

Baldwin County Commission

Request for Qualifications (RFQ) for Professional Services for Engineering/Environmental Services/Design Services

OVERVIEW:

The Baldwin County Commission, acting by and through the Solid Waste Department, seeks qualifications from qualified engineering/environmental firms for a study to determine process needs and design thereafter, of a recyclables-based Materials Recovery Facility (MRF).

The Baldwin County Material Recovery Facility Project's principal purpose is to provide a long-term solution for the recycling needs of Baldwin County, its resident Municipalities, and local businesses. Project objectives also include utilizing locally available sources to fund the development and construction of the project.

PROJECT DESCRIPTION AND ENVIRONMENTAL MANAGEMENT DEPARTMENT OVERVIEW

The selected consulting firm will conduct a Current and Future Needs Study related to recycling programs currently utilized by Baldwin County and the resident Municipalities. The study will develop statistics by using the general criteria as described in the Scope of Services below. Subsequently, the selected consulting firm will design the Materials Recovery Facility and supporting infrastructure based on the results of the Current and Future Needs Study, as well as the design criteria defined in the Scope of Services. Additionally, the firm will develop bid documents and provide support to the bid process, will provide oversight and quality assurance for the construction of the facility, and provide supporting documentation afterwards.

Currently the Environmental Management Department (EMD) is responsible for three (3) County Owned Landfills, one (1) MSW & C&D Transfer Station, one (1) closed landfill, residential solid waste collections of municipal solid waste, recycling, vegetative, as well as billing and collection for more than 45,000 customers annually. In addition, EMD will provide sustainability outreach and education. Finally, the EMD ensures environmental compliance for County operations. The department workforce consists of 100 staff that includes 34 collection waste vehicle operators.

STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 100 POINTS)

A committee consisting of Baldwin County Commission staff members will evaluate and rank the three most qualified firms' written qualifications based on demonstrated competence and professional qualifications for performance of the services required.

The County Selection Committee will select the most qualified firm from the submitted qualifications. Upon selection of a consulting firm, a scope of work meeting will be conducted and a proposal for work will be required. The County reserves all rights in the selection of the firm of its choosing in regards to this RFQ.

The County Commission will approve the most highly qualified firm and a contract with that firm to be negotiated by the Development and Environmental Director with a budgeted firm-fixed price amount. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the County

Commission. Upon the Development and Environmental Director's completion of the contract and fee negotiations, the County Commission executes the contract. Contract award will be subject to the timely completion of contract negotiations between the County and the selected Respondent.

The County reserves the right to reject all Statements, negotiate further with any entity submitting Statements, seek additional Statements, or waive any irregularities or informalities in the RFQ process.

Qualifications should contain information sufficient to enable the Selection Committee to properly evaluate the competence and qualifications of the consultant for achieving the project objectives. Qualifications will be evaluated based on the following criteria:

A. General Information (10 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel.

For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

B. Experience and Qualifications of the Firm/Team and Key Personnel (40 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:

a. Building Design and Construction experience: 10 years minimum, 3 successful similar projects with references.

1. Description of the project, including project name and location;
2. Project owner and/or client information;
3. Role of the firm, including a description of the services provided;
4. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
5. Approximate dates services were provided.

b. Site Development experience: 10 years minimum, 3 successful similar projects with references.

1. Description of the project, including project name and location;
2. Project owner and/or client information;
3. Role of the firm, including a description of the services provided;
4. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
5. Approximate dates services were provided.

2. List all Solid Waste related projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.

a. Solid Waste/Recycling Planning experience, 10 years minimum Solid Waste Engineering experience

3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

4. Alabama Department of Environmental Management solid waste regulatory/permitting experience.

5. The chosen firm must have a Professional Engineer (P.E.) licensure, and proper business licensure, both in the State of Alabama, at the time of submittal. Firms responding to this RFQ should provide Dun and Bradstreet number.

C. Understanding of the Project and Approach to Performing the Required Services (15 points)

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit the County to add value to the project.

D. Current Workload and the Ability of Project Team to Start Immediately. (20 points)

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 20 points for this sub-category.

E. Reference Information (15 points)

The County will award a maximum of 15 points for past performance reference information (maximum of 5 points per reference). It is the firm's responsibility to solicit and to ensure that three (3) Past Performance Verification Forms (PPVF's) are submitted directly to the County per the instructions on the Form. Any forms, in excess of three (3), will not be counted toward this requirement.

Qualifications will be scored as follows:

Criteria	Possible Points
General Objectives	10
Experience and Qualifications of the Firm/Team and Key Personnel	40
Understanding of the Project and Approach to Performing the Required Services	15
Current Workload and the Ability of Project Team to Start Immediately	20
Reference Information	15
Total	100

The selected firm shall be able to complete the Current and Future Needs Study within 2 months (sixty days) of an executed contract and Notice to Proceed.

Submittal of Qualifications:

Qualifications submitted in response to this RFQ must provide detailed information to show evidence of qualifications, experience, and expertise. One (1) original and three (3) copies of the RFQ are required. No emailed or faxed materials will be accepted. The submitted proposal should be not more than fifteen 8.5" X 11" single-sided pages, Times New Roman 11-point font (inclusive of the cover letter, conceptual approach, experience and background, and project team/level of participation), and should be divided by section, with Table of Contents (cover and tabbed divider pages and table of contents do not count against the 15-page limit)." Cover page should include: Dun and Bradstreet (DUNS) number and company point of contact information.

Questions regarding this information shall be directed to Wanda Gautney, Baldwin County Purchasing Director at wgautney@baldwincountyal.gov Questions must be received no later than **September 30, 2021 at 2:00 pm CDT.**

Qualifications should be sent to the address below on or before 2:00 pm CDT, October 11, 2021. FAX OR E-MAIL SUBMITTALS WILL NOT BE ACCEPTED.

Baldwin County Purchasing Department
Mrs. Wanda Gautney
Purchasing Director

Mailing Address:
312 Courthouse Square
Bay Minette, AL. 36507

Physical Address:
257 Hand Avenue
Bay Minette, AL 36507

Project Funding

This project is funded by a grant from The American Rescue Plan Act (ARPA). Any contract made as a part of this grant shall be subject to the applicable sections of 2 CFR Part 200, uniform administrative requirements, cost principles, and audit requirements, as adopted pursuant to 2 CFR § 5900.101.

Qualifications are being requested in accordance with 2 CFR 200.320 (d) (5), as issued by the Office of Management and Budget. The firm that is selected will be notified and a contract negotiated. The contract will be for a period coinciding with the completion and closeout of the project for which services are being requested. The contract will include provisions required by 2 CFR 200, Appendix II, as follows:

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. **(See attached Certification Regarding Lobbying)**

(J) See § 200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Department of the Treasury and The American Rescue Plan Act (ARPA).

Non-Commitment of Funds. Any contract related to this proposed project is subject to the availability of funds and/or the needs of the Baldwin County Commission and therefore the COUNTY, at its discretion, may or may not issue a final contract as a result of this RFQ.

Further, even in the event an initial selection is made by the County, no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If the County deems, at its sole discretion, that a satisfactory agreement cannot be reached in accordance with an initial selection, the County reserves the right to proceed with efforts to make another selection based upon Statements submitted pursuant to this RFQ.

1. The prime contractor must comply with federal regulations regarding procurement of recovered materials found at 2 CFR §200.322. 2 CFR §200.322 requires the Project Owner and its contractors to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Warranties:

By responding to this RFQ, firms/individuals submitting proposals warrant and represent the following:

1. The firm/individual does not have a judgment lien against its property for a debt to the United States.

Equal Opportunity Business Development:

Non-Discrimination. The Baldwin County Commission does not discriminate on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status, or disability in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.

Contracting with Small and Minority Businesses, Women's Businesses Enterprises, and Labor Surplus Area Firms. Minority and/or Women Businesses are encouraged to respond to this request. Baldwin County Commission takes all necessary affirmative steps, as set forth in 2 C.F.R. 200.321(b) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Should a contract be awarded, the prime contractor

must take all necessary affirmative steps to assure the minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps MUST include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Equal Employment Opportunity is an Equal Opportunity Employer. Minority firms and women business enterprises are encouraged to submit proposals.

Open Trade. By submitting a Statement, the Respondent represents that he/she and the business entity he/she represents is not currently engaged in the boycott of a person or entity based in or doing business with a jurisdiction with whom the State of Alabama can enjoy open trade, as defined in Act 2016-312.

Indemnification:

The firm shall indemnify, defend and hold County and its affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder resulting from any negligent act or omission by the Engineer. The Engineer shall provide the COUNTY with proof of general liability coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration of this agreement.

Insurance:

The Engineer agrees to carrier at their own cost and expense for the length of the contract and with insurers satisfactory to the Baldwin County Commission, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Alabama.

Comprehensive General Liability Policy
Comprehensive Liability Insurance covering all owned and non-owned Automobiles
Worker's Compensation Insurance as required by law.

Bidder Qualifications

All vendors, contractors and the grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

Termination of Services

The COUNTY may terminate this Contract, with or without cause or reason by giving written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice. In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

Scope of Services:

The scope of services to be performed by the selected consulting firm shall include but not be limited to the following:

1. Current/Future Needs Study

1.1. Service Area

- 1.1.1. Number of households served by collection
- 1.1.2. Number of households served by convenience centers
- 1.1.3. Potential number of seasonal units and volume of material
- 1.1.4. Potential number of commercial and industrial units and volume of material
- 1.1.5. Logistics – how to get areas to and from the site
- 1.1.6. Types of materials to be processed.

1.2. Total material volume

- 1.2.1. Number of tons per day, number of vehicles per day
- 1.2.2. Projected future throughput
- 1.2.3. How to maximize throughput
 - 1.2.3.1. Public-private partnerships

- 1.2.3.1.1. Large generators
 - 1.2.3.1.2. Large seasonal or periodic events (festivals, fairs)
 - 1.2.3.2. Incentives to businesses
 - 1.2.3.3. Education and awareness
 - 1.2.3.4. Adjacent Counties and municipalities
- 1.3. Cost-benefit
 - 1.3.1. Projected Revenue from recovery, including credits
 - 1.3.1.1. Materials to be recovered
 - 1.3.1.2. Estimated contamination rate
 - 1.3.1.3. Material value per ton based on market low
 - 1.3.1.4. Return on Investment
- 1.4. Future planning and Capital Expenditure
 - 1.4.1. Build for future capacity when funds are available
 - 1.4.2. Plan for future facility expansion, if/when demand is higher
 - 1.4.3. Plan for other materials when recovery is viable
- 1.5. Site Constraints
 - 1.5.1. Available area for development on the existing property
 - 1.5.1.1. Physical site limitations
 - 1.5.1.2. Property restrictions by zoning or ordinance
 - 1.5.1.3. Setback requirements
 - 1.5.2. Impact to adjacent properties or residences
 - 1.5.3. Roadways serving the property
 - 1.5.4. Availability of Utilities
 - 1.5.4.1. Domestic wastewater
 - 1.5.4.2. Process wastewater
 - 1.5.4.3. Potable water
 - 1.5.4.4. 3-phase electrical supply of reasonable voltage
 - 1.5.4.5. Communications
 - 1.5.4.5.1. Integrated communications

1.5.4.5.2. High-speed data

1.6. Concept Design

1.6.1. Preliminary design and review

1.6.2. Final Concept design

1.6.3. Concept cost estimate

2. Engineering Design Basis

2.1. Building size

2.1.1. Number of personnel needed to operate MRF

2.1.1.1. Parking requirements

2.1.1.2. ADA requirements

2.1.1.3. Sanitary requirements (lunchroom, showers, etc.)

2.1.2. Equipment requirements

2.1.2.1. Dual process line (for redundancy)

2.1.2.2. Space for future expansion, additional process lines

2.1.2.3. Space to recover additional materials

2.2. Access Road and traffic circulation

2.2.1. Weighed vehicles

2.2.1.1. Inbound, loaded waste vehicles

2.2.1.2. Outbound, empty waste vehicles (or RFID)

2.2.1.3. Inbound, empty transport trailers

2.2.1.4. Outbound, loaded transport trailers

2.2.2. Un-weighed vehicles

2.2.2.1. Inbound and outbound personnel vehicles

2.2.2.2. Empty vehicles

2.3. Accessory areas

2.3.1. Materials staging and pre-separation areas

2.3.2. Reject materials staging area

2.3.3. Personnel parking

2.3.4. Equipment parking and maintenance (including washing)

- 2.3.5. Staging areas for loaded and empty trailers
- 2.4. Operational narrative
 - 2.4.1. Description of vehicle movement and circulation
 - 2.4.2. Description pre-sorting and support activities
 - 2.4.3. Description of MRF operation
 - 2.4.4. Description of output materials: staging, packaging, transport
 - 2.4.5. Size and location of storage areas for baled and un-baled materials
 - 2.4.6. Service area logistics
- 2.5. Education/Outreach for Learning Center and Public
 - 2.5.1.1. Dedicated educational space on-site
 - 2.5.1.2. Meeting or conference space
 - 2.5.1.3. Exhibits and materials for distribution

4. Permitting

- 4.1. Recycling Registration Update
- 4.2. National Pollutant Discharge Elimination System (NPDES) Permit Update
- 4.3. Solid Waste Management Plan Update
- 4.4. Stormwater Pollution Protection Plan
- 4.5. Facility siting requirements

5. Engineering Design

- 5.1. Pre-design investigation
 - 5.1.1. Survey
 - 5.1.2. Geotechnical report
 - 5.1.3. Borings
 - 5.1.4. Utility location study
 - 5.1.5. Wetlands, Cultural, Threatened and Endangered Species
- 5.2. Building Design
 - 5.2.1. Architectural plans
 - 5.2.2. Structural Design
 - 5.2.3. Equipment layout and process plan

- 5.2.4. Mechanical plan
- 5.2.5. Plumbing plan
- 5.2.6. Electrical plan
 - 5.2.6.1. Power Study
 - 5.2.6.2. Backup Power design
- 5.2.7. P & ID
- 5.2.8. Control and Instrumentation
- 5.2.9. Fire Suppression
- 5.2.10. HVAC
- 5.2.11. Odor/ Dust Control System
- 5.3. Roadway Design
 - 5.3.1. Asphalt paving design
 - 5.3.2. Concrete design
 - 5.3.3. Stormwater management systems
 - 5.3.4. Site Traffic Plan
- 5.4. Operations
 - 5.4.1. Operations Manual
 - 5.4.2. Unauthorized Waste Plan
 - 5.4.3. Inspections and Maintenance Plans
- 5.5. Personnel Training
 - 5.5.1. Equipment training
 - 5.5.2. OSHA required training
 - 5.5.3. Regulatory inspection training
 - 5.5.4. Operator training

6. Bid Support

- 6.1. Bid Documents
- 6.2. Contract Documents
- 6.3. Bid Recommendation
- 6.4. Engineer's Estimate of Cost

7. Construction Management

- 7.1. Construction Administration
- 7.2. Construction Quality Assurance
- 7.3. Facility set-up and commissioning
- 7.4. Regulatory submissions and approvals

8. Timeline for Construction of Materials Recovery Facility

Each firm shall submit a timeline based on days of duration from beginning of the bid process through the completion of construction.

VENDOR RESPONSE FORM

Date: _____

Out of State _____ or _____ If yes, _____
Yes No Registration Number

Company Name: _____

Address: _____

Contact Person: _____

Position: _____

Email address: _____

Phone: _____

Signature: _____

ATTACHMENT A: CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

Documentation of compliance with the following requirements is a matter of contractor responsibility. When subcontracting, the contractor must submit documentation of good faith efforts to meet the project's MBE/WBE requirements before contracted work can commence. (MBE/WBE requirements are outlined below and can be found at 2 C. F. R. §200.321.) Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority **and** women's business enterprises.

SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.

- OR -

- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received including name, contact person, address, phone, and status (MBE, WBE or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

- A certification from each MBE and/or WBE firm declaring its status as a MBE or WBE firm. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time.

- A listing of certified MBE and WBE firms from whom quotes, or proposals were received, if any, who were not awarded subcontracts.

- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in

price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE. The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach: The Alabama Department of Economic and Community Affairs' Office of Minority Business Enterprise's Certified MWBE List and the Alabama Department of Transportation's Certified Disadvantaged Business Enterprise List.

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE: * DATE:
