

Request for Engineering Qualification Proposals  
For  
City of Minot Municipal Solid Waste Facility Master Plan  
P# 3700

The City of Minot requests written qualification proposals from professional engineering firms to update the Municipal Solid Waste Facility (MSWF) Master Plan in conjunction with the North Dakota Department of Health Solid Waste Permit renewal. Attention of respondents is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI and EO 11246. Funding from the US Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery Program(CDBG) may be used in this contract.

It is anticipated that a single contact for engineering services will be negotiated to include, - the following:

Completed Master Plan suitable as required for submittal and acceptance by the North Dakota Department of Health with the 2011 permit renewal. The Master Plan shall include conceptual plans and detailed projections to the term of the renewal permit and general projections up to and in regard to the remaining life of the facility.

Critical sections of the Master Plan shall be individual reports as follows:

1. Disposal Operations and Maintenance Plan – Utilizing existing and future facilities, critical equipment required, staffing and personnel assignments, and facility maintenance, etc. for efficient and cost effective disposal practices.
2. Hydrologic/Geologic Plan – Review and update of the existing plan incorporating the remaining property with emphasis on future Subtitle “D,” MSW and ISW pit construction to optimize the use of current landfill property.
3. Ground Water and Surface Water Monitoring Plan – Updated and projected for existing and future with regard to expansion plans for the landfill operation, with special emphasis given to the environmental protection. Storm water runoff/run-on and management shall also be included in this item.
4. Residuals Management Plan – To include maximizing potential for recovery, reutilization or proper handling of the residuals generated as the result of disposal operations. Individual detailed subsections shall be included, but not limited to:

Recyclables – asphalt, concrete, wood waste, plastic, glass, metal, appliances, used oil, batteries, paper, cardboard, yard waste, etc.

Hazardous waste – disposal, potential problems, special handling, operator training, etc.

Leachate – collection, handling, disposal, potential volume projections, etc.

Landfill Gas – air quality compliance, methane generation, collection, potential utilization and disposal, existing and future.

5. Financial Analysis Plan – Complete financial and fiscal review of the landfill disposal operations. Projected costs of existing and future operations and maintenance options, review projected rate study, financial assurance and feasibility analysis with regard to closure/post-closure costs and make recommendations.
6. Address any additional items requested to be reviewed by NDDOH on the attached permit application.

In addition to the master plan, consultant will be required to complete testing and reporting requirements for the City of Minot's Tier II testing.

A single contract will be negotiated with the successful engineering firm with contract completion concluding with the successful addressing of the Facility's Permit comments by the North Dakota Department of Health.

At the sole discretion of the City of Minot, additional contracts may be pursued on an individual project basis for and implementation of any immediate plan, infrastructure or compliance requirements realized as the result of the Master Plan or permitting issues. Items may include environmental assessments related to landfill projects, design and construction of individual identified plan projects, environmental compliance issues, storm water and drainage improvements, public information and notifications, maintenance and operations plan assessments, landfill gas and leachate management, land acquisition needs, and collection issues and recommendations. Other projects may include those identified in the approved Minot Solid Waste Utility Financial Plan and Capital Improvement Plan as they may be amended.

Qualification proposals for the above work shall be scored according the following:

1. Technical capabilities of personnel assigned to the project (20),
2. Experience and performance on similar plans(30)
3. Understanding of project and proposed work approach(20),
4. Knowledge of State regulations and local conditions(20),
5. Existing workload (10)

It is the policy of the City of Minot to comply with all laws, rules, regulations and orders with respect to, non-discrimination, wages and hours and all other applicable laws, rules, regulation and orders. The engineering firm selected must certify that they are in compliance with all federal, state and local laws, regulations and orders including but not limited to those regarding non-discrimination, wages and hours, workers compensation and immigration. Failure of compliance may result in the cancellation of any City of Minot contract and exclusion from consideration for future contracts.

Qualification packets are to be a maximum of 40 pages total. Qualifications are to be submitted by 4:30 pm on February 1, 2013. Please provide 5 copies of the qualification packets to:

Mr. Dan Jonasson  
Public Works Director  
City of Minot  
PO Box 5006  
Minot, ND 58702

Questions may be directed to Mr. Jonasson or Jason Sorenson at 701.857.4140 or by email at [dan.jonasson@minotnd.org](mailto:dan.jonasson@minotnd.org) or [Jason.sorenson@minotnd.org](mailto:Jason.sorenson@minotnd.org).

The City of Minot shall not be responsible for costs incurred by the engineer in the preparation of their proposals. The City of Minot intends to select an engineer directly from the qualifications package submittal but reserves the right to future assess the engineers through an interview process. The City of Minot may chose to reject any and all proposals deemed unqualified, unsatisfactory, or inappropriate for the services needed.

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