority and the County regarding site access, planned work activities, and potential coordination with on-site operations and contractors, etc. prior to performing any on-site work, which includes the deliverables, Temporary Facilities Site Plan Drawing, Traffic Impact Study and Traffic Control Plan, Health and Safety Plan (“HASP”), Aerial Flyover Photographs and Updated Site Survey Drawings, Subsurface Utility Location Site Survey Drawing, Geotechnical Investigation and Report, Landfill Gas Investigation and Report, and the Environmental Assessment.
- 2) The Design Engineer shall prepare the site-specific HASP for the pre-design and design activities.
- 3) Aerial Flyover Photographs and Updated Site Survey Drawings. The Aerial Flyover Photographs shall be suitable for display and mounted on ¾” board with dimensions no less than 3’x 4’.
- 4) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on each of the draft documents in Task 2.
- 5) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, AutoCAD, or documents in other editable formats on CD-ROM or USB.

Deliverables

- 1) The Design Engineer shall prepare draft and final versions of the following deliverables: Temporary Facilities Site Plan Drawing, Traffic Impact Study and Traffic Control Plan, HASP; Aerial Flyover Photographs and Updated Site Survey Drawings, Subsurface Utility Location Site Survey Drawing, Geotechnical Investigation Report, Landfill Gas Investigation Report, and the Environmental Assessment.

Task 3 – Engineering Design Services

The Design Engineer shall provide engineering design services for the MDE Approved CMA for the closed Gude Landfill, which includes, but is not limited to the following:

- The Design Engineer shall prepare a Basis of Design Report for the project work of the MDE Approved CMA. The Basis of Design Report shall include, but is not limited to: the basic assumptions, rationale, criteria, logic, decisions with the pros and cons of various options, calculations, and considerations developed during the pre-design, engineering design and other areas of the project work. The Design Engineer shall initiate the preparation of the Basis of Design Report at the beginning of the 30% design stage and shall continually update the Report through the construction/bid document stage (i.e., 100% design). The Design Engineer shall present drafts, continued updates, and the final of the Basis of Design Report during the Monthly Project Progress Meetings.

- The design of the Toupee Capping system for the top of the Landfill (inclusive of the Northwest, West, Southwest, South, and Southeast Areas), as well as the Landfill side-slopes in the Northwest and West Areas. It is estimated that approximately 110 acres out of the 140 acres used for the disposal area requires Toupee Capping.
- The design of Landfill Gas Collection Enhancements at the Landfill in the Northwest, West, and Southwest Areas and the integration of such enhancements into the Toupee Capping Design to provide a fully-functional below grade system for landfill gas control. The existing landfill gas management system consists of over 100 gas extraction wells and two (2) enclosed stack flares.
- The design of two (2) New Groundwater Monitoring Wells pairs along the property boundary of the Landfill and associated access roads. Six (6) pairs of groundwater monitoring wells were installed in 2016-2017. Refer to **Exhibit 2** for additional information.
- The engineering design services shall also account for and incorporate: phased construction and installation of the Toupee Capping system, phased deconstruction of the existing landfill gas collection system and phased construction of the new below grade landfill gas collection system and any other gas conveyance system configurations for the enclosed stack flares, erosion and sediment control measures, soil and suitable fill material stockpiling and screening requirements, areas to be cleared and grubbed, including tree removal and reforestation on and along the landfill site; stormwater management infrastructure and control measures, dust/odor/vector mitigation and control measures, landfill gas migration and leachate seep mitigation and control measures, waste excavation, relocation and suitable fill placement, and vegetative establishment plans and measures in support of the project work.
- The Design Engineer shall maintain detailed written documentation and records, including digital photographs, for correspondence with all applicable federal, state, and local permitting agencies to inquire about potential permitting requirements and public notification requirements regarding the work of the MDE Approved CMA at the closed Gude Landfill. This information shall be recorded in the Permitting Compliance Report in Task 4.
- The Design Engineer shall prepare draft Design Drawings, Project Manual, and Engineer's Estimate of Probable Construction Costs at 30%, 60%, and 90% design stages. The Design Drawings shall be prepared in accordance with the requirements of existing plans and permitting requirements (e.g., Stormwater Pollution Prevention Plan, etc.).
- The Design Engineer shall submit a Limit of Disturbance Site Plan with an estimate of the limits of the area(s) to be cleared, grubbed, and disturbed in accordance with **Exhibit 2** and depict this information on the existing site layout plans.
- The Design Engineer shall prepare a reforestation and forest conservation plan (inclusive of National Resource Inventory / Forest Stand Delineation – NRI / FSD permitting requirements) for submittal to Maryland-National Park and Planning Commission (“M-NCPPC”). This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall develop a Material Stockpiling and Management Plan and site Plans with erosion and sediment control Site Plan Drawings as part of the

engineering design for the MDE Approved CMA. The Soil and Aggregate Management Plan shall include specifications for each type of soil or aggregate to be used in the project work (i.e., cover improvements on side slopes, structural soils, final vegetative support soil, top soil, road base aggregate, etc.) The Design Engineer shall also determine the suitability and volume of any soils or aggregate. Soils likely to have specific structural and slope stability requirements include soils used for cover improvements, and the construction of benches and access roads (aggregate or asphalt millings may be suitable for the access roads). Soils also need to be specified for the areas that require cover after placement of excavated waste in accordance with **Exhibit 2**. Some soils may be available through the Shady Grove Processing Facility and Transfer Station and Maryland Transits Partners Purple Line Project sites. The Design Engineer shall prepare the suitable stockpile areas with applicable stormwater management and sediment control measures and permits, to allow general use soils to be stockpiled for planned future construction. Design Engineer shall also develop soil stockpile plans for the different soil types and each phase of construction. This information shall be presented in the engineering design drawings and/or the project manual.

- The Design Engineer shall conduct a Slope Stability Analysis and prepare a Design Memorandum for the areas of steep slopes and recommend stability measures with the design of permanent benches. Benches may require to be designed to accommodate permanent access roads for use during well installation and future well monitoring and maintenance. For such cases, the Design Engineer is required to prepare detailed plans for permanent access roads.
- The Design Engineer shall prepare a Vegetation Establishment Plan and Site Plans for all the disturbed areas including soil stockpile areas explaining the seeding, mulching, and soil stabilization process. The Vegetative Establishment Plan shall specify requirements and performance measures for the phased construction of the project. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall prepare a Construction Stormwater Control and Management Plan and Site Plans that address drainage and erosion control for all the disturbed areas and soil stock pile areas. The plan should include at the minimum measures such as sediment traps and silt fence, stormwater tarps, basins, and diversion berms; etc. The Construction Stormwater Control and Management Plan shall specify requirements and performance measures for the phased construction of the project. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall prepare Grading and Excavation Site Plans for Northwest and Western areas of the Landfill sites prior to the placement of additional cover material. The Construction Stormwater Control and Management Plan shall specify requirements and performance measures for the phased construction of the project. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall prepare a Leachate Management Plan and Site Plans that contains procedures, measures, and requirements to prevent, control, (direct, pump,

- contain, etc.) and mitigate leachate seeps during the construction of the MDE Approved CMA. This plan shall also account for measures to separate surface stormwater from contacting areas with leachate seeps. The Leachate Management Plan shall incorporate and specify performance measures for the phased construction of the project.
- The Design Engineer shall prepare a Landfill Gas Management Plan and Site Plans, which includes, but is not limited to procedures, measures and requirements for retaining functional and usable portions of the existing gas collection system, decommissioning non-functional and unusable portions of the existing gas collection system, additional landfill gas extraction wells, conveyance piping, sumps, vaults, flanges, and other necessary infrastructure and the construction of the new gas collection system for the MDE Approved CMA. The Landfill Gas Management Plan shall also specify procedures, measures and requirements to prevent, control and mitigate gas migration during the construction of the MDE Approved CMA. The Design Engineer shall utilize the findings and recommendations from the Landfill Gas Investigation Report to support the design of the new landfill gas collection system. The plan should address the design and location of additional landfill gas extraction wells, the details of burying the existing above-ground landfill gas extraction system piping under the designed cap to facilitate future options for passive use of the landfill property, and retrofitting the landfill additional gas extraction wells into it, and the measures to be taken for the prevention of Landfill Gas Migration/Oxygen Intrusion in to the existing landfill gas collection system (above grade conveyance piping and extraction wells) during the cover improvements. The Landfill Gas Management Plan shall specify requirements and performance measures for the phased decommissioning and construction of the landfill gas collection system and of the project. This information shall be presented in the engineering design drawings and/or the project manual.
 - The Design Engineer shall also design a phased approach for removing, abandoning and decommissioning sections of the existing landfill gas collection system for the minimum feasible period to allow for each phase of construction which requires wells shall be elevated, relocated, abandoned, and decommissioned or otherwise disturbed. In some cases, it may be necessary to develop interim gas collection measures in an area to assure safety during construction and minimize gas releases and gas migration. The Design Engineer shall also specify procedures and requirements to properly abandon and decommission existing landfill gas wells in-place. The Landfill Gas Management Plan shall specify requirements and performance measures for the phased decommissioning and construction of the landfill gas collection system and of the project. This information shall be presented in the engineering design drawings and/or the project manual.
 - The Design Engineer shall prepare a site-specific Construction Health and Safety Plan (HASP) based on the project-work of the MDE Approved CMA. The Construction HASP shall indicate proper procedures and activities for the Construction Contractor to follow regarding worker safety during work performance for the MDE Approved CMA. The Construction HASP shall be part of the Bid Documents.
 - The Design Engineer shall review a site-specific Construction Quality Assurance / and Quality Control (QA/QC) Plan based on the project-work of the MDE Approved CMA.

The Construction Manager shall prepare the Construction QA/QC Plan indicating proper procedures and activities for the Construction Contractor to follow during construction work for the MDE Approved CMA. The Construction QA/QC Plan shall be part of the Bid Documents.

- The Design Engineer shall prepare a detailed Waste Relocation and Reclamation Plan as per **Exhibit 2**. The Plan at a minimum should address waste excavation and handling, material processing and segregation (waste vs. recyclable material), material reuse (soil), fill placement (soil, structural fill, other select media, etc.), waste disposal, environmental control considerations and mitigation mechanisms, vector control measures, odor control measures, and dust control measures. The Waste Relocation and Reclamation Plan shall specify requirements and performance measures for the phased construction of the project. This information shall be presented in the engineering design drawings and/or the project manual.
- The Design Engineer shall prepare a Post-Closure Care Plan and Site Plans based on the final engineering design and MDE Approved CMA. The plan, at a minimum, should address the description of final cover, an estimate of largest area of the Municipal Solid Waste Landfill (“MSWLF”) unit ever requiring final cover, an estimate of waste of maximum waste ever on site, a schedule for completing all activities necessary to satisfy closure criteria, a description of monitoring and maintenance activities required by 40 CFR subpart 258.61(a) for MSWLF units and the frequency at which these activities will be performed, the Operations and Maintenance (“O&M”) details of environmental monitoring structures, a description of planned uses of the property, 30-year annual budget, etc.
- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable Federal, State and Local laws and regulations; general industry standards; and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review and be responsible for the work of their teaming partners, subconsultants and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority’s attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall prepare and update the Basis of Design Report with monthly updates for the entire duration of the project.
- 2) The Design Engineer shall prepare draft Design Drawings, Project Manual and Engineer’s Estimate of Probable Construction Costs at 30%, 60% and 90% design stages.
- 3) The Design Engineer shall provide draft and final versions of the following deliverables for review, comment and acceptance: Limit of Disturbance Site Plan, NRI / FSD

- permitting documents and plans, Material Stockpiling and Management Plan/Site Plans, Slope Stability Design Memorandum, Construction Stormwater Control and Management Plan/Site Plans, Vegetation Establishment Plan/Site Plans, Grading and Excavation Site Plans Leachate Management Plan/Site Plans, and Landfill Gas Management Plan/Site Plans.
- 4) The Design Engineer shall provide draft and final versions of the site-specific Construction HASP and the site-specific Construction (“QA/QC”) Plan.
 - 5) The Design Engineer shall provide draft and final versions of the Waste Relocation and Reclamation Plan.
 - 6) The Design Engineer shall provide draft and final versions of the Post-Closure Care Site Plan.
 - 7) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on each of the draft documents in Task 3.
 - 8) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, AutoCAD, or documents in other editable formats on CD-ROM or USB.

Deliverables

- 1) Draft and Final Basis of Design report with monthly updates throughout the project.
- 2) 30%, 60%, and 90% Draft Design Drawings, Project Manual (front end, specifications, etc.), and Engineer’s Estimate of Probable Construction Costs, including other specified site plan drawings
- 3) Draft and Final Limit of Disturbance Site Plan
- 4) Draft and Final NRI/FSD permitting documents and plans
- 5) Draft and Final Material Stockpiling and Management Plan and Site Plans
- 6) Draft and Final Slope Stability Design Memorandum
- 7) Draft and Final Construction Stormwater Control and Management Plan
- 8) Draft and Final Vegetation Establishment Plan and Site Plans
- 9) Draft and Final Grading and Excavation Site Plans
- 10) Draft and Final Leachate Management Plan and Site Plans
- 11) Draft and Final Landfill Gas Management Plan and Site Plans
- 12) Draft and Final Construction HASP and Construction QA/QC Plan
- 13) Draft and Final Waste Relocation and Reclamation Plan
- 14) Draft and Final Post-Closure Care Plan and Site Plan

Task 4 – Permitting and Right-of-Entry Services

The Design Engineer shall perform all necessary research, investigations, permitting activities, and preparation work for all required permit applications associated with the design and implementation of the MDE Approved CMA at the closed Gude Landfill as identified in **Exhibit 2**.

**Request for Proposals
Engineering Services
8.4.2017**

- The Design Engineer shall be responsible for performing all design and permitting work for the MDE Approved CMA. The Design Engineer shall provide draft and final permit applications, responses to regulatory comments and final permits for review, comment and acceptance.
- The Design Engineer shall be responsible for any required meetings with the regulating agencies and entities for the performance of work under Task 4.

A general list of anticipated permitting and right-of-entry activities to be performed by the Design Engineer is provided below, which is not intended to be an all-inclusive list:

- Maryland Department of the Environment permitting documents for the landfill capping system, landfill gas collection enhancements, new groundwater monitoring well installations, erosion and sediment control, stormwater management, and associated construction activities;
- Montgomery County Department of Permitting Services approvals for erosion and sediment control, stormwater management, and new groundwater wells;
- Maryland-National Capital Park and Planning Commission mandatory referral review, reforestation and forest conservation plans, and construction access permits.
- Washington Suburban Sanitary Commission (“WSSC”) right-of-entry agreements.
- Transcontinental (“Williams Gas”) and Columbia Gas natural gas pipeline right-of-way, right-of-entry agreements;
- Industrial and Commercial entity right-of-entry agreements and other off-site locations, as necessary; and
- Right of entry agreements with members of the Derwood Community to conduct view shed impact analysis as part of the design process.

The Design Engineer also maintains full responsibility for researching, identifying, and preparing other necessary permit applications as required to complete the work of the project. The Design Engineer is also responsible for the following work activities:

- The Design Engineer shall prepare a Permitting Compliance Report that identifies the applicable permitting requirements, the governing permitting agencies, the steps of the permitting process and the anticipated timelines for obtaining permit approvals. The Permitting Compliance Report shall include individual sections for each separate permit. The Permitting Compliance Report shall also include the Design Engineer’s detailed written documentation and records for correspondence with all applicable federal, state, and local permitting agencies.
- The Design Engineer shall maintain detailed written documentation and records for correspondence with all applicable federal, state, and local permitting agencies to inquire about potential permitting requirements and public notification requirements regarding the work of the MDE Approved CMA at the closed Gude Landfill. The Design Engineer must transmit electronic copies of all correspondence to the Authority within one (1) business day of either transmittal or receipt.
- The Design Engineer shall prepare and provide applicable documentation (such as updated site drawings, narratives, etc.) to the Authority to assist the County with

updating existing County Plans based on the project work. The Design Engineer shall not be responsible for the submission of the following Plans: the Gude Landfill groundwater and surface water monitoring plan, landfill gas monitoring plan, and stormwater pollution prevention plan.

- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review and be responsible for the work of their teaming partners, subconsultants and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall prepare draft and final permit applications, responses to regulatory comments, and provide permit approvals for all work of the MDE.
- 2) The Design Engineer shall prepare draft and final versions of the Permitting Compliance Report along with updates for additional permitting activities for the entire duration of the project.
- 3) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on each of the draft documents in Task 4.
- 4) Updated Site Drawings, Narratives, etc. for updating Environmental Monitoring Plans (groundwater and surface water monitoring, landfill gas, stormwater pollution prevention, etc.).
- 5) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project, and AutoCAD, or documents in other editable formats on CD-ROM or USB.

Deliverables

- 1) Draft and Final Permit and Right-of-Entry Applications, Responses to Regulatory Comments on Permit Applications and Permit Approvals.
- 2) Draft and Final Permitting Compliance Report and updates throughout the project.
- 3) Draft and Final Documentation to support the Authority and County in updating the existing Environmental Monitoring Plans, as required (groundwater and surface water monitoring, landfill gas monitoring, stormwater pollution prevention).
- 4) Draft and Final Permitting Compliance Report including updates for additional permitting activities.

Task 5 – Bidding Services

The Design Engineer will shall revise the 90% Draft Construction Documents to respond to review comments by the Authority, which will produce the Bid Documents. Submission of the final Bid Documents is representative of a 100% design stage. The final Bid Documents must be signed and sealed by a Maryland licensed Professional Engineer prior to submission to the Authority.

Following the submission of the final Bid Documents, the Design Engineer will assist the Authority with Bid Phase Services including, but not limited to:

- Attendance at one (1) pre-bid conference and prepare minutes of the meeting.
- Provide technical assistance to answer and/or respond to applicable questions raised by prospective bidders.
- Prepare addenda to clarify interpretations of the Bid Documents, including, but not limited to, revised specifications, drawings, and bid forms, etc.
- Assist with evaluating bids and bid tabulations to ensure all applicable forms, signatures, etc. are attached and completed in accordance with the Bid Documents.
- Assist with conducting pre-award conferences with the prospective contractor, if necessary, prior to issuance of the Notice to Proceed to verify the Contractor understands of the scope of work and schedule requirements.
- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review, and be responsible for the work of their teaming partners, subconsultants, and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall prepare and provide the final Project Manual, Drawings, and Construction Cost Estimate (“Bid Documents”) at 100% design stage to the Authority.
- 2) The Construction HASP and Construction QA/QC Plan shall be part of Bid Documents (from Task 3).
- 3) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on each of the draft documents in Task 5.
- 4) The Design Engineer shall provide ten (10) hard-copies of all final Bid Documents to the Authority. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, AutoCAD, or documents in other editable formats on CD-ROM or USB.

Deliverables

- 1) Final Bid Documents at 100% design stage, including the Construction HASP.

Task 6 – Stakeholder Engagement Services

The Design Engineer, under the direction of the Authority and the County, shall provide stakeholder engagement, outreach, and communication services for the entire duration and throughout all work aspects of the project. The Design Engineer shall provide the necessary resources to prepare and implement a detailed Stakeholder Engagement Plan, which includes, but is not limited to: documenting the stakeholders and relevant contact information (i.e. name, affiliation, address, telephone, email, and notification preference), attending monthly community meetings, preparing meeting agendas, minutes, presentations, and public notices, and preparing monthly and quarterly progress reports. The stakeholder engagement services shall include, but are not limited to the following entities: the Authority, the County and its affiliated agencies and agents, the neighboring community of Derwood Station, the local group of the Gude Landfill Concerned Citizens (GLCC), neighboring commercial businesses in the vicinity of the project site, the M-NCPPC, the MDE, and other stakeholders as identified throughout the project.

- The Design Engineer shall assist with scheduling, holding, and facilitating ten (10) monthly evening meetings with the Authority, the County and the GLCC regarding the project work. The Design Engineer shall prepare handouts, graphics, and presentations, etc. to present the comparative analysis that are suitable for redistribution and reuse by the Authority and the County for other project-related meetings.
- The Design Engineer shall assist with scheduling, holding, and facilitating (2) Public Information Meetings for the project work with the neighboring communities and other interested parties. The Design Engineer shall prepare handouts, graphics, and presentations, etc. to present the summary reports that are suitable for redistribution and reuse by the Authority and the County for other project-related meetings.

- The Design Engineer shall prepare draft agendas, graphics, and presentations, etc. seven (7) days prior to the meetings for review, comment and acceptance.
- The Design Engineer shall prepare draft monthly/quarterly community status reports, etc. seven (7) days prior to the issuance date (7th of every month) for review, comment, and acceptance.
- The Design Engineer shall draft prepare and distribute meeting minutes for review, comment, and acceptance within seven (7) days of the meeting occurrence.
- The Design Engineer shall incorporate review comments into the handouts, graphics, presentations, meeting minutes, and the monthly/quarterly community status reports, etc. as requested by the Authority and the County.
- The Design Engineer shall maintain a tracking spreadsheet with a rolling listing of all stakeholder engagement activities with monthly updates for the entire duration of the project.
- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review and be responsible for the work of their teaming partners, subconsultants, and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall prepare draft and final versions of the Stakeholder Engagement Plan along with monthly updates for the entire duration of the project.
- 2) The Design Engineer shall incorporate up to two (2) rounds of comments from the Authority on all draft documents in Task 6.
- 3) The Design Engineer shall prepare draft and final meeting agendas, graphics, presentations, meeting minutes, and monthly/quarterly community status reports at the intervals and frequencies specified.
- 4) The Design Engineer shall maintain a tracking spreadsheet of all stakeholder engagement activities at the intervals and frequencies specified.
- 5) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority and Montgomery County. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or documents in other editable formats on CD-ROM, or USB.

Deliverables

- 1) Draft and Final Stakeholder Engagement Plan with monthly updates throughout the project.
- 2) Draft and Final Meeting agendas, minutes, graphics, figures presentations, meeting minutes, and monthly/quarterly community status reports.
- 3) Stakeholder Engagement activities tracking spreadsheet.

Task 7 – Conceptual Land Use Planning Services

The Design Engineer shall evaluate a variety of potential land use activities for the closed Gude Landfill site. The Design Engineer shall evaluate the land use activities from feasibility through constructability at the landfill site and develop a ranking system along with a comparative analysis of the activities. The Design Engineer shall perform land use and permitting research to identify any potential barriers or conflicts that may impact the land use activities, which shall be documented and presented as part of the comparative analysis. The Authority and the County will also provide input on the ranking factors based on site-specific experience. A list of potential land use activities is provided below (not included in any specific order or preference):

- Passive Recreational – Natural Vegetation and Habitat, Community Garden Plots or Greenhouses, Dog Park, Model Airplane Area, Walking/Hiking/Biking Trail System, and Playground Areas and Fields;
- Renewable Energy – Solar Panel Array; and
- Operational – Emergency Debris Storage and Staging as well as the relocation of Yard Waste Processing (leaves, grasses, branches, logs, trunks, etc.) and DOT Material Processing (soil, concrete, asphalt) operations from the Shady Grove Processing Facility and Transfer Station; and DOT salt storage operations from other sites within the County.

In evaluating and conceptually designing these facilities, the Design Engineer shall also consider other factors including, but not limited to:

- Residential Ingress/Egress – walking and biking access from Derwood Station (via Dubuque Court) and protecting the neighboring community’s privacy (Derwood Station), etc.
- Recreational Ingress/Egress – access to and from Needwood Park and the Rock Creek Trail systems.
- Public Access and Parking – explore modest public access and parking off Gude Drive or Southlawn Lane via the Incinerator Lane access point of the Landfill (e.g., for use by the model airplane club and trail systems).
- Public Access Facilities – assess and address the need for facilities in public access and community areas (e.g., restrooms, water, and shade).
- Site Management – assess measures to address the on-site deer population at the Landfill, which is presently un-controlled and can potentially damage land use facilities. Consider the need for fencing or other protection and control measures.

Based on the comparative analysis, the Authority and the County will select land use activities for further investigation and analyses. The Design Engineer shall prepare conceptual layout drawings, details and preliminary construction cost estimates for the selected land uses, which shall be representative of a conceptual design stage, which shall be evaluated and integrated using the 60% - 90% Draft Design Stage documents for the MDE Approved CMA. The Design Engineer shall also prepare planning guidance documents that identify and outline future potential engineering, permitting, and construction needs for each selected land use activity. The Design Engineer shall consolidate this information into a Summary Report for each selected land use activity, which is envisioned to be 5-10 pages of narrative text plus conceptual drawings, details, and preliminary construction cost estimates.

- The Design Engineer shall schedule, hold, and facilitate two (2) planning and review meetings specifically designated to the comparative analysis. The Design Engineer shall prepare handouts, graphics, and presentations, etc. to present the comparative analysis that are suitable for redistribution and reuse by the Authority and the County for other project-related meetings.
- The Design Engineer shall schedule, hold, and facilitate two (2) planning and review meetings specifically designated to the summary reports. The Design Engineer shall prepare handouts, graphics, and presentations, etc. to present the summary reports that are suitable for redistribution and reuse by the Authority the County for other project-related meetings.
- The Design Engineer shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
- The Design Engineer is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority, applicable permitting agencies and other affiliated parties related to the project work. The Design Engineer shall also coordinate, review and be responsible for the work of their teaming partners, subconsultants, and subcontractors, etc.
- The Design Engineer shall maintain the responsibility to verify existing records and existing on-site field conditions at the closed Gude Landfill before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions to the Authority's attention constitutes acceptance of those conditions.

Task-specific Assumptions

- 1) The Design Engineer shall prepare draft and final versions of the Comparative Analysis for review and comment by the Authority.
- 2) The Design Engineer shall prepare draft and final versions the Summary Reports for up to six (6) selected land use activities.
- 3) The Design Engineer shall incorporate up to four (4) rounds of comments from the Authority on all draft documents in Task 7.

- 4) The Design Engineer shall prepare draft and final meeting agendas, graphics, presentations, etc. and meeting minutes at the intervals and frequencies specified.
- 5) The Design Engineer shall provide five (5) hard-copies of all draft and final documents to the Authority and the County. The Design Engineer shall provide two (2) electronic PDF format copies along with all editable electronic copies in Microsoft Word, Microsoft Excel, Microsoft PowerPoint or documents in other editable formats on CD-ROM, or USB.

Deliverables

- 1) Draft and Final Comparative Analysis.
- 2) Draft and Final Summary Reports. Additionally, these reports are to include figures representative of the conceptual layouts, suitable for display and mounted on ¾” board with dimensions no less than 3’ x 4’ for each selected land use.
- 3) Draft and Final Meeting agendas, minutes, graphics, presentations, and meeting minutes, etc.

3.2 QUALIFICATIONS:

The Offeror must show that it is qualified to assist the Authority for this scope of work. For qualification, the Offeror must provide a statement of qualifications that addresses the following items as well as a minimum of three (3) references for key projects similar in scope to the Service. The Offeror must reference at least one project that is three (3) years or newer, in a similarly sized municipality as the County. The Offeror must show experience in the following areas within the specific response requested:

- Stakeholder Engagement including communication and outreach with the local Community for the development of consensus for land uses;
- Planning, design, and permitting of solid waste disposal facilities in Maryland or similar sized municipal service jurisdictions;
- Environmental monitoring and compliance for solid waste disposal facilities;
- Construction oversight/support for solid waste disposal facilities;
- Landfill gas recovery (including, but not limited to, planning, design, permitting, well drilling, well sampling and well maintenance of landfill gas systems);
- Landfill gas reuse and energy generation facilities (including, but not limited to, design, permitting, construction support, testing and operations, design, and testing);
- Electricity generation and marketing, including PJM operations, markets, and settlements;
- Planning for passive recreational land uses for closed landfills;
- Use and production of solar, geothermal and wind energy;
- Landfill operations (including, but not limited to, technology evaluation, disposal and recycling operations, data acquisition design and testing, citizen drop off areas, etc.);
- Preparation of applications for obtaining environmental permits (including but not limited to, reporting, soil management, and equipment specifications assistance);
- All aspects of environmental compliance (including, but not limited to, all aspects of

- planning, investigating, remedial studies and development of remediation alternatives, monitoring, testing and reporting and compliance correspondence, as required);
- Groundwater, surface water, and soil monitoring, testing and reporting, including well drilling sampling and oversight;
 - Leachate management system design (including, but not limited to, collection, conveyance, storage and treatment); and
 - Knowledge of Local, State and Federal regulations (including but not limited to, air, stormwater, and solid waste management).

References must include a contact name as well as the company name, current address and current phone number.

Résumés of Key Individuals that would be assigned to assist the Authority must be included. This is to include Professional Engineers licensed in the State of Maryland.

The Offeror must also provide Statements of Non-Segregated Facilities, Drug Free Workplace Policy, current Maryland State Department of Assessments and Taxation (MDSDAT) Certificates for all firms in the proposal. If the Offeror does not currently have the required Statements and Certificates, the Offeror must provide a signed letter in the proposal indicating the Offeror shall obtain and provide the necessary Statements and Certificates prior to the signing of the Contract. The Authority will not sign a Contract with a selected Design Engineer until the required Statements and Certificates are received.

3.3 PROJECT SCHEDULE:

The Design Engineer must include a detailed Project Schedule, to include a separate schedule showing the timeline for all required Deliverables, that considers and accounts for project management, pre-design, engineering design, permitting, bidding, stakeholder engagement and conceptual land use planning services. The detailed Project Schedule shall also consider their professional experience on similar projects as well as associated project activities, permitting requirements and regulating entity review timelines. The Design Engineer shall be responsible for updating the Project Schedule for the entire duration of the project work and as necessary for project-related activities and meetings. The Project Schedule shall be prepared and distributed in Microsoft Project and PDF) formats. A general outline of preliminary project activities and timeframes is provided below.

Issuance of RFP	August 4, 2017
Pre-Proposal Meeting and Site Visit	August 24, 2017
Offeror Written Questions due	September 11, 2017
Offeror Proposals due	September 26, 2017
Proposal Evaluation/Negotiation/Award	October 2017 – December 2017
Engineering Design/Permitting	January 2018 – June 2019
Bidding Services	June 2019 – September 2019

3.4 PRICE PROPOSAL:

The Design Engineer must include a Price Proposal that shows the hourly rates including any multiplier for all individuals that would be working on the Service Contract. The Design Engineer must include a schedule of standard expense costs such as photocopying and mileage charges. The Design Engineer shall complete the Price Proposal General Rate Sheet and the Price Proposal Summary for all seven (7) tasks:

- Task 1 – Program Management Services
- Task 2 – Pre-Design Services
- Task 3 – Engineering Design Services
- Task 4 – Permitting and Right-of-Entry Services
- Task 5 – Bidding Services
- Task 6 – Stakeholder Engagement Services
- Task 7 – Conceptual Land Use Planning Services

Both the hourly rates and expense schedule, including the two optional years described above are subject to a requested annual CPI increase calculation as reflected in **Section 9.2 of Service Contract in Exhibit 4**. The maximum annual change is 4%, if allowed. Project Principal/Officer/Director annual adjustments are capped at 2%, if allowed.

The Authority recognizes that the rates for Tasks 1-7 may change as the effort will likely extend beyond one fiscal year. All proposals will be evaluated using the same estimated CPI multiplier for Tasks 1-7 for the full term of the Contract.

The rates provided must be equal to or less than any contract rates that are provided under contract with any of the other Authority Member Jurisdictions and the Maryland Environmental Service.

The price proposal (“General Rate Sheet,” “Summary Sheet,” and “Optional Item Sheet”) shall be formatted as shown below and Design Engineer’s staff should follow the titles as shown in Exhibit 3, unless otherwise noted. **ALL PROPOSALS MUST BE TIME AND MATERIAL. NO LUMP SUM PROPOSALS WILL BE ACCEPTED.**

3.5 IRREVOCABILITY OF PRICE PROPOSAL:

The rates proposed under Section 3.4 of the this RFP will be irrevocable for a period of 120 days from the Proposal Closing date, or, if modified during negotiations pursuant to Section 4.3, for a period of 120 days from the date such modified rates are proposed by the Design Engineer.

PART IV - EVALUATION PROCEDURE

4.1 EVALUATION COMMITTEE:

The Executive Director will appoint an evaluation committee (the “Evaluation Committee”) to be composed of Authority and Member Jurisdiction staff. The Evaluation Committee will evaluate the proposals received in accord with the criteria set forth in the RFP and make a recommendation for award to the Executive Director. After receiving and evaluating the recommendation of the Evaluation Committee, the Executive Director will make a recommendation to the Authority’s Members regarding the award. The Authority’s Members will take final action upon the recommendation.

4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:

The Authority reserves and assigns to the Executive Director the right to determine which of the Design Engineers have met the qualifications of this RFP. The Executive Director shall have the sole right to determine whether any deviation from the requirements of this RFP is substantive in nature, and the Executive Director may reject proposals that are not reasonably susceptible of being selected for Contract award. In addition, the Executive Director may reject in whole or in part any and all proposals, may waive minor irregularities in proposals, may allow a Design Engineer to correct minor irregularities, and may negotiate with responsible Design Engineers in any manner deemed necessary to serve the best interests of the Authority.

4.3 MULTI-STEP COMPETITIVE SEALED NEGOTIATION:

The Authority will employ the method of competitive negotiation to choose contract awardees. If the Executive Director determines that multi-step negotiations are in the best interests of the Authority and the County, the Executive Director will advise Offerors whose proposals are determined to be reasonably susceptible to award as to how such negotiations will be conducted. Upon completion of all negotiations, and upon receipt of best and final offers submitted because of such negotiations, the Evaluation Committee shall make a recommendation for award to the Executive Director. The Executive Director will make a recommendation to the Authority’s Members regarding the award of a Contract(s). The Authority’s Members will then take action upon the recommendation. Offerors whose proposals are not accepted will be so notified in writing.

4.4 EVALUATION CONSIDERATIONS:

The Authority will select the proposal(s) that are deemed to be the most advantageous to the Authority or the Member Jurisdictions based on technical qualifications of the Offeror and price proposed. Technical qualifications are more important in the evaluation process than price.

The Evaluation Committee will evaluate the technical proposals based on the following factors:

- 1) Qualifications and Experience of the Offeror, including the qualifications and experience of the individuals proposed to work on the Authority contract.
- 2) Work Plan and Project Schedule, including, but not limited to, the Offeror's approach to project management and staff integration, performance of the project work with respect to all Tasks, the project communication plan, identification, and verification of permitting and regulatory requirements, the stakeholder engagement plan, quality assurance and quality control of the project work, and the duration of the project schedule.
- 3) Offeror's Price Proposal.
- 4) Preference will be given to firms who have proposed key individuals that are local because of resulting lower travel costs;
- 5) Demonstrated ability / methodology to meet potential federal, state, and local MBE/WBE requirements, if necessary as a condition for a particular task. Extent and quality of the proposed participation of minority firms and/or individuals; AND
- 6) References.

PART V - ADA COMPLIANCE

5.1 ALTERNATIVE FORMS:

Alternative forms of this RFP will be provided upon request.

Exhibit 1

Gude Landfill Site Background

The Gude Landfill is located at 600 East Gude Drive, Rockville, Maryland 20850. The site has road access at two (2) locations: East Gude Drive and Southlawn Lane. The Landfill is currently owned by Montgomery County, Maryland and maintained by the Montgomery County Department of Environmental Protection (“DEP”). The Landfill was used for the disposal of municipal solid waste and incinerator residues from 1964 to 1982. The Landfill property encompasses approximately one hundred sixty-two (162) acres, of which approximately one hundred forty (140) acres were used for waste disposal. An additional seventeen (17) acres of waste disposal area was delineated on M-NCPPC property, beyond the northeastern property boundary of the Landfill. A land exchange was completed in 2014 between the County and M-NCPPC that transferred ownership of this additional waste disposal area to the County in exchange for a similar area of land without waste on the perimeter of the site which was transferred to M-NCPPC.

The typical ground cover across the Landfill site is open grassy fields with patches of brushy vegetation and trees on most side slopes and along the perimeter borders of the Landfill. The existing landfill gas collection system, including the gas extraction system well heads and gas conveyance piping, is situated above-grade on the Landfill’s ground surface. The site also has a limited area on the top of the Landfill that is currently designated for flying model airplanes and a concrete pad near the Southlawn Lane facility entrance road that is used for managing storm related debris. The surrounding area and properties adjacent to the Landfill have mixed uses including parkland, industrial property, and residential development. Specifically, the adjacent land areas consist of:

- M-NCPPC land and Crabbs Branch Stream (north by northeast).
- Asphalt and cement production facilities, equipment storage yards, scrap metal recycling facilities, and Southlawn Lane (east by southeast).
- East Gude Drive, WSSC property and Southlawn Branch Stream (southwest by south by southeast).
- Transcontinental (Williams Gas)/Columbia Gas natural gas pipeline right-of-way and the community of Derwood Station South residential development (west by northwest).

The Landfill was initially permitted by the County in 1963. The Landfill was subsequently operated and closed under several facility names and refuse disposal permits from 1964 to 1982. The facility name of the Gude-Southlawn Landfill was modified by reference to the Gude Landfill. There is no current refuse disposal permit that is applicable to the Landfill. The Landfill was constructed and operated prior to modern solid waste management disposal and facility design and closure standards that were implemented by the U.S. Environmental Protection Agency (“EPA”), under the Resource Conservation and Recovery Act (“RCRA”).

Therefore, the Landfill was not originally constructed with a geosynthetic liner or compacted clay bottom liner, a leachate collection system, a landfill gas collection system, or a stormwater management system. Reportedly, soil was used as daily cover during waste filling, and a two (2) foot (ft.) (minimum) final layer of soil was reportedly placed over the waste mass during closure of the Landfill (in 1982) to support the vegetative cover. Since 1982, the County has voluntarily, or through regulatory mandates, implemented and maintained Best Management Practices (“BMPs”) for pre-regulatory era landfills to ensure compliance with Code of Maryland Regulations (“COMAR”) requirements. These BMPs include: soil and vegetative cover system installation, cover system maintenance, leachate seep repairs, landfill gas collection system installation and maintenance, water quality and landfill gas monitoring, and stormwater infrastructure improvements. The County currently maintains an active landfill gas collection system including: flares, over one hundred (100) gas extraction wells, and horizontal gas conveyance piping. The landfill gas- to- energy plant was shuttered on June 1, 2017. A network of on-site and offsite groundwater monitoring wells, a network of on-site landfill gas monitoring wells, environmental monitoring programs for groundwater, surface water, and landfill gas, and stormwater management infrastructure are also maintained at and for the Landfill site.

The Revised ACM Report was prepared for the Landfill in accordance with the specific requirements set forth under Title 40 CFR § 258.56 and the general requirements of the MDE for regulating solid waste disposal facilities under COMAR to recommend a CMA that addresses the following:

- Reported concentrations exceeding maximum contaminant levels, established by EPA as limits for drinking water, for volatile organic compounds and other groundwater impacts at and beyond the Landfill property boundary per the COMAR 26.08.02. The constituents identified in the NES Amendment No. 1 for the Landfill (EA 2011) as groundwater impacts, based on MCL exceedances in 2011, include cadmium, 1,1-dichloroethene (“DCE”), cis-1,2-DCE, 1,2-dibromoethane, 1,2-dichloropropane, benzene, methylene chloride, tetrachloroethene (“PCE”), trichloroethene (“TCE”), vinyl chloride (“VC”), and nitrate.
- Intermittent exceedances of the lower explosive limit (LEL) for methane gas at the Landfill property boundary (per COMAR 26.04.07.03B (9)).
- Occurrences of non-stormwater discharges (e.g., leachate seeps) at the Landfill property boundary (per COMAR 26.08.04.08).

MDE has approved Toupee Capping and Additional Landfill Gas Collection as the corrective measure as identified in Appendix J – Work Plan of the Revised ACM Report in **Exhibit 2**.

Exhibit 2

Gude Landfill

Revised Assessment of Corrective Measures Report and associated County and Regulatory Correspondence

Other Site-Specific Information includes:

Groundwater and Surface Water Monitoring Plan

Landfill Gas Monitoring Plan

**Installation Documentation for Groundwater and Landfill Gas
Monitoring Wells and Landfill Gas Extraction Wells**

Stormwater Pollution Prevention Plan*

(Electronic file, PDF, to be placed on the Authority's procurement website) (*to be provided
under addendum)

Exhibit 3

Price Proposal Form and Staffing Rate Structure

(Electronic file, MS Word and PDF, to be placed on the Authority's procurement website)

PRICE PROPOSAL – GENERAL RATE SHEET										
Position/Title	Billing Rate 1st Year	Task 1 Hours	Task 2 Hours	Task 3 Hours	Task 4 Hours	Task 5 Hours	Task 6 Hours	Task 7 Hours	Total Hours	Total Price (Hours x Rate)
Project Principal/Officer/Director										
Project Manager										
Senior Professional/Engineer/Scientist										
Project Professional/Engineer/Scientist										
Staff Professional/Engineer/Scientist										
Senior Planner										
Project Planner										
Senior Technician										
Staff Technician										
Resident Project Representative										
Field Technician										
Support/Clerical Services										
Expenses										
Markup on Expenses (as %)^	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Consulting Subcontractors (as %)	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Construction Subcontractors (as %)*	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	
*List for Construction Related Tasks										
^ for example: no pass through allowed for computers, computer time, cell phones, Wi-Fi-fi, internal mailings, invoicing and proposal preparation										
Other Expenses (please list)										

PRICE PROPOSAL – SUMMARY SHEET			
ID	Task Description	Total Hours	Total Price
Task 1	Project Management Services		\$
Task 2	Pre-Design Services		\$
Task 3	Engineering Design Services		\$
Task 4	Permitting and Right-of-Entry Services		\$
Task 5	Bidding Services		\$
Task 6	Stakeholder Engagement Services		\$
Task 7	Conceptual Land Use Planning Services		\$
Project Totals			\$

PRICE PROPOSAL – OPTIONAL ITEM SHEET				
ID	Task Description	Total Hours	Total Price	Participating Staff by Position/Title
OP 1	Additional Project Progress Meetings		\$	
OP 2	Additional Agency Head Meetings		\$	
OP 3	Additional Permitting Meetings		\$	
OP 4	Additional Public Meetings		\$	
OP 5	Additional Presentations		\$	
Optional Item Totals			\$	

Exhibit 4

Service Contract

(Electronic file, Microsoft Word and PDF, to be placed on the procurement website)