

EXPANSION

Agenda Request For: April 24, 2006

Department: Administrative Services

Background: At the April 12, 2006 meeting Golder Associates presented information regarding their preliminary assessment of landfill gas to energy potential at the West Nassau Landfill (Golder project 3928.66 tasks 1-4 approved by Board 2/8/06). The Board, on April 12, 2006 authorized Golder Associates to bring back a cost proposal to prepare a RFP for the landfill gas to energy project development.

Golder submitted a cost proposal on April 20, 2006 task 5 "Development of RFP for LFGTE" for \$9,835. Cost proposal does **not** include services after the RFP is advertised, including addressing questions from potential bidders, evaluation of bids, and negotiation of the final contract with the apparent successful bidder. These items would have to be addresses separately.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:
Impact to be evaluated subsequently.

Action requested and recommendation:

1. Request Board to consider Golder proposal of \$9,835 to prepare RFP for development of landfill gas to energy project. Agenda item presented at direction of Board on 4/12/06. Staff makes no recommendation.
2. Request Golder to prepare a cost proposal for Golder to prepare a RFP for a firm to evaluate bids received and negotiate a final contract with the apparent successful bidder.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source: Budget transfer from 70341534-531000 (available budget \$156,710) to 70341534-531319 "PS-Golder .66 LFGTE" for \$9,835

Reviewed by:

Department Head _____

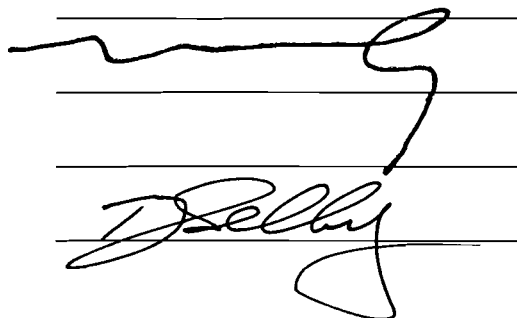
Legal _____

Administrator _____

Finance _____

Administrative Services _____

2/21/06



APPROVED

DATE 4/24/06 BKH

Approved request # 1
#2 continued, until County Attorney
Reviews Continuing Contracts.

EXPANSION

top original
Subs
Correspondence

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Reviewed by:

Department Head

Legal

Administrator

Finance

Administrative Services

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Cathy Lewis

From: Cathy Lewis
Sent: Friday, April 21, 2006 10:40 AM
To: Mike Mullin; Chris Lacambra
Cc: Michael Mahaney; Lisa Gregory; Joyce Bradley; Ted Selby
Subject: Expansion 4/24/06 Golder proposal RFP LFGTE

Importance: High

Revised agenda expansion item. Please comment. Thanks.



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pdf

Cathy Lewis
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(904)321-5917 fax

Golder Associates Inc.

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



VIA EMAIL ONLY

April 19, 2006

993-3928.66

Nassau County Board of County Commissioners
96160 Nassau Place
Yulee, Florida 32097

Attention: Mr. Mike Mahaney, Nassau County Administrator

**RE: COST PROPOSAL FOR ENGINEERING SERVICES
DEVELOPMENT OF REQUEST FOR PROPOSALS
FOR LANDFILL GAS TO ENERGY PROJECT
WEST NASSAU LANDFILL
NASSAU COUNTY, FLORIDA**

Dear Mr. Mahaney:

Golder Associates Inc. (Golder) is pleased to provide the Nassau County Board of County Commissioners (Board) this cost proposal to assist the County in development of a Request for Proposal (RFP) for implementation of a landfill gas to energy (LFGTE) project at the West Nassau Landfill located in Nassau County, Florida. This RFP will require that a qualified contractor or similar entity that may be interested in pursuing development of the West Nassau Landfill LFGTE resource submit an appropriate proposal to the Board, including method of maximizing gas recovery, utilization of the gas and sharing of revenue and/or payment for the LFG derived from the Landfill. The following sections include the scope of services to be provided, an estimated schedule, cost estimate, and terms and conditions. Please note that this cost proposal is presented as an additional task to the existing cost proposal (Golder No. 993-3928.66) for the recently completed LFGTE Assessment.

SCOPE OF SERVICES

Initially, Golder will provide a few example RFPs for the County to review. As soon as practical, Golder will meet with County personnel to review the various RFP documents and discuss the options as well as the advantages and disadvantages of each. It is anticipated that the County Attorney and County Administrator would be in attendance at the meeting along with others as determined by the County. The remaining scope of services necessary to develop a RFP that is satisfactory to the County is somewhat unknown in that there may be particular requirements (legal or contractual or otherwise) for the County that will need to be incorporated into the RFP and there may be some difficult decisions to be made as to what the County should and shouldn't include in the RFP. Because this scope is unknown, we have assumed that there will be a total of two in-person meetings with the appropriate County personnel to finalize the language appropriate for the County's RFP. These two meetings may include the initial meeting with the

County Attorney and County Administrator (and others as appropriate) and then one meeting to present the information to the Board, either as a group or individually (if it could be completed in a day). Of course, only the effort and expenses spent in development of the RFP will be billed to the County; if only one meeting is necessary, the cost may be less. Once the RFP language and any attachments are finalized, Golder will assist the County in preparing the document for advertisement, including providing attachments for the RFP, as deemed necessary, and a potential list of bidders.

It should be noted that this cost proposal does not include services after the RFP is advertised, including addressing questions from potential bidders, evaluation of bids, and negotiation of the final contract with the apparent successful bidder. Golder can provide these services and a cost proposal for these services will be submitted to the County at a later date.

SCHEDULE

Golder will provide example RFPs to the County Attorney and County Administrator upon approval of this task order. Additionally, we will contact the County Attorney and County Administrator and get a meeting scheduled as soon as possible. The time frame to complete the RFP will depend significantly on the timeliness and substance of the feedback provided to Golder from the County. Golder will work diligently to incorporate any requirements and make any revisions to the RFP as soon as practical and return it to the County for review.

COST ESTIMATE

Golder's cost estimate to complete the work as described in the above scope of services is \$9,835.00. A detailed breakdown of the costs for each task and the labor and expenses estimated are included in the attached Table 1. As shown on Table 1, the majority of the time developing the RFP will be provided by Associate-level Golder personnel, including Mr. William Clister from Golder's Atlanta office and Ms. Wendy Karably, the Jacksonville Project Manager. Mr. Clister has a significant amount of experience in developing RFPs and this approach is believed to be the most cost effective for the project. The cost estimate includes Mr. Clister's travel from Atlanta to Nassau County and per diem for the two assumed meetings.

We propose to perform this work on a cost reimbursable not-to-exceed basis in accordance with labor and unit rates shown on the attached table. The County will only be billed actual hours and expenses incurred on the project for work within the agreed scope of services. Direct expenses will be marked-up 10 percent for administrative purposes. Photocopies, computer and AutoCAD time will be billed at agreed upon unit rates. Travel and communications costs (except for those discussed above) 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.

Nassau County Board of County Commissioners
Mr. Mike Mahaney

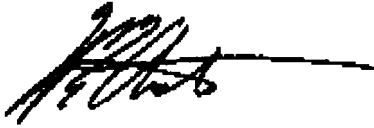
- 3 -

April 19, 2006
993-3928.66

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

Sincerely,

GOLDER ASSOCIATES INC.



William Clister, P.G.
Senior Consultant/Associate



Wendy D. Karably
Senior Consultant/Associate

Attachment

cc: Lee Pickett – Interim Solid Waste Director

C:\Documents and Settings\wkarably\My Documents\WDK\WDK\NASSAU\2006 Proposals\LFG to Energy RFP.doc

TABLE 1
Cost Estimate
RFP Development for LFGTE
West Nassau Landfill
Callahan, Nassau County, Florida

| LABOR | | LABOR CATEGORY AND RATE | | | | | | | | | | TOTAL HOURS | SUBTOTAL LABOR |
|-------|------------------------------|-----------------------------|-----------------|-------------------------|-----------------------|-----------------------|-----------------------|------------------------|---------------|------------------------|---------------|-------------|----------------|
| | | Principal Sr. Consult \$170 | Associate \$150 | Senior Proj. Mgr. \$135 | Senior Engineer \$110 | Project Engineer \$95 | Staff Engineer I \$85 | Staff Engineer II \$75 | Drafting \$75 | Senior Technician \$65 | Clerical \$55 | | |
| TASK | DESCRIPTION | | | | | | | | | | | | |
| 5 | Development of RFP for LFGTE | 0 | 40 | 4 | 0 | 0 | 4 | 0 | 4 | 0 | 16 | 68 | \$8,060 |
| | TOTALS: | 0 | 40 | 4 | 0 | 0 | 4 | 0 | 4 | 0 | 16 | 68 | \$8,060 |

| EXPENSES | | Travel per trip \$500 | Per Diem (day) \$100 | Communi-cations (est.) | Mileage \$0.49 | Shipping/Postage (est.) | Field Equipment (est.) | Office Computer (hr) \$10 | AutoCAD Computer (hr) \$20 | Photo-copying (each) \$0.15 | Drawing Reproduction (est.) | Subcon-tractors (est.) | SUBTOTAL EXPENSES |
|----------|------------------------------|-----------------------|----------------------|------------------------|----------------|-------------------------|------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|------------------------|-------------------|
| TASK | DESCRIPTION | | | | | | | | | | | | |
| 5 | Development of RFP for LFGTE | 2 | 2 | \$0 | 0 | \$75 | \$0 | 0 | 0 | 2,000 | \$200 | \$0 | \$1,775 |
| | TOTALS: | \$1,000 | \$200 | \$0 | \$0 | \$75 | \$0 | \$0 | \$0 | \$300 | \$200 | \$0 | \$1,775 |

| COST SUMMARY | | | | |
|--------------|------------------------------|----------------|-------------------|----------------|
| TASK | DESCRIPTION | SUBTOTAL LABOR | SUBTOTAL EXPENSES | TASK TOTAL |
| 5 | Development of RFP for LFGTE | \$8,060 | \$1,775 | \$9,835 |
| | TOTALS | \$8,060 | \$1,775 | \$9,835 |

Cathy Lewis

From: Karably, Wendy [Wendy_Karably@golder.com]
Sent: Thursday, April 20, 2006 4:42 PM
To: Cathy Lewis
Subject: RE: Question-RFP Landfill Gas to Energy Developer
Importance: High

Cathy

I thought I sent this already – yesterday was crazy – I'm sorry. See the attached cost proposal for LFGTE RFP preparation.

Wendy

From: Cathy Lewis [mailto:clewis@nassaucountyfl.com]
Sent: Thursday, April 20, 2006 4:27 PM
To: Karably, Wendy
Cc: Ted Selby; Lisa Gregory; Lee Pickett
Subject: FW: Question-RFP Landfill Gas to Energy Developer
Importance: High

In order to be considered for expansion at the Monday April 24, 2006 meeting, I must receive your request by 9 a.m. tomorrow to meet 10 a.m. deadline to Lisa. If not, item can be considered at May 8th or May 10th meeting as long as April 24th 5 p.m. deadline met.

Cathy Lewis
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96160 Nassau Place
Yulee, FL 32097
(904)491-7370 phone ext 2807
clewis@nassaucountyfl.com
(904)321-5917 fax

-----Original Message-----

From: Cathy Lewis
Sent: Monday, April 17, 2006 11:58 AM
To: 'Karably, Wendy'
Cc: Ted Selby
Subject: RE: Question

Spoke with Mr. Mahaney and he agreed that this item should be an expansion item for the 4/24/06 meeting. Please send proposal tomorrow, as you indicated below, and I will insure distribution to Board and appropriate staff no later than Friday 4/21/06. If you can't make the meeting, then you can't, sounds like you have a busy day/night! We will address to the best of our ability. I think proposal as an additional task to .66 is appropriate, it is part of the potential evolution of the "landfill gas to energy potential".

As far as funding is concerned, do you think the Vertical/Corrective escrow can be used for proposal .66 "Landfill Gas to Energy Potential"?

4/20/2006

Cathy Lewis
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-----Original Message-----

From: Karably, Wendy [mailto:Wendy_Karably@golder.com]

Sent: Monday, April 17, 2006 10:48 AM

To: Cathy Lewis

Subject: Question

Cathy

I realize that the deadline has passed for the 24th meeting, however, given the sense of urgency in the meeting on Wednesday, I got the feeling we may still get something on the agenda for the 24th. First, if I get you a cost proposal by tomorrow, will we able to get it on the agenda for the 24th? Second, I cannot attend the meeting on the 24th as that is my daughter's 6th birthday and we also have a softball game scheduled. Is that going to be a problem? Third, I was going to make this cost proposal as an add-on to the LFGTE evaluation task order (993-3928.66). Is that okay?

Let me know what you need.

Wendy

NCBCC
 Solid Waste Fund
 account analysis

| <u>account number</u> | <u>account name</u> | <u>activity description</u> | <u>amount</u> | revised budget who to | | |
|-----------------------|-----------------------|--------------------------------|---------------|-----------------------|-------------------|-------|
| | | | | <u>total</u> | <u>prepare BT</u> | |
| 70341534-531000 | Professional Services | revised budget 2/11/06 | | \$ 263,505 | | |
| | | budget needed .51-531395 | \$ (23,782) | \$ 239,723 | cathy | SW-16 |
| | | budget needed .65-new a/c | \$ (11,200) | \$ 228,523 | becky | SW-23 |
| | | budget needed .66-new a/c | \$ (9,201) | \$ 219,322 | becky | SW-24 |
| | | budget needed .67-531324 | \$ (2,995) | \$ 216,327 | becky | SW-19 |
| | | budget balance 4/4/06 | | \$ 214,883 | | |
| | | 4/12/06 Tab F SPCC plan | \$ (4,993) | \$ 209,890 | | SW-32 |
| | | Annual Assurance 4/24/06 Tab A | \$ (15,250) | \$ 194,640 | | SW-29 |
| | | Burton Associates | \$ (37,930) | \$ 156,710 | | |
| | | | | | | |
| 70341534-531302 | Prof Svcs-Golder | revised budget 2/11/06 | | \$ 39,575 | | |
| | | budget from 70341534-531326 | \$ 2,000 | \$ 41,575 | cathy | SW-17 |
| | | budget from 70341534-531327 | \$ 26,000 | \$ 67,575 | cathy | SW-17 |
| | | budget needed .49/2000-531329 | \$ (423) | \$ 67,152 | cathy | SW-17 |
| | | 2006 annual assurance est | \$ (20,000) | \$ 47,152 | in budget | |
| | | budget needed .59 | \$ (30,447) | \$ 16,705 | in budget | |
| | | budget needed .58 | \$ (5,979) | \$ 10,726 | in budget | |
| | | budget needed .62 | \$ (9,950) | \$ 776 | in budget | |
| | | budget needed .57 | \$ (221) | \$ 555 | in budget | |
| | | additional 4/12/06 tab F .59 | \$ 11,365 | \$ 11,920 | becky | SW-27 |
| | | budget needed for .59 | \$ (11,365) | \$ 555 | | |