

REQUEST FOR PROPOSALS

TO PROVIDE HOST MUNICIPAL INSPECTOR LANDFILL ENGINEERING SERVICES TO THE TOWNSHIP OF LOWER SAUCON, NORTHAMPTON COUNTY, PENNSYLVANIA

A. Introduction

Lower Saucon Township is interested in retaining the services of a qualified firm to provide Host Municipal Inspector Engineering consulting services to the Township Council to assist the Township in its role as Host Community to the Bethlehem Landfill Company, which is located at 2244 Applebutter Road, Bethlehem, PA in Lower Saucon Township. The landfill is located on a 225-acre parcel that is permitted to receive up to 1,875 tons of waste per day. In calendar year 2019, the landfill received approximately 393,775 tons of waste, averaging 1,508.64 tons per working day. The Township intends to retain the services of a Host Municipal Inspector Landfill Engineering consultant, effective June 1, 2020 or as soon thereafter as practical.

B. Submittal Deadline

Six (6) copies of the Consultant's proposal must be submitted no later than 4:30 p.m. on Wednesday, May 13, 2020.

Proposals must be delivered or mailed to:

Leslie Huhn, Township Manager
Lower Saucon Township
3700 Old Philadelphia Pike
Bethlehem, PA 18015
610-865-3291
610-867-3580 Fax
Email: manager@lowsaucontownship.org

C. Supplemental Information

Supplemental information relevant to the Landfill can be found on Lower Saucon Township's website at: http://www.lowersaucontownship.org/important_topics.html.

D. Services Provided by Consultant

Typical engineering services will include, but not be limited to (also see Exhibit A):

- Review of design and operation of landfill
- Review of all reports, documents and data which the Bethlehem Landfill Company is required to submit to Lower Saucon Township pursuant to the existing Host Municipality Agreement or the terms of any operating permits issued by PADEP
- Review of PADEP inspection reports
- Review of landfill operations as they relate to Township zoning and land development ordinances and other applicable environmental laws and regulations
- Attend meetings with PADEP, Bethlehem Landfill Company, Township Council and Landfill Committee
- Act as Host Municipal Inspector
- Track, review and comment on PADEP operating permits
- Provide planning for post-closure of landfill

E. The Proposal

1. Format and requirements: Although there is no maximum proposal length, proposals should be kept to the minimum length necessary to address the requirements of the RFP. Proposals shall be 8 1/2" x 11" with pages numbered sequentially.
2. Proposal contents:
 - a. Firm identification
 - i. Name, address, phone number, fax number and email address of consultant firm.

- ii. Name and telephone number of principal contact person.
 - iii. A list of the firm's principals with experience, background, academic training and registration.
 - iv. Firm's hourly rate to provide said services.
- b. Location of office where the work would be performed and proximity to the Landfill and the Township offices.
 - c. Description of similar projects that the firm, its personnel, subcontractors and associates have performed previously. For each project listed include location, description of work, etc. List at least three projects undertaken by the firm. Provide contacts for reference.
 - d. Knowledge of Federal and State waste management, environmental rules and procedures.
 - e. Provide a statement of what especially qualifies your firm to perform this work.
 - f. Signature: Proposal shall be signed by an authorized corporate office whose signature is binding upon the firm.
 - g. Valid Period: Include a statement that proposal will remain valid for 60 days.
 - h. Conflict of Interest: Proposal shall include a statement that no conflicts of interest exist in the provisions of these services.
 - i. Appendix: Include supplemental information, if any, such as firm brochure, fees for additional services, etc., at the end of the proposal.

F. The Selection Process

The Township will review all proposals received. The Township may decide to interview consultants with the most competitive proposals. Key criteria to be used by the Township in selecting a consultant or consultant team include the following:

- 1. Consultant's understanding of Lower Saucon Township's desires and general approach to the project as demonstrated in Exhibit A.

2. Qualifications of the Consultants' staff being assigned to this project.
3. Demonstrated ability of the consultant to perform quality work, control costs, and meet time schedules.
4. Ability to work effectively with the Township and landfill operations staff.

The Township reserves the right to reject any or all proposals and to negotiate modifications of acceptance of parts of a proposal. Other terms and conditions of the contract will be negotiated at the time of the consultant selection and will be subject to approval of the Township Solicitor.

G. For More Information

Contact: Leslie Huhn
Phone: 610-865-3291
Fax: 610-867-3580

EXHIBIT A

Host Municipal Inspector

Responsibilities under Act 101

1. Review records
2. Take samples
3. Conduct inspections in accordance with PADEP regulations as applicable to Department Inspectors.

Responsibilities assigned by Lower Saucon Township

1. Conduct random monthly landfill inspections and provide reports
2. Attend monthly Joint Landfill Committee meetings
3. Attend quarterly Lower Saucon Township landfill staff meetings
4. Conduct landfill inspections and attend special meetings as directed by Lower Saucon Township
5. Review Township landfill staff reports and comment letters for general knowledge, but do not provide detailed technical review or input unless specifically requested by the Township or Township staff
6. Complete yearly reimbursement application to PADEP for Host Municipal Inspector (HMI) related activities. Past applications have received reimbursement for the HMI activities that Lower Saucon Township has requested, but not limited to as follows:
 - a. Attendance at all meetings involving the Township and Bethlehem Landfill Company and/or PADEP. Also, any preparation time for those meetings or minutes of the meeting.
 - b. Attendance at PADEP sponsored seminars and training classes regarding solid waste disposal
 - c. Independent or joint inspections of the landfill facility
 - d. Review of all PADEP correspondence, inspection reports, and monthly Engineer's reports.