

**REQUEST
FOR
PROPOSALS**

FOR

POWER INFRASTRUCTURE REPLACEMENT

AT THE

MONTGOMERY COUNTY TRANSFER STATION

**On behalf of,
MONTGOMERY COUNTY, MARYLAND**

November 4, 2021

**REQUEST FOR PROPOSALS
FOR POWER INFRASTRUCTURE REPLACEMENT
AT THE MONTGOMERY COUNTY TRANSFER STATION
THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

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**REQUEST FOR PROPOSALS
FOR POWER INFRASTRUCTURE REPLACEMENT
AT THE MONTGOMERY COUNTY TRANSFER STATION
THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

The Northeast Maryland Waste Disposal Authority (the “Authority”), a multi-jurisdictional agency, is requesting proposals from firms or contractors qualified to determine the most cost-effective approach to address the electrical capacity issues at the Transfer Station in Montgomery County, Maryland (the “County”). A description of the project (the “Service”) under this Request for Proposals (“RFP”) is found in Exhibit 1.

This RFP is being issued on behalf of the County. The County is a third-party beneficiary of all of the obligations of the Contractor under the contract resulting from this RFP. The County has the right, but not the obligation, to enforce rights, remedies, powers, and privileges of the Authority under the Contract if the County provides 10 days’ prior written notice to the Authority and the Contractor. Unless such prior notice is given by the County, it is understood that the Authority Representative shall have the authority to direct the Contractor with respect to the Contract and the Contractor shall have the right to rely on such direction.

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” or “Member Jurisdictions”) 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 can be found on the Authority website, www.nmwda.org.

Copies of the RFP are available from the Northeast Maryland Waste Disposal Authority by calling 410-333-2730, or emailing procurement@nmwda.org,

Summary of Dates

Issuance of RFP	November 4, 2021
Pre-Proposal Meeting (virtual)	November 12, 2021
Pre-Proposal Site Visit (optional)	November 16-17, 2021
Offeror Written Questions due	November 19, 2021
Offeror Proposals due	December 16, 2021
Proposal Evaluation/Negotiation/Award	January-February 2022
Final Report and Project Closeout	Completed by December 30, 2023

OFFEROR'S CONTACT INFORMATION FORM

Company Name	
Company Address	
Primary Contact Name	
Primary Contact Title	
Primary Contact Email	
Primary Contact Phone	
Secondary Contact Name	
Secondary Contact Title	
Secondary Contact Email	
Secondary Contact Phone	

Please complete this Offeror's Contact Information Form to continue to receive updates related to this RFP.

Andrew Kays, Executive Director

Please e-mail completed form to procurement@nmwda.org with the subject line of **"Power Infrastructure Replacement RFP"**.

**REQUEST FOR PROPOSALS
FOR POWER INFRASTRUCTURE REPLACEMENT
AT THE MONTGOMERY COUNTY TRANSFER STATION
THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

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

PART I RFP SUBMISSION INFORMATION

1.1 PURPOSE:

The Authority will select one firm or contractor from the responses received from the Authority's solicitation to determine the most cost-effective approach to address the electrical capacity issues at the Transfer Station. A description of the project and scope of service (the "Service") is found in Exhibit 1.

1.2 CONTACT PERSON:

Any communication regarding this RFP must have the subject line of "**Power Infrastructure Replacement RFP**" 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. Prior to the release of the RFP, during Offeror RFP preparation, or during the determination and selection process by the Evaluation Committee, Offerors shall not initiate any communications related to this RFP with Authority staff outside of communication with procurement@nmwda.org, or with any employees or local elected officials of any Member Jurisdiction. Any RFP related communications other than to procurement@nmwda.org may result in the disqualification of the Offeror.

1.3 PRE-PROPOSAL MEETING AND SITE VISIT:

All times referenced in this RFP refer to Local Time.

A pre-proposal meeting will be held on **Friday, November 12, 2021 at 11:00 AM**. The pre-proposal meeting will take place via Microsoft Teams. Participants are encouraged to attend the pre-proposal meeting, but not required to attend in order to respond to this RFP. Potential attendees must RSVP to procurement@nmwda.org no later than **Wednesday, November 10, 2021** in order to receive the link to the meeting.

A pre-proposal site visit is optional and will be held only if requested. Interested prospective Offerors should submit a site visit request via email to procurement@nmwda.org. If requested, site visits will be scheduled **Tuesday, November 16 or Wednesday, November 17** at the Montgomery County Shady Grove Processing Facility and Transfer Station located at 16101 Frederick Road Derwood, MD 20855.

Proper personal protective equipment (e.g., hard hats, safety shoes, safety vests, and glasses) required

1.4 WRITTEN QUESTIONS:

Prospective Offerors may submit written questions concerning this RFP with the subject line of “**Power Infrastructure Replacement RFP,**” to procurement@nmwda.org no later than **Friday, November 19, 2021**. The Authority will endeavor to respond, in writing, to requests for information submitted by the deadline; 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 will be posted, in the form of addenda, on the Authority’s website at <https://www.nmwda.org> and shall be emailed to all prospective Offerors. Only answers issued by written addenda will be binding on the Authority.

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 e-mail is permitted. Initialed 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:

The proposals are due electronically no later than **Thursday, December 16, 2021 (Closing Date)** as follows:

- To the Authority procurement email address at procurement@nmwda.org, a complete proposal as a PDF, with a separate unlocked MS Excel file for the budget build-up. Subject: “**Power Infrastructure Replacement RFP**”

Additionally, hardcopy submissions of the proposal are due no later than Wednesday, December 22, 2021 as follows:

- To the County, one hardcopy of the proposal, with thumb/flash drive with a complete proposal as a PDF, with a separate MS Excel file for the budget build-up, to Mr. Jamie Foster, Power Infrastructure Replacement RFP, 16101 Frederick Rd, Derwood, MD 20855.
- To the Authority, one hardcopy of the proposal, with thumb/flash drive with a complete proposal as a PDF, with a separate MS Excel file for the budget build-up, to NMWDA – Procurement, Power Infrastructure Replacement RFP, 100 S. Charles Street, Tower II- Suite 402, Baltimore, MD 21201-2705.

Any proposals received after the submittal deadline as set forth above will not be considered. The Authority will not return proposals following the review and selection process. The RFP submissions shall be double-sided on minimum 30% post-consumer recycled content paper, or other sustainably produced paper, and bound (e.g., ring, folder, coil, or comb) secure.

RFP submissions will be a maximum of 40 pages in length (i.e., 20 pieces of paper, not including covers, dividers, and tabs, etc.), for Sections 1 through 3 as described below. Refer to the Table below for maximum page limits per Section. RFP submissions shall be organized as follows:

- Section 1.1 Transmittal Letter – Shall reference the RFP, the project, and other relevant information regarding the Offeror in a clear and concise manner.
- Section 1.2 Certificate of Offeror’s Qualifications (Firm/Company/Joint Venture) – A brief restatement with certification under signature is sufficient.
- Section 2 Key Personnel Matrix – A matrix or org chart of anticipated staffing needs.
- Section 3 Work Plan – The Offeror shall describe their approach to the technical performance and adherence to the administrative requirements for coordination, notification, and documentation. The Offeror shall also prepare a detailed schedule.
- Section 4 Proposal Cost Form Sheets
- Section 5 Comments on Scope and Schedule – The Offeror may provide comments on the scope and schedule.
- Section 6 Mandatory Documents – Submit any licenses, statements, certifications, or disclosures per the RFP.

RFP Submission Format

Section Description	Max Page Limit (double-sided)
Section 1.1 – Transmittal Letter	1
Section 1.2 – Certificate of Offeror Qualifications	6
Section 2 – Key Personnel Matrix	2
Section 3 – Work Plan with Detailed Sequence of tasks	10-16
Section 4 – Proposal Cost Form Sheets	15
Maximum Total Pages	40
Section 5 – Comments on Scope and Schedule	No Page Limit
Section 6 – Mandatory Documents	No Page Limit

1.7 DISCLOSURE:

Offerors should identify those portions of their RFP submission 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 4-335 of the General Provisions (“GP”) 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 responses to this RFP.

1.9 ACCEPTANCE OF TERMS AND CONDITIONS:

By submitting a response to this RFP and associated Addenda, the Offeror accepts all of the terms and conditions set forth in this RFP and agrees to accept the terms of the contract (the “Contract”) as set forth in Exhibit 5, unless otherwise noted and agreed to during the open question period. Any proposed exceptions to the terms of the Contract must be submitted in writing on or before November 19, 2021 as set forth in Section 1.4 above. If the Authority makes any changes in the terms of the Contract in response to proposed exceptions, all such changes will be distributed to potential Offerors via addendum issued prior to the proposal submission date. A proposal that proposes or requires changes to the Contract that were not raised prior to submission by the required deadline may be rejected without further evaluation.

Furthermore, by submitting a 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 LIVING WAGE AND MINORITY PARTICIPATION:

The successful Offeror, as a condition of award of the Contract, must always meet all requirements of federal, State, and local regulations and laws, including but not limited to those relating to workplace safety. A statement of intent to comply shall be submitted with the response to this RFP. The Proposal must reflect the use of the County's Wage Requirements Law as found at [Local, MFD, Wage homepage, Montgomery County Office of Procurement, Montgomery County, MD \(montgomerycountymd.gov\)](http://www.montgomerycountymd.gov/procurement/) (last accessed 11/2/2021).

Furthermore, the Contractor, in its proposal, shall certify that it is in compliance with the County's MFD Program and provide a **minimum 19%** 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 11/2/2021).

Compliance with the Program can be achieved through direct and indirect services. The selected Contractor 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.

Additionally, Offerors must comply with all applicable federal, state, and local laws and regulations pertaining to non-discrimination and equal employment opportunity.

PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT PROVISIONS

2.1 PARTIES TO THE CONTRACT:

This RFP, Exhibits, and the resulting Contract thereto to be entered into as a result of this RFP shall be by and between the Offeror and the Authority.

2.2 CONTRACT TERM:

The Contract Term shall mean the duration of the Contract from the Effective Date to June 30, 2023.

There will be 2 phases of the project based on fiscal year and budget constraints.

- Phase 1 will be within Fiscal Year 2022 between the Effective Date and June 30, 2022. This phase will use 33% of the project budget.
- Phase 2 will be within Fiscal Year 2023 between July 1, 2022, and June 30, 2023. This phase will use 67% of the project budget.

2.3 COMPENSATION AND METHOD OF PAYMENT:

The Contractor shall submit invoices on a monthly basis and will be paid for services performed out of funds appropriated or otherwise made available for such payment. The Contract will provide further details.

2.4 INSURANCE:

The Contractor must be willing to obtain insurance with the minimum terms as shown within Section 11 of the Draft Contract. The Contractor must be willing, at its own cost, to obtain such insurance and provide the necessary verification of required coverage and limits through certificates of insurance prior to the signing of the Contract. For this RFP, the Offeror shall include a letter from a qualified firm (AA rated and certified to operate in Maryland) stating that it is willing to offer the insurance required for the project, if the Offeror is selected through the RFP process.

PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING

3.1 SCOPE:

To ensure continuity of operations and to ensure clean and stable power to the multiple technological improvements and additions to the site in the past couple of years, the Authority is seeking the services of a skilled electrical contractor to replace several key components of the existing power infrastructure. The detailed Scope of Service for the project is set forth in Exhibit 1 to this RFP.

3.2 QUALIFICATIONS:

The contractor must demonstrate that members of its project team include:

- Electrical Engineer, with Maryland Profession Engineering License preferred
- Maryland Certified Electricians
- At a minimum, 10 years of professional electrical/power infrastructure experience with relevant project experience.

Offerors must provide three (3) similar project references. References must include a contact name, company name, current address, current phone number, and include specific relevant projects. Please see Exhibit 4 for the reference/project form.

Résumés of Key Individuals that would be assigned to assist the Authority must be included.

3.3 LICENSES, STATEMENTS, CERTIFICATES:

Licenses: The Offeror must provide a copy of a current business license from the Maryland Department of Labor, Licensing, and Regulation Division (DLLR) and a certificate showing that the Offeror is also in good standing under Maryland State Department of Assessments and Taxation (MDSDAT). If the Offeror is not based in Maryland, evidence of good standing in the state of its organization is required with the response to the RFP, as well as a certificate from the MDSDAT of qualification to do business in the State of Maryland. These certificates must be less than one month old at the time of submittal.

Statements and Certificates: The Offeror must provide Statements of Non-Segregated Facilities and Drug Free Workplace Policy, current MDSDAT Certificates, or similar certificate for the state of incorporation or organization, for all firms in the proposal.

3.4 PROJECT SCHEDULE:

The contractor must include a Project Schedule. The schedule must be developed identifying each of the 8 tasks provided in the Scope of Work in Exhibit 1.

The Project Schedule shall be prepared and distributed in Microsoft Project and PDF.

3.5 PRICING INFORMATION REQUESTED/IRREVOCABILITY OF PRICE PROPOSAL:

A price proposal is requested as part of the RFP submission. Pricing shall be in Calendar Year 2022 United States of America dollars. The pricing proposed under this RFP will be irrevocable for a period of 180 days from the Proposal Closing Date or, if modified during negotiations, for a period of 180 days from the date such modified rates are proposed by the Offeror.

The Offeror must include a Price Proposal that shows the hourly rates including any multiplier for all individuals that would be working on this effort. The contractor must include a schedule of standard expense costs such as mileage charges. The Offeror shall complete the Price Proposal General Rate Sheet and the Price Proposal Summary for all eight (8) tasks identified in the scope.

The price proposal ("General Rate Sheet," "Summary Sheet," and "Optional Item Sheet") shall be formatted as shown in Exhibit 2.

There will be no CPI pricing adjustment during the Contract Term.

ALL PROPOSALS MUST BE TIME AND MATERIAL. NO LUMP SUM PROPOSALS WILL BE ACCEPTED.

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, and other members, as necessary. The Evaluation Committee will evaluate the submittals received in accordance with the criteria set forth in the RFP and make a recommendation to the Executive Director for award. The Executive Director will make a recommendation for award to the Authority's Members.

4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:

The Authority reserves and assigns to the Executive Director the right to determine which of the Offerors 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 RFP submissions that are not reasonably susceptible of being selected for award under the RFP. In addition, the Executive Director may waive minor irregularities in RFP submissions, may allow an Offeror of the RFP to correct minor irregularities, and may negotiate with qualified and responsible Offerors to serve the best interests of the Authority.

4.3 PROCUREMENT METHOD:

The Authority will employ the method of competitive negotiation to select a Contractor from the Offerors. The Authority may, but is not obligated to, request best and final offers. The Offeror selected for award will be notified in writing by the Executive Director of the Authority. Offerors not selected for award under this RFP will be so notified in writing.

4.4 EVALUATION CONSIDERATIONS:

The Authority will select the proposal that is determined to be the most advantageous to the Authority and Montgomery County and the comprehensive best value based on the evaluation and selection criteria referenced below.

- 1) Compliance and standing with licenses, statements, certifications, and disclosures.
- 2) Demonstrated ability / methodology to meet potential federal, state, and local MBE/WBE requirements (19%). Extent and quality of the proposed participation of minority firms and/or individuals.
- 3) Qualifications and Experience of the Offeror as presented in the Representative Projects.
- 4) Qualifications and Experience of the Offeror as presented in the Key Personnel Matrix and Resumes, including references.

- 5) The clarity, completeness, and responsiveness of the written proposal and the ability to perform the Service within the designated timeframe.
- 6) Price.

Evaluation and Selection will not be based solely Price, but with a consideration of the comprehensive best value to the Authority and the County based on the criteria set forth above.

PART V - ADA COMPLIANCE

5.1 ALTERNATIVE FORMS:

Alternative forms of this RFP will be provided upon request.

Exhibit 1

Introduction and Scope

LOCATION OF WORK

Montgomery County Transfer Station located at 16101 Frederick Road, Derwood, MD 20855.

TIMELINE

Project must be completed, and all deliverables provided, by June 30, 2023.

There will be 2 phases of the project based on fiscal year and budget constraints.

Phase 1 will be within Fiscal Year 2022 between the Effective Date and June 30, 2022

Phase 2 will be within Fiscal Year 2023 between July 1, 2022, and June 30, 2023

INTRODUCTION

The Montgomery County Transfer Station is a 45-acre industrial site located at 16101 Frederick Road, Derwood, MD 20855. The campus also includes the 9-acre Recycling Center located at 16105 Frederick Road; however, that building's electrical service is separate and will not be included in this project scope. The Transfer Station facility is the County's waste disposal and recycling services site for municipalities, businesses, and residents.

The Transfer Station has been in operation since 1982. Various additions and modifications were made to the site over the years that have increased the amount of power needed to provide full operations and backup. To ensure continuity of operations and to ensure clean and stable power to the multiple technological improvements and additions to the site in the past couple of years, the Authority is seeking the services of a skilled electrical contractor to replace several key components of the existing power infrastructure.

SCOPE OF WORK

The Contractor will determine the most cost-effective approach to Replace the Existing Power Infrastructure including the following eight (8) specific tasks:

1. Upgrade utility transformer to increase the electrical service at the utility from 460V to 480V
2. Increase generator capacity (>1600A) to accommodate all power loads onsite including compactors
3. Provide Variable Frequency Drives (VFDs) at the front end of all compactors to reduce in-rush currents
4. Upgrade Automatic Transfer Switch
5. Consolidate the full complement of old switchboards down to a single main switchboard

6. Provide filtering or other means on the roof mounted photovoltaic (PV) system to reduce high harmonic distortions
7. Utilize a “spare” circuit in each of the motor control centers (MCCs) to feed a 3-phase 480-V panel and a step-down transformer that serves a 3-phase 208/120V panel to balance the phase loads and provide additional “spare” circuits
8. Establish a Periodic Maintenance Plan for all electrical equipment

It is essential that these power infrastructure upgrades be planned in a phased approach due to funding constraints.

- Phase 1 will use 33% of the project budget.
- Phase 2 will use 67% of the project budget.

The County expects this work to be completed with minimal or no interruptions in operations.

The Authority/County will provide all available and relevant maps, drawings, and/or schematics as a starting point upon request from the Offeror.

HEALTH AND SAFETY

Proper safety precautions must be observed at all times while onsite at the transfer station. Field crew personnel will wear, at a minimum, protective safety equipment and clothing including reflective safety vests, hard hats, steel-toe shoes, and safety glasses. A dust mask and hearing protection are required within the tip floor building. No smoking allowed onsite.

The Contractor must provide appropriate training and a detailed Health and Safety Plan for this project and the training must conform to the Transfer Station Health and Safety Plan. At a minimum, the Health and Safety Plan must address (1) clothing requirements, (2) use of personal protective equipment, (3) emergency response, and (4) traffic safety. The Contractor Project Manager will be briefed on all safety procedures applicable to the facility by the Transfer Station section chief. Safety procedures will be reviewed with all field crew personnel prior to the commencement of the field programs. The Contractor is responsible for having all field crew personnel adhere to the Plan while onsite.

The Contractor Project Manager will emphasize to field personnel that failure to comply with safety regulations, the Health and Safety Plan, failure to use safety equipment, or wandering outside of the area designated by the Project Manager shall be grounds for immediate dismissal. The speed and frequency with which heavy equipment and collection vehicles maneuver will be explained to each field crew personnel. Movement of field crew personnel will be limited to those areas designated by the Project Manager.

DELIVERABLES

1. Project kickoff meeting within 5 business days of Notice to Proceed
2. Project schedule detailing project tasks, dependencies, etc. within 5 business days after project kickoff meeting.
3. Health and Safety Plan
4. Monthly status meetings and minutes
5. Task completion report (an electronic version and one hard copy) for each required task submitted within 45 days of completion of the specific required task
6. Project Summary Report (an electronic version and one hard copy) completed at the end of each phase
7. As Built drawings (an electronic version and one hard copy) upon completion of the project including:
 - a. Subsurface Utility Plat
 - b. Site Key Plan
 - c. Switchboard Electrical Plan
 - d. Site Electrical Plan including all buildings and areas (scale house/rail yard) onsite excluding MRF
 - e. Distribution Diagram
 - f. Test Metering Diagram
 - g. Feeder and Switchboard Schedules
 - h. Panel and Motor Control Center (MCC) Schedules

All draft work and reports must be reviewed by the County and Authority before being finalized.

All finalized data reports, including any appendices, will be matters of public record and will be treated as such.

Any data recorded that does not meet the technical standards of this task order shall not be used and the associated sorting shall be repeated at the sole expense of the Contractor.

Exhibit 2 Price Proposal Form

PRICE PROPOSAL – GENERAL RATE SHEET											
Position/Title	Billing Rate	Task 1 Hrs	Task 2 Hrs	Task 3 Hrs	Task 4 Hrs	Task 5 Hrs	Task 6 Hrs	Task 7 Hrs	Task 8 Hrs	Total Hours	Total Cost
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	Not allowed										
Markup on Subcontractors	Not allowed										
Other Expenses (list)											

PRICE PROPOSAL – SUMMARY SHEET			
ID	Task Description	Total Hours	Total Price
Task 1	Upgrade utility transformer to increase the electrical service at the utility from 460V to 480V		\$
Task 2	Increase generator capacity (>1600A) to accommodate all power loads onsite including compactors		\$
Task 3	Provide Variable Frequency Drives (VFDs) at the front end of all compactors to reduce in-rush currents		\$
Task 4	Upgrade Automatic Transfer Switch		\$
Task 5	Consolidate the full complement of old switchboards down to a single main switchboard		\$
Task 6	Provide filtering or other means on the roof mounted photovoltaic (PV) system to reduce high harmonic distortions		\$
Task 7	Utilize a “spare” circuit in each of the motor control centers (MCCs) to feed a 3-phase 480-V panel and a step-down transformer that serves a 3-phase 208/120V panel to balance the phase loads and provide additional “spare” circuits		\$
Task 8	Establish a Periodic Maintenance Plan for all electrical equipment		\$
Project Totals			\$

PRICE PROPOSAL – OPTIONAL ITEM SHEET				
ID	Task Description	Total Hours	Total Price	Participating Staff by Position/Title
OP 1			\$	
OP 2			\$	
OP 3			\$	
Optional Item Totals			\$	

Exhibit 3 Proposal Checklist

This list is to assist the Offeror. The list does not relieve the Offeror from reading the RFP carefully and determining what must be submitted with its Proposal. Offeror is advised to check off each item when completed to avoid overlooking any.

	Submit Offeror's Contact Information Form
	RSVP for Pre-Proposal meeting and/or Pre-Proposal site visit (optional) (Sec 1.3)
	Submit Questions if necessary (Sec 1.4)
	Review Draft Contract (optional to provide comments or questions) (Sec 1.9)
	Provide statement of intent for Living Wage and MFD requirements (Sec 1.11)
	Obtain minimum insurance (Sec 2.4)
	Provide Qualifications, References (Sec 3.2)
	Provide Licenses, Statements, Certificates (Sec 3.3)
	Provide Project Schedule (Sec 3.4)
	Provide Price Proposal (Sec 3.5)

Signature of Proposer: _____

Printed Name and Title: _____

PART B: TO BE FILLED OUT BY REFERENCE						
Is the project information on Page 1 correct?						
What was your role in the project?						
Circle the appropriate ratings for each listed factor:		Poor	Below Average	Average	Above Average	Excellent
PROJECT EXECUTION						
Scheduling and Coordination of Work		1	2	3	4	5
Scheduling and Coordination of Subcontractors		1	2	3	4	5
Responsiveness to Changing Conditions		1	2	3	4	5
Time to Complete Project		1	2	3	4	5
Project Closeout		1	2	3	4	5
Professionalism/Courtesy		1	2	3	4	5
QUALITY						
Ability to Perform		1	2	3	4	5
Accuracy and Quality of Documentation		1	2	3	4	5
Overall Quality of Work		1	2	3	4	5
Quality of Subcontractors		1	2	3	4	5
TOTAL RATING (sum of points above): _____						
Note: A perfect score on this evaluation is 50 points. Below 25 is unacceptable.						
Would you recommend the Contractor to other entities to perform similar work?					YES	NO
GENERAL COMMENTS (Your comments are greatly appreciated):						
Based on my knowledge of the aforementioned firm, I have evaluated their performance for the referenced construction project and rated them in comparison to other contractors performing similar work. I have included in the General Comments section additional information regarding this firm, which may be of assistance in evaluating the quality of their work. It is my understanding that all the above information supplied here shall be considered STRICTLY CONFIDENTIAL .						
(SIGNATURE)		(FIRM)				
(PRINTED NAME)		(ADDRESS)				
(DATE)		(CITY, STATE, ZIP CODE)				
(PHONE NUMBER)		(FAX NUMBER)				

GENERAL FORMAT GUIDELINES FOR THE PRESENTATION OF KEY PROJECTS

Name of Project:	Date Project was completed:
Description of the Project:	
Contact information for the Project Owner (no contractor name allowed):	
Name of the Prime Contractor:	Total Value of the Project:
Was this a publicly advertised and procured contract? Y/N	Total Value of the Offeror's Efforts:
Description of the Offeror's efforts:	
Names of the Offeror's Team on the Project under the referenced contract:	

Exhibit 5
Draft Contract