

Request for Proposals

For

Compost Facility Maintenance Shop
Construction Project



Issued: July 21, 2020
Cedar Rapids Linn County Solid Waste Agency
Karmin McShane, Executive Director

I. OVERVIEW

The Cedar Rapids Linn County Solid Waste Agency (Agency) is soliciting proposals from engineering consulting firms licensed in the State of Iowa to provide planning, design, bidding, and construction phase services for the Compost Facility Maintenance Shop Construction project. Interested Consultants shall submit a Proposal in accordance with the requirements of this Request for Proposals (RFP).

II. BACKGROUND

Created in 1994, the Agency is responsible for integrated solid waste management in Linn County, Iowa. The Agency owns and operates two sites that include a resource recovery facility, a hazardous material collection facility, a compost facility, an active landfill, and a closed landfill that is being redeveloped for co-use as a recreational facility.

The Agency's Site 1 and Site 3 facilities are located at 2250 A Street SW, Cedar Rapids, IA. The Site 1 facility includes a 70-acre closed landfill and the Site 3 facility includes an active compost facility. The Agency is currently in the process of developing a recreational co-use for the 70-acre closed landfill (the co-use being call the Mount Trashmore Recreational Facility). The Agency will be completing the Compost Facility Maintenance Shop Construction project to demolish aging buildings located at the facility and to further bifurcate the Mount Trashmore Recreational Facility from composting operations.

III. SCOPE OF SERVICES

The Consultant shall complete planning, design, bidding, and construction administrative services for the Agency's Compost Facility Maintenance Shop Construction project. The project should include the areas listed below:

- a. Planning, design, and permitting services for the demolition of the existing maintenance shop and storage buildings located adjacent to the Mount Trashmore Recreational Facility
 - Work should include environmental assessments and inventories of buildings to be demolished to ensure that demolition and disposal is conducted in accordance with applicable federal, state, and local regulations;
 - Building demolitions should be staged to ensure that work does not interfere with existing site operations of the Compost Facility and the Mount Trashmore Recreational Facility;
 - The Consultant is expected to obtain or assign responsibilities for obtaining all necessary permits and approvals for the building demolitions.
 - The Consultants should work with the Owner to determine an area use that integrates well into the Mount Trashmore Recreational Facility.
- b. Planning, design, and permitting of the Compost Facility Maintenance Shop
 - The Compost Facility Maintenance Shop will be used to store and conduct maintenance on heavy equipment that are used for composting operations. Heavy equipment that will require indoor storage includes the following:
 - Scarab 20X7-BD Compost Turner
 - John Deere 850K Dozer
 - CAT 140H Motor Grader
 - CAT 315B Excavator
 - CAT 613C 5,000-gallon water tank wagon
 - CAT 980H End Loader
 - John DEERE 744K End Loader

- The Compost Facility Maintenance Shop will also be utilized to support operations staff that work at the Compost Facility. The building should include restroom facilities, employee lockers and showers, a breakroom with kitchenette, and small conference room to support Compost Facility operations staff;
 - The Compost Facility Maintenance Shop shall be designed and constructed to comply with all applicable federal, state, and local requirements including, but not limited to, City of Cedar Rapids building codes and ordinances, Americans with Disabilities Act, and OSHA standards. This should include surrounding ancillary site improvements, as needed;
 - The Agency anticipates that the Compost Facility Maintenance Shop will be located within the footprint of “Building 6” located at the facility. The new Compost Facility Maintenance Shop may either be constructed as a retrofit of the existing “Building 6” or as a new building within the same footprint. The Agency is looking for proposals that would provide the most economical and efficient use of the available space provided;
 - The Compost Facility Maintenance Shop shall be connected to surrounding utility services including water, sewer, propane gas, electrical, and communications; and
 - The Consultant is expected to obtain or assign responsibilities for obtaining all necessary permits and approvals for construction of the Compost Facility Maintenance Shop.
- c. Planning, design, and permitting of a scale house
- The scale house will be used to weigh-in and weight-out customers utilizing the compost site;
 - The scale house shall provide adequate working space and restroom facilities for the Agency’s scale attendant;
 - The scale house shall be designed and constructed to comply with all applicable federal, state, and local requirements including, but not limited to, City of Cedar Rapids building codes and ordinances, Americans with Disabilities Act, and OSHA standards. This should include surrounding ancillary site improvements, as needed;
 - The Agency anticipates that the scale house will be located within a similar footprint of existing temporary scale house. The new scale house may either be constructed as a retrofit of the existing building or as a new building within the same footprint. The Agency is looking for proposals that would provide the most economical and efficient use of the available space provided;
 - The scale house shall be connected to surrounding utility services including water, sewer, propane gas, electrical, and communications; and
 - The Consultant is expected to obtain or assign responsibilities for obtaining all necessary permits and approvals for construction of the scale house.
- d. Bidding Services
- The Consultant shall develop plans and specifications for the construction of site improvements developed under this project;
 - Contract documents shall be developed in accordance with the Engineers Joint Contract Documents Committee (EJCDC) or Statewide Urban Design and Specifications (SUDAS) standards; and
 - Bidding shall be completed in a manner that is compliant with applicable requirements of Iowa Administrative Code for a public entity.
- e. Construction Phase Services
- The Consultant shall administer the construction contract after the project is awarded to a contractor and fulfill the requirements of the Engineer under the Contract Documents;
 - The Consultant should facilitate onsite construction progress meetings;

- The Consultant should review contractor submittals to ensure conformance with the project's Contract Documents; and
- The Consultant should provide periodic construction oversight to ensure compliance with approved designs and specifications.

IV. PROPOSAL REQUIREMENTS

Interested Consultants shall submit a proposal to ensure a proper evaluation of the firm's capabilities. Proposals shall be prepared in a straightforward and concise manner that effectively describes the Consultant's capabilities to satisfy the requirements of this Request for Proposals. Emphasis will be focused on accuracy, completeness, and clarity of content. Submitted proposals shall be limited to 10 pages (front and back) and shall contain the following response items arranged in order in the manner specified below. Late submittals will not be evaluated.

Cover Letter

The Consultant shall provide a Cover Letter on corporate letterhead, signed by an authorized representative of the company. The Consultant's name, address, and signature shall be clear and legible.

Project Understanding & Approach

The Consultant shall define their understanding of the project and provide an approach for successfully completing the items listed in the Scope of Services. The Agency's key goals for this project are as follows:

Safety – All improvements made to the facility shall make public and Agency employee safety a main priority.

Compliance – The improvements shall be compliant with all applicable federal, state, and local standards and requirements.

Efficiency – The improvements made to the facility shall utilize the provide space in the most efficient and economical

Aesthetics – The project should be consistent with the established aesthetics of the facility.

Project Experience & Consultant Capabilities

Consultants shall provide information about their company, so the Agency can evaluate the Consultant's ability to complete the project. The Agency, at its option, may require a Consultant to provide additional documentation and/or clarify information. Consultants shall include information to demonstrate requisite experience, skills, and resources necessary to complete the activities listed in the Scope of Services. The Consultant shall demonstrate overall management and project experience as reflected by the successful completion of similar projects. The Consultant shall supply a representative reference list, including client name, contact person, and phone number of at least three clients recently served.

Identified & Dedicated Project Team

The Consultant shall identify key staff members that will be assigned to the project. The Consultant shall define each team member's role and provide information describing their technical abilities, project responsibilities, and office location. Standard rate sheet for professional services should be included.

Compliance Understanding

The Consultant shall describe the project team's level of experience related to municipal code, OHSA standards, applicable regulations, and approval processes related to that nature of the project described. The Consultant shall outline the project team's experience working directly with applicable authorities.

Value to the Agency

The Agency's available budget for the described project is \$3,000,000 (includes both design and construction). The Proposal shall demonstrate the value the Consultant can provide the Agency.

V. SUBMITTAL INSTRUCTIONS

Proposal Submission Delivery Requirements

Response to this Request for Proposals must be received by **4:00 P.M. Thursday, August 20, 2020**. Send an original and three copies to:

Karmin McShane, Executive Director
Cedar Rapids Linn County Solid Waste Agency
1954 County Home Road
Marion, IA 52302

One electronic copy of your proposal should also be delivered to the address above, preferable on CD or USB flash drive no later than the time and date mentioned above. No contact should be made with the Board of Directors, committees, or working group representatives concerning this RFP.

Request for Information

All requests for information shall be submitted by the Consultant to Karmin McShane, Executive Director of the Agency. Questions must be submitted in writing via email to kmcshane@soldiwasteagency.org. It is the responsibility of the Consultant obtain any information they believe is needed to complete the Proposal.

VI. CONTRACT

The Agency anticipates entering into a contract for professional services with the selected firm. The contract shall provide a detailed scope of services, schedule milestones, and fee associated with completing the tasks outlined within the RFP. The Agency anticipates the project will be completed by the end of the 2021 construction season.

VII. TIMELINE/SCHEDULE*

<i>Schedule of Requirements</i>	<i>Target Date(s)</i>
Issue RFP	July 21, 2020
Proposals Due	August 20, 2020
Selection of Respondent(s)	September 2020
Contract Negotiation	September/October 2020
Contract Approval	October 20, 2020

**Timeline/Schedule is subject to change.*

VIII. EVALUATION CRITERIA

All submittals will be reviewed based on the following criteria as they relate to key project team members. Each criteria item listed below will be weighted equally when evaluating proposals:

1. Project Understanding & Approach
2. Consultant Experience & Capabilities
3. Identified & Dedicated Project Team
4. Compliance Understanding
5. Value to the Agency

IX. PROPOSAL TERMS AND CONDITIONS

Reservations

The Agency reserves the right to reject any and all submittals; waive formalities, technical requirements and/or deficiencies; or to solicit for new or additional proposals if deemed to be in the best interests of the Agency. The Agency reserves the right to interview the top three highest ranked firms. The Agency reserves the right to further negotiate with one or more firms of its choice, if such negotiations better serve the Agency's interest. The Agency reserves the right to negotiate a contract that covers all or selected parts of the proposal, key project team members and sub-consultants.

Consultant Costs

Any costs incurred on the part of the Consultant for responding to this RFP are the responsibility of the Consultant. Consultants will not be reimbursed for costs.

Proposal Information is Public

All documents submitted with any proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the Agency regarding a proposal, the submitting party recognizes this and waives any claim against the Agency and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the Agency and its officers and employees harmless from any claims arising from the release of any document or information made available to the Agency arising from any opportunity.

Proposal Rejection or Partial Acceptance

The Agency reserves the right to accept or reject any or all proposals or parts thereof. The Agency further reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part such proposals where it is deemed advisable in protection of the best interests of the Agency.

No Gift Standard

The Agency is committed to upholding the highest ethical standards in all its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. Therefore, all Consultants have been asked to abide by the Agency's "No Gift" standard. The "No Gift" standard applies to all offers of discounts or free items at any place of business targeted toward an Agency employee and not available to the public, regardless of the value.

Non-Discrimination and Equal Opportunity

All Consultants that engage in contracts with the Agency agree as follows: The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or

handicap, except where age and sex are essential bona fide occupational requirements, or where disability or handicap is a bona fide occupational disqualification. Such action shall include, but not be limited to the following; (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship. The Consultant further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or handicap.

Warranties – Intellectual Property

The Consultant represents and warrants that all the materials, goods and services produced, or provided to the Agency pursuant to the terms of the RFP shall be wholly original with the Consultant or that the Consultant has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods, and services. The Consultant represents and warrants that the materials, goods and services, and the Agency's use of same, and the exercise by the Agency of the rights granted by the Contract shall not infringe upon any other services or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. Consultant further represents and warrants that the materials and services do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Consultant represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Contract.

