

Golder Associates Inc.

8933 Western Way, Suite 12
Jacksonville, FL USA 32256
Telephone (904) 363-3430
Fax (904) 363-3445



HAND DELIVERED

October 11, 1999

993-3928

Nassau County Board of County Commissioners
P.O. Box 1010
3163 Bailey Road
Fernandina Beach, Florida 32035

Attn: Mr. Walter D. Gossett
County Coordinator

RE: COST PROPOSAL FOR PREPARATION OF A
REQUEST FOR PROPOSAL PROCUREMENT DOCUMENT
NASSAU COUNTY, FLORIDA

Dear Mr. Gossett:

Golder Associates Inc. (Golder) was requested by yourself to prepare a cost proposal for the preparation of a Request for Proposal (RFP) procurement document for soliciting private entities to form a Public/Private Partnership with Nassau County ("the County") to provide management and disposal of the County's future solid waste. The RFP is generally anticipated to require that the selected entity (hereafter referred to as "Contractor") operate and close the existing Class I Landfill at the West Nassau Landfill facility, as well as site, design, permit, construct and operate a Class I Solid Waste Landfill, potentially a Class III Solid Waste Landfill, and other related facilities to process and/or dispose of the solid waste generated within the County and by its customers. This cost proposal was prepared for the Board of County Commissioners (Board) by Golder and its subcontractor, S2L, Incorporated (S2Li), who are collectively herein referred to as the "Consultant".

The following describes the scope of services that we developed based on the limited conversation requesting this cost proposal. The scope of services presented herein is one that we believe is appropriate for the County, given our experience on similar projects. We would be happy to discuss the scope with the Board or designated representatives.

SCOPE OF SERVICES

Task 100 - Workshop on Preferred Alternatives with the Board

CONSULTANTS will prepare and conduct a Solid Waste Workshop with the Board to discuss the components and services required in the RFP. Items to discuss include:

APPROVED -Task 100

DATE 11/8/99 *[Signature]*

- Qualifications Requirements
- Financial Requirements
- Experience Requirements
- Scope of Services
 - Type of Waste
 - Public/Private Partnerships
- Contract Terms
 - Short versus Long-Term
 - Cost Controls
- Risks
- Approval of a Project Team consisting of staff and consultants (legal, financial, and engineering)
- Approval of "Review Committee" to assist in the preparation, evaluation, and recommendation of potential Contractors during the RFP process.

Task 200 – Preparation of RFP Documents

This task is divided into several subtasks (Task 210 through 270) for the purpose of describing each component involved in the preparation of the RFP documents, as follows.

Subtask 210 – Purpose and Procurement Approach: Prepare a summary of County's project goals and philosophy, description of project participants and responsibilities of parties, organization of the RFP documents, and procurement schedule and submittal requirements.

Subtask 220 - Background Information: Summarize existing information obtained from the County concerning: demographic data and County solid waste stream; existing disposal agreements with out-of-County customers; and potential available County-owned properties for the development of a landfill.

Subtask 230 - General Scope-of-Services: Prepare the information that states the services required by the County from the Contractor for the operation of the existing Class I Landfill and development and operation of a new landfill facility.

Subtask 240 - Minimum Qualification Requirements: Prepare the minimum qualification criteria for Contractors to meet, including: general corporate qualifications, stability, history and structure; management approach and qualifications; collections operations experience; and financial qualifications and capacity.

Subtask 250 - Contractual Principals: Prepare a draft agreement for review, amendment and approval by the County legal staff that states the permitting, construction, and operating agreement structure and principals; Contractor risk allocations; performance guarantees; non-performance clause; insurance requirements; and other general terms of the proposed

agreements including the term of the service agreement, waste ownership, inspection rights by County, basis for adjustments to service fees, changes in rules and regulations, loss of use and other force majeure; and termination clauses.

Subtask 260 - Proposal Forms: Prepare forms for the Contractors to fill out which describe qualifications, pricing commitments, statements of ownership, proposal guarantee, bid prices, equipment specifications, and staff.

Subtask 270 - Organization of Proposals: Prepare an outline describing how the proposal should be organized.

Task 300 - Preparation of Evaluation Criteria

This task is divided into two subtasks (310 and 320) to include the preparation of the criteria and review of the criteria with the Review Committee, as described below.

Subtask 310 - Evaluation Criteria: Prepare evaluation criteria for the ranking process of potential Contractor's responding to the RFP. The criteria will include qualification and business based evaluation criteria.

Subtask 320 - Meeting with Review Committee: Consultant will meet with County Staff and/or Review Committee to discuss the evaluation criteria and the remainder of the report preparation.

Task 400 - Finalize RFP Documents

Subtask 410 - Review by County Departments: Consultants will incorporate the comments received from the Review Committee into the draft RFP document to be considered by the County. Fifteen (15) copies of the draft RFP will be prepared and submitted to the County for final review by various departments and offices including solid waste, planning, purchasing, risk management, finance, and attorney. The County will consolidate comments from the various County Departments; decide which comments to incorporate in case of conflicting comments, and then submit combined comments to Consultants.

Subtask 420 - Finalize Document for Board Review: After receipt of written comments from the County, the Consultant will adjust the RFP document in response to County input and will deliver the final draft to the County.

Task 500 - Presentation of RFP Package to Board

Consultant will prepare for and attend a regularly scheduled County Board meeting to brief the Board on the project status and to present the RFP document, the evaluation criteria, potential ranking process, and other issues; as well as to recommend to the Board that authorization be given to advertise for solicitation of proposals from potential Contractors.

Task 600 - Assistance During Advertisement

Consultant will deliver a camera-ready copy of the RFP package to and computer media containing the RFP. In addition, the Consultant will review the draft legal notice prepared by County Attorney's Office or Purchasing that is to be placed in the media and mailed to potential Contractors advertising the County's intentions, the availability of the RFP package, the location at which it may be obtained, the cost of the package, the contact person, and the date upon which the RFP package is to be received by the County.

County will place any advertisement and distribute the RFP documents to interested Contractors.

Consultant and selected County staff will attend a one-day pre-proposal conference in Nassau County to review and answer questions from interested Contractors regarding the RFP package. The Consultant will prepare as many as two addenda to the documents, if required, which address the questions raised at this meeting or other matters.

Task 700 - Evaluation of Proposals, Ranking and Recommendations

Task 710 - Evaluation of Proposals: County will receive responses to the RFP and provide a copy to the Consultants. Consultants will perform a review and evaluation with respect to completeness, and will prepare a synopsis of respondents for subsequent review with the Review Committee.

Consultant will attend up to two strategic planning meetings in Nassau County to assist the County and Review Committee in evaluating the proposals and to review their responsiveness to the information requested in the RFP. Consultants will also assist in ranking the responsive proposals and prepare for the presentation to the Board. Further clarification, if needed, will be solicited from the proposing Contractors during the evaluation process.

Subtask 720 - Presentation of Proposals and Ranking to BCC: Consultants shall prepare materials for and attend a regularly scheduled Board meeting to assist the County with the presentation of the recommended ranking.

Task 800 - Additional Services

Consultants shall obtain written authorization from the County before conducting additional services beyond the initial allocated hours and budget. Additional services may include, but are not limited to, soliciting various solid waste management and disposal technologies not approved by the Board at the solid waste workshop under Task 100, or evaluating other proposed handling of the County's solid waste, such as haul-out. Other additional services may include preparation of proposed documents without qualifying potential contractors and preparing more than one solicitation from qualified contractors, and attending additional Board meetings/workshops to discuss the content of the procurement documents. It is assumed that once the Board selects the Preferred Contractor, the County would prepare the appropriate contracts for execution by the parties. However, additional negotiations may be required by the Board.

Consultants shall provide assistance during these negotiations as an additional service. The additional assistance may include, but not necessarily be limited to, preparing additional addenda, preparing and attending additional negotiation meetings, preparing additional information required to support the Project Team and Review Committee/County staff during the negotiation process, and presenting the results to the Board and/or attending any meetings.

Preparation of conceptual layouts or footprints, environmental suitability, and permitting determination of any specific site is beyond the scope of services outlined in this cost proposal. If required due to a specific Alternative selected by the Board, the Consultants shall so advise the County and provide an appropriate Additional Services Amendment (ASA) for Board consideration and approval before performing out-of-budget services.

In the event that a reduced level of effort from that specified in this scope of services is determined to be acceptable or necessary, applicable charges to the County will be reduced. However, in the event that an increased level of effort is required, the Consultants shall so advise County and present an appropriate ASA for Board consideration and approval before performing out-of-scope or out-of-budget services. Additional services which may be required consist of: evaluating alternative sites; assistance with the development, implementation, permitting, operations, or analysis of a new facility; preparation of more than one request for qualification/proposal documents, preparation of conceptual drawings, designs and construction/operation permit applications for the procurement documents or other sites; various solid waste management and disposal technology review; landfill closure design; preparation of construction plans and specifications; preparation of preliminary engineering, design, and permitting services; leachate management system; engineering services and observation during construction; landfill liner and leachate collection system construction quality assurance; preparation of construction certification documentation necessary to obtain the closure permits; preparation of day-to-day operations plan; and preparation of operation and maintenance manuals; or other tasks beyond the requirements established by the Board at the County workshop under Task 1000.

SCHEDULE

Consultants can begin work on this project within one week of receipt of notice to proceed. The schedule for completion of the scope of services as outlined above is estimated to be approximately nine months, including 60 days for the Contractors to respond to the RFP. Assuming the Workshop (under Task 100) could be scheduled relatively soon after the Board approval, we anticipate that the work through Task 200 (including all subtasks) could be completed in about two months. The remainder of the tasks involve a significant amount of input and feedback from the County, which we do not have any control over. However, we will work as much as possible with the County to be available for meetings and/or questions to move the process along as quickly as desired by the County.

COST ESTIMATE

The cost estimate to complete this work is \$86,575 based on the scope of services as outlined above. A breakdown of this cost estimate is presented in Table 1, which is attached to this letter.

Golder proposes to perform this work on a cost reimbursable not-to-exceed basis in accordance with the labor and unit rates listed in Table 1. The County will only be billed actual hours and expenses incurred on the project for work within the agreed scope of work. Direct expenses will be marked-up 10 percent for administrative purposes. Photocopies, computer and CADD time will be billed at the unit rates listed in Table 1. Travel and communications costs will not be billed to Nassau County as stated in our August 1998 proposal. The cost estimate will not be exceeded without prior authorization from Nassau County.

TERMS AND CONDITIONS

This work will be performed under the Agreement for Consulting Services between Golder and the County, dated February 22, 1999.

Golder appreciates this opportunity to provide engineering services to Nassau County. If you have any questions regarding this proposal, please do not hesitate to call.

Very truly yours,

GOLDER ASSOCIATES INC.



Francis T. Adams, P.E.
Senior Project Manager



Wendy D. Karably
Senior Project Manager/Associate

Attachments

cc: Mr. Robert P. McIntyre, Solid Waste Management Director
Members of the Board of County Commissioners

FN:\COMMON\ADAMS\PROPOSAL\NASSAUCO\RFPPProp.doc

TABLE 1

**Cost Estimate
Preparation of a RFP Procurement Document
Solid Waste Management and Disposal
Nassau County, Florida**

LABOR		LABOR CATEGORY AND RATE										TOTAL HOURS	SUBTOTAL LABOR
		Principal \$130	Associate \$110	Senior Proj. Mgr. \$195	Senior Engineer \$95	Project Engineer \$75	Staff Engineer I \$60	Staff Engineer II \$55	Drafting \$45	Technician \$40	Clerical \$40		
TASK	DESCRIPTION												
100	Workshop on Alternatives	0	8	8	0	0	0	0	0	0	0	16	\$1,720
200	Preparation of RFP Documents	0	6	4	0	0	0	10	0	0	4	24	\$1,790
300	Preparation of Evaluation Criteria	0	6	4	0	0	0	0	0	0	2	12	\$1,160
400	Finalize RFP Documents	0	4	0	0	0	0	0	0	0	4	8	\$600
500	Presentation of RFP to Board	0	8	4	0	0	0	4	0	0	0	16	\$1,520
600	Assistance During Advertisement	0	4	8	0	0	0	0	0	0	0	12	\$1,280
700	Evaluation of Proposals	0	10	8	0	0	0	10	0	0	4	32	\$2,650
800	Additional Services	0	0	0	0	0	0	0	0	0	0	0	\$0
TOTALS:		0	46	36	0	0	0	24	0	0	14	120	\$10,720

EXPENSES		Field Vehicle (day) \$75	Per Diem (day) \$25	Communications (est.)	Mileage (mile) \$0.31	Shipping/Postage (est.)	Lab Testing (est.)	Office Computer (hr) \$10	AutoCAD Computer (hr) \$20	Photo-copying (each) \$0.15	Field Equipment (est.)	Subcontractors (est.)	SUBTOTAL EXPENSES
TASK	DESCRIPTION												
100	Workshop on Alternatives	0	0	\$0	0	\$0	\$0	0	0	50	\$0	\$9,142	\$9,150
200	Preparation of RFP Documents	0	0	\$0	0	\$50	\$0	4	0	200	\$0	\$30,974	\$31,094
300	Preparation of Evaluation Criteria	0	0	\$0	0	\$0	\$0	2	0	0	\$0	\$6,912	\$6,932
400	Finalize RFP Documents	0	0	\$0	0	\$100	\$0	6	0	200	\$0	\$4,550	\$4,740
500	Presentation of RFP to Board	0	0	\$0	0	\$0	\$0	2	0	50	\$0	\$5,650	\$5,678
600	Assistance During Advertisement	0	0	\$0	0	\$0	\$0	2	0	25	\$0	\$6,202	\$6,226
700	Evaluation of Proposals	0	0	\$0	0	\$50	\$0	4	0	0	\$0	\$11,946	\$12,036
800	Additional Services	0	0	\$0	0	\$0	\$0	0	0	0	\$0	\$0	\$0
TOTALS:		\$0	\$0	\$0	\$0	\$200	\$0	\$200	\$0	\$79	\$0	\$75,376	\$75,855

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL LABOR	SUBTOTAL EXPENSES	TASK TOTAL
100	Workshop on Alternatives	\$1,720	\$9,150	\$10,870
200	Preparation of RFP Documents	\$1,790	\$31,094	\$32,884
300	Preparation of Evaluation Criteria	\$1,160	\$6,932	\$8,092
400	Finalize RFP Documents	\$600	\$4,740	\$5,340
500	Presentation of RFP to Board	\$1,520	\$5,678	\$7,198
600	Assistance During Advertisement	\$1,280	\$6,226	\$7,506
700	Evaluation of Proposals	\$2,650	\$12,036	\$14,686
800	Additional Services	\$0	\$0	\$0
TOTALS		\$10,720	\$75,855	\$86,575