

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**PROFESSIONAL ENGINEERING SERVICES**  
**FOR**  
**STEPHENVILLE TYPE IV LANDFILL**  
**MASTER PLAN, CELL CONSTRUCTION AND PERMITTING**



January 2019

**CITY OF STEPHENVILLE**  
**ENGINEERING DIVISION**

298 WEST WASHINGTON STREET  
STEPHENVILLE, TEXAS 76401  
(254) 918-1223

# TABLE OF CONTENTS

<b>1</b>	<b>REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS.....</b>	<b>3</b>
1.1	PUBLIC NOTICE.....	3
1.2	PURPOSE AND PROJECT OVERVIEW .....	3
1.3	RFQ SCHEDULE AND PACKAGE SUBMISSION .....	3
1.4	CHANGES TO THE SOLICITATION BY ADDENDA .....	4
1.5	QUALIFICATIONS.....	4
1.6	EVALUATION AND SELECTION CRITERIA.....	5
1.7	SELECTION PROCESS .....	6
1.8	RESPONDENT’S ACCEPTANCE OF EVALUATION METHODOLOGY.....	7
1.9	RESPONSE FORMAT .....	7
1.10	RESPONSE CONTENT .....	7
<b>2</b>	<b>REPRESENTATIONS, CONDITIONS AND OTHER SUBMITTAL REQUIREMENTS .....</b>	<b>9</b>
2.1	DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS .....	9
2.2	ADDENDA .....	9
2.3	NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST .....	9
2.4	PUBLIC RECORDS.....	9
2.5	COST OF PROPOSAL PREPARATION .....	9
2.6	ADVERTISING.....	9
2.7	FINANCIAL CAPACITY; INSURANCE REQUIREMENTS.....	9
2.8	OWNERSHIP OF WORK PRODUCTS .....	10
2.9	CITY RIGHTS AND RESERVATIONS .....	10
2.10	PROFESSIONAL SERVICES AGREEMENT .....	10
2.11	REFERENCES .....	11
	EXHIBIT A – SCOPE OF WORK.....	12
	EXHIBIT B – SITE LAYOUT PLAN.....	13

# **1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS**

## **1.1 Public Notice**

The City of Stephenville (City) intends to enter into an agreement with a Professional Engineering Services firm and is seeking Statements of Qualifications (SOQ) from firms whose combination of resources, experience and expertise will provide capable and timely delivery of professional services.

Stephenville is always conscious and extremely appreciative of the respondent's efforts and time investment in the preparation of submittal information. The City will receive Qualification Statements at Stephenville City Hall until 4:00 p.m. Thursday, February 14, 2019. Information related to this solicitation, including any addenda, will be posted to the City website at [www.stephenvilletx.gov](http://www.stephenvilletx.gov). For questions related to this RFQ, contact:

City of Stephenville  
Nick Williams, P.E., CFM, Director Public Works, or  
Eugene Calvert, P.E., PTOE, City Engineer, or  
Sara Tankersley, Executive Administrator  
298 West Washington Street,  
Stephenville, Texas 76401  
254-918-1223 / 254-918-1201 / 254-918-1292  
[nwilliams@stephenvilletx.gov](mailto:nwilliams@stephenvilletx.gov) or [gcalvert@stephenvilletx.gov](mailto:gcalvert@stephenvilletx.gov) or [stankersley@stephenvilletx.gov](mailto:stankersley@stephenvilletx.gov)

## **1.2 Purpose and Project Overview**

This RFQ is issued by Stephenville to obtain information about professional engineering firms interested in providing services to the City to implement construction of two permitted Type IV landfill cells adjacent to the existing Type IV disposal area as well as assist with TCEQ permitting approval for a new Type IV disposal area over a closed Type I cell located at the same facility. Engineering firms with extensive experience in landfill cell design and construction as well as TCEQ permitting and funding are invited to respond to this request for qualifications (RFQ).

## **1.3 RFQ Schedule and Package Submission**

Anticipated schedule of events.

<b>Action</b>	<b>Date</b>
Advertisement of RFQ:	Wednesday, January 16 <sup>th</sup> and January 23 <sup>rd</sup> , 2019
Deadline for RFQ Inquiries:	Friday, February 8 <sup>th</sup> , 2019 at 5 p.m.
<b>DUE DATE &amp; TIME FOR PROPOSALS:</b>	<b>Thursday, February 14, 2019 at 4 p.m.</b>
Proposal Evaluations:	Monday, February 18 <sup>th</sup> – Friday, February 22 <sup>nd</sup> , 2019 (anticipated)
Selection Announcement:	Thursday, March 7, 2019 (anticipated)

Enclose SOQs in a sealed envelope or package, addressed to the City of Stephenville. Place firm name, address, and RFQ Title outside the package. Include all items required for a responsive SOQ. It is respondent's sole responsibility to ensure SOQ package is received no later than established due date, time, and location. SOQs received after due date and time will not be considered. The Public Works Executive Administrator's time will govern. SOQs submitted by facsimile or other electronic means will not be accepted. ***To avoid delivery-related complications, please consider submitting your Qualifications Package at least one hour before the deadline.***

Submit and Deliver to: Nick Williams, P.E., CFM, Director of Public Works  
City of Stephenville Public Works Department  
298 West Washington Street, 2<sup>nd</sup> Floor  
Stephenville, Texas 76401

#### **1.4 Changes to the Solicitation by Addenda**

The City reserves the right to make changes to the RFQ by written addendum, issued to all who obtained the RFQ by hand pickup, electronic, or regular mail through the City of Stephenville Public Works Department. Any addenda issued will also be made available on the City's website: <http://www.stephenvilletx.gov>

Respondents are advised to check the City website regularly for addenda.

A prospective Respondent may request a change in the RFQ by submitting a written request. Requests must specify the RFQ provision in question and contain an explanation of requested change. All requests for changes to the RFQ must be submitted to or received by the City no later than 5 p.m. Friday, February 8<sup>th</sup>, 2019.

The City will evaluate any requests submitted, but reserves the right to determine whether to accept the requested change. Any changes accepted by the City will be issued in the form of an addendum to the RFQ.

All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning scope of work or project, are not binding.

No addenda will be issued later than the date set, except an addendum, if necessary, postponing date for receipt of qualifications, withdrawing the invitation, modifying elements of the qualification packet resulting from delayed process, or requesting additional information, clarification, or revisions of qualifications.

**Each Respondent is responsible for obtaining any/all addenda before submitting a qualifications package. Acknowledge receipt of each addendum (if issued) in writing as part of submission packet.**

#### **1.5 Qualifications**

Firm consideration is based on meeting the following minimum qualifications:

- a. Firm shall be properly registered with the Texas Board of Professional Engineers.
- b. Firm shall have completed landfill design, specifications, and evaluation services and have at least 20 years of collective experience in the design and evaluation of solid waste landfills.
- c. Firm shall staff at least three (3) licensed Professional Engineers, registered in Texas, which have participated in landfill master planning and overseen the design, specifications, construction, evaluation and permitting of landfills
- d. Firm shall showcase experience and expertise in working closely with contractors, the Texas Commission on Environmental Quality and with facility owners (specifically municipalities) for landfill cell construction, meeting state reporting requirements and for client relations. Owner contact references shall be submitted.
- e. Firm shall submit a list of all similar and relevant landfill projects completed or currently underway within the last five years. Owner contact references shall be submitted.

## 1.6 Evaluation and Selection Criteria

All submitted SOQs will be evaluated by an Evaluation Committee. SOQ review will be based on the following selection criteria.

### 1. Criteria

- A. Project Understanding: Provide a description of the Respondent’s understanding of the project. Points will also be affected by the firm’s identification of a general project approach demonstrating a clear understanding of the scope of this project.
- B. Work Plan: Provide a well-defined work plan and detailed approach to the components of this project. Points will be awarded based on the ability of each Respondent to provide a clear and concise work plan, schedule, and focused approach related specifically to this project. Firms should demonstrate knowledge of city business and work practices under this subsection. Include any specific thoughts, enlightenments, or recommendations the firm desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate the firm’s capabilities exceed those of mutually competing firms.
- C. Experience: Provide directly relevant and concise information regarding the experience of the proposed project team. Include actual, verifiable information demonstrating past performance of team members. Identify the experience and performance of key staff assigned to this project. Points will be awarded based on the evaluation committee’s perception of quality and relevance of sited experience, project team, key staff, and demonstrated performance. Points will be deducted from the Respondent’s score if the committee feels the information provided is unrelated to the scope described in this RFQ.
- D. Quality of Response: Respondent shall provide a qualifications packet free of spelling, punctuation, and grammar mistakes. Each Respondent shall exhibit the ability to submit a quality proposal communicating a realistic approach, technical soundness, and enhancements to elements outlined in this Request for Qualifications. Points may be deducted in this category if the SOQ contains errors in spelling, punctuation, or grammar. Points may be affected by SOQ formatting and organizational mistakes.

<b>SCORING OVERVIEW</b>			
<b>Evaluation Criteria</b>	<b>%</b>		<b>%</b>
Project Understanding	25%	Experience	40%
Work Plan	25%	Quality of Response	10%
<b>Total</b>	<b>50%</b>		<b>50%</b>

The City will utilize an evaluation committee whose responsibilities include performing independent evaluations of qualifications packages and making selection recommendations based on the evaluation criteria provided. Evaluations will focus on identifying relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews with individual firms may be held at the evaluation committee’s discretion. The City may obtain clarification or additional information from any firm in regards to a submission.

The City reserves the sole right to select the most qualified firm based on the highest-ranked overall qualifications package deemed most beneficial and advantageous to the City.

Firms submitting qualifications will be notified of the selection results.

Final recommendation of any selected firm is subject to the approval of City of Stephenville City Council. The City reserves the right to accept or reject any or all submissions, and to waive any informalities or irregularities in the RFQ process.

## 1.7 Selection Process

The evaluation committee will evaluate and rank each respondent's submitted experience, technical competence, capability to perform, past performance of the respondent's team and team members, and other appropriate factors submitted. Cost-related or price-related evaluation factors will not be considered.

1. Each respondent must certify each licensed professional engineer listed was selected based on a history of demonstrated competence and qualifications as provided by Sections 2254.003 and 2254.004, Government Code. The City shall review the written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ.
  - A. Section 2254.003 of the Government Code States:  
"Sec. 2254.003. SELECTION OF PROVIDER; FEES.
    - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
      - (1) on the basis of demonstrated competence and qualifications to perform the services; and
      - (2) for a fair and reasonable price.
    - (b) The professional fees under the contract may not exceed any maximum provided by law."
  - B. Section 2254.004 of the Government Code States:  
"Sec. 2254.004. CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR.
    - (a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:
      - (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
      - (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.
    - (b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
      - (1) formally end negotiations with that provider;
      - (2) select the next most highly qualified provider; and
      - (3) attempt to negotiate a contract with that provider at a fair and reasonable price.
    - (c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into."
2. The licensed Engineer member(s) of the firm will have full responsibility for complying with all legal requirements, including those of Chapter 1001, Subtitle A of the Texas Occupations Code (Regulation of Engineering and Related Practices).
3. The City may, but is not obligated to, request additional information regarding; demonstrated competence and qualifications, the feasibility of implementing project(s) as proposed, the ability of the respondent to meet schedules or other factors as deemed appropriate by the City.
4. The successful Respondent will enter into a Professional Services Agreement with the City. If mutual agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the City will open negotiations with the next ranked firm.
5. Upon execution of an Agreement, the Respondent must show the ability to provide the City with any required insurance and/or bonding.

## **1.8 Respondent's Acceptance of Evaluation Methodology**

WAIVER OF CLAIMS: Each Respondent, by submission of a response to this RFQ, waives any claims it has or may have against the City or its consulting engineers, and their respective employees, officers, members, directors and partners connected with or arising from this RFQ, including, RFQ administration, RFQ evaluation, and selection of qualified Respondents to receive an RFQ. Submission of qualifications indicates a Respondent's acceptance of the evaluation technique(s) and Respondent's recognition that some subjective judgments must be made by the City during the determination of qualifications. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluation rankings shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

## **1.9 Response Format**

Interested firms must submit four (4) bound qualifications packets, and one USB flash drive containing a digital copy of the complete qualifications package in PDF. Please begin file name of PDF copy with the Respondent's firm name.

To achieve a uniform review process and obtain the maximum degree of comparability, SOQs must be organized as specified. SOQs are limited to maximum 15 single-sided, numbered pages including the Table of Contents and Letter of Transmittal. Resumes, tabs/dividers, and cover sheet do not count toward page limit.

Print SOQs on 8-½ x 11-inch paper, although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper to preserve legibility. Type size shall be no smaller than 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions not conforming to requirements listed herein may be score poorly removed from consideration at the sole discretion of the City of Stephenville.

## **1.10 Response Content**

Responses shall be arranged as follows:

1. **Coversheet: General Information**  
Show date, RFQ title, firm name, address, phone number(s), name of contact person.
2. **Table of Contents**  
Clearly identify submittal contents by section and page number.
3. **Letter of Transmittal**
  - A. Briefly state the firm's understanding of services performed and make a solid commitment to provide services specified.
  - B. Give name(s) of person(s) authorized to make representations for the firm, their titles, address(es), and phone numbers.
  - C. Transmittal letter must be signed by a corporate officer or other individual with authority to bind the firm. The letter must also be signed by the project manager.
4. **Contents**  
**Tab 1: Engineering Firm's Understanding of Project.**
  - A. Discuss the firm's understanding of the project objectives and the anticipated work.
  - B. Describe general project approach to deliver Services in an effective, timely and professional manner.
  - C. Describe any support needed from City staff in order to execute the Services.

**Tab 2: Engineering Firm's Specific Approach and Work Plan.**

- A. Outline project plans, specifications, and services and how/when services are provided.
- B. Describe firm's detailed project approach and a focused work plan for this specific project. Description should fully and completely demonstrate firm's intended methodology for servicing project requirements.
- C. Describe the firm's project management and quality control procedures.

**Tab 3: Qualifications, certifications, and abilities of key staff identified in SOQ Package.**

- A. Provide a firm description including origin, background, current size, financial capacity, available resources, general organizational structure, and firm headquarters. Identify name and title of the person(s) authorized to enter into an agreement(s) with the City.
- B. Describe firm's interest in this RFQ and unique advantage firm and team bring to the City of Stephenville.
- C. Provide an organizational chart to clearly identify key members of the project team. Include sub-consultants, if any. **Specifically identify individual(s) who will serve as project manager(s) and points of contact.** Provide the following information for the project manager(s) and key team members:
  - Name, title, licensures;
  - Office and email Addresses, phone number(s)
  - Role in and name of similar past projects; and
  - Name of company employing project manager for each past project listed.
- D. Submit resumes for each proposed key team member. Resumes do not count towards page limit.
- E. State any possible conflicts of interest your firm or any key team member may have with performing work for the City of Stephenville.
- F. Discuss the team's ability to handle multiple concurrent projects in terms of resources, including equipment, staff availability, and scheduling capacity.

**Tab 4: Experience of the firm providing similar services for similar projects.**

- A. Provide a description of a minimum of five (5) landfill design, permitting and/or evaluation projects, currently in progress or completed **in the past five years**, including any projects with the City, containing work demonstrating the skills and abilities of the key team members as follows:
  1. List only projects involving key team members or subs proposed for this project.
  2. List projects in order by date with newest projects listed first and include:
    - a) Brief project description, including recent experience with other municipal projects and with state agencies.
    - b) Owner's representative having knowledge of the firm's work. Include contact names, phone numbers, email, and physical addresses;
    - c) Name(s) of key team member(s) involved; including any changes to project team and/or key team member(s) after project initiation, and if key team member(s) completed, or did not complete, the project. Include project's current status if not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
    - d) A list highlighting skills demonstrated by key team member(s).
    - e) Identify if the project was involved in any construction claims, how any claims were resolved and what the role of the key team members were for resolution.
  3. For services including construction drawings, discuss the percentage the engineer's opinion of probable construction cost was within initial bid award and final construction amounts. Include an explanation for differentials greater than ten (10) percent.

## **2 REPRESENTATIONS, CONDITIONS, AND OTHER SUBMITTAL REQUIREMENTS**

### **2.1 Duties and Obligations of Firms in the RFQ Process**

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a response. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, error or inconsistency.

### **2.2 Addenda**

To clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website: [www.stephenvilletx.gov](http://www.stephenvilletx.gov)

Submit any requests for information or clarification in writing to contacts listed in this RFQ by the deadline for questions.

### **2.3 No Collusion, Bribery, Lobbying, or Conflict of Interest**

By responding to this RFQ, firm is deemed to have represented and warranted proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, firm certifies neither it, any affiliates or subcontractors, nor any employees of foregoing bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the City in connection with this RFQ.

### **2.4 Public Records**

Upon receipt by the City, each response becomes the property of the City and considered a public record. Responses will be reviewed by the City's evaluation committee.

### **2.5 Cost of Proposal Preparation**

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree submittals are prepared at firm's own expense with express understanding the firm cannot make any claims whatsoever for reimbursement from the City for costs and expense associated with preparing and submitting a response. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

### **2.6 Advertising**

In submitting an RFQ, respondent agrees not to use results therefrom as part of any commercial advertising without prior written approval of the City of Stephenville.

### **2.7 Financial Capacity; Insurance Requirements**

Selected firm must have financial capacity to undertake work and assume associated liability. Selected firm(s) may be required to provide certificates of insurance evidencing coverage for professional liability in minimum amount of \$1,000,000; auto liability in minimum amount of \$1,000,000; commercial general liability in minimum amount of \$1,000,000; and workers' compensation insurance as required by Texas statutes.

**2.8 Ownership of Work Products**

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. Intellectual Property shall be prepared in the City's name and the sole and exclusive property of the City, whether work contemplated therein is performed. The City grants the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.

**2.9 City Rights and Reservations**

The City anticipates selection of a firm, but reserves the right to request substitutions of any team member, including key staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including, but not limited to experience, qualifications, abilities, resources, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to RFQ, cancel RFQ, re-advertise for new RFQ responses with identical or revised specifications, or accept any RFQ response, in whole or part, deemed in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as an agreement.

The City of Stephenville reserves the sole right to award an agreement or agreements to the most qualified firm(s) on the basis of best overall response deemed to be most advantageous to the City.

**2.10 Professional Services Agreement**

RFQ contents and all provisions of successful response deemed responsive by the City of Stephenville may be incorporated, in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

Engineering services shall be performed in a prompt and professional manner and per the standards of the profession.

All work, unless otherwise specified, shall be completed to the satisfaction of the City Administrator, Director of Public Works, City Engineer, or designee within time periods allocated, as mutually agreed upon at the beginning of the assignment. Engineer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the City.

**2.11 References**

**List at least three (3) companies or governmental agencies (preferably municipalities) where same/similar products and/or services as contained in this package were recently provided.**

---

**COMPANY NAME**

---

Contact Person Title

---

Address PO Box City

---

State Zip email

---

Phone Number Fax Number

---

**COMPANY NAME**

---

Contact Person Title

---

Address PO Box City

---

State Zip e-mail

---

Phone Number Fax Number

---

**COMPANY NAME**

---

Contact Person Title

---

Address PO Box City

---

State Zip e-mail

---

Phone Number Fax Number

**EXHIBIT A**  
**SCOPE OF WORK**  
**MASTER PLAN, CELL CONSTRUCTION AND PERMITTING PROJECT**

**GENERAL INFORMATION**

All work accomplished under the agreement shall be in accordance with federal, state, and local manuals, standards, guidelines, standard specifications, and standard procedures. Although every effort is made to fully describe the scope of services, the scope may evolve through discussions with professionals and changes may be required during the course of the project to accommodate input from the public and/or other agencies within and outside the City. Changes to the scope of work required to provide a complete project shall be negotiated and authorized. Changes made to the proposed project team must be approved by written notice from the City.

**I. Master Plan, Cell Construction and Permitting Project**

This project will be structured in three phases where the first phase includes a facility evaluation and the development of a master plan for the landfill.

The second phase of the project includes all required work associated with assembling detailed technical plans and specifications for the construction of two (2) existing Type IV landfill cells (cell numbers five and six) located at the Stephenville Landfill as well as assistance with the associated state permitting requirements to provide clearance for use of the constructed cells as soon as possible.

The third project phase includes pursuing a permit amendment and/or modification (as appropriate) to develop a Type IV cell over the existing closed Type I cell located at the facility. Exhibit B shows the Site Plan Layout of the existing facility.

Follow-up services may include, at the City's option, related construction phase services for on-site project representation, observation, review and documentation of work progress.

**II. SCOPE OF WORK**

Work required of the Consultant may include:

**A. Phase I – Master Plan Evaluation**

1. Estimate future waste generation, confirm site capacity and operating life expectancy,
2. Estimate long term annual operating costs, closure and post closure liability costs,
3. Complete an asset inventory and prepare a condition and life cycle analysis/schedule,
4. Prepare a long term capital improvement schedule/costs based on current development plan,
5. Prepare a financial model to calculate and evaluate the present and future costs of landfill operation.
6. Fee analysis and comparison and provide recommendations based upon CIP schedule
7. Review landfill operations to identify opportunities to improve efficiency and effectiveness of operations such as cover methodology, compaction, routes, staffing levels and structure.
8. Evaluate and provide an opinion regarding privatization of the landfill facility.
9. Identify and recommend funding opportunities, waste diversion and waste disposal alternatives.

**B. Phase II – Cell Construction for cell numbers five and six**

1. Develop engineer's opinion of probable construction cost for construction of cells five and six.
2. Develop design drawings/specifications (30%/60%/90% /Final) and incremental reviews with staff.
3. Pre-Construction
  - a. Conduct Pre-bid conference and assist with bid opening.
  - b. Prepare responses to contractor questions prior to bid opening.
  - c. Review contractor bids and provide recommendation of award.
4. Construction Administration
  - a. Coordinate pre-construction meeting and review contractor's milestone schedule.
  - b. Assist with construction inspection and project management services throughout the project.
  - c. Provide construction record (as-built) drawings.
5. Complete the appropriate state required documentation and coordinate with assigned staff for bidding through construction process.

**C. Phase III – Permitting of new Type IV cell**

1. Pursue a permit amendment and/or modification (as appropriate) to develop a Type IV cell over the existing, adjacent closed Type I cell. Exhibit B shows the Site Plan Layout of the existing facility.

**EXHIBIT B  
SITE LAYOUT PLAN  
MASTER PLAN, CELL CONSTRUCTION, AND PERMITTING PROJECT**

