

**TOWN OF GROTON – PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS**

**ENVIRONMENTAL CONSULTING SERVICES
POST CLOSURE MONITORING OF TOWN OWNED FORMER LANDFILL SITES**

SECTION 1. INTRODUCTION

The Town of Groton (the Town) Public Works Department (the Department) is soliciting proposals from experienced consulting firms to conduct post closure monitoring of the following two Town-owned landfills as required by the Connecticut Department of Energy and Environmental Protection (CT DEEP):

- Flanders Road Transfer Station, 685 Flanders Road, Groton, Connecticut
- Welles Road Composting Site, 130 Welles Road, Groton, Connecticut

This Request for Proposals (RFP) provides specifications and requirements for prospective, qualified firms to prepare a response and submit a fee proposal with itemized cost estimates for services. The contract service period is anticipated to be October 2020 to June 30, 2022.

SECTION 2. BACKGROUND

Flanders Road Transfer Station: The Flanders Road Landfill began operations in 1956 as an open burn dump, and converted to sanitary landfill practices in 1962. The Town ceased accepting municipal solid waste (MSW) at the approximately 47 acre landfill site in 1993 and entered into Administrative Consent Order SW-355 with the CT DEEP May 6, 1994. Closure of the MSW Landfill was complete in 1995. Capping of the approximately 10 acre bulky waste landfill located adjacent to the MSW landfill at the site was completed in 1998. As recommended by a CDM Smith report titled *Flanders Road Landfill Phase II Hydrogeological Report, October 1995*, the Town instituted a long-term monitoring program at the site and has conducted annual water quality sampling since 1996.

Welles Road Bulky Waste Landfill: The Welles Road Bulky Waste Landfill operated from the late 1970s until 2002 handling difficult to manage waste. The Town entered into Administrative Consent Order SW-390 with the CT DEEP September 24, 1997 and ceased accepting waste in May 2002. The landfill cap and site stabilization was completed in June 2003. As recommended in the CDM Smith *Hydrogeologic Investigation Report* dated April 12, 2002, and modified by the CDM Smith letters dated August 26, 2002, and January 29, 2004, one year of quarterly water quality monitoring was conducted in 2004 and two years of semi-annual water quality monitoring were conducted in 2005 and 2006. CT DEEP approved the long-term monitoring plan in a letter dated February 20, 2004. Based on the findings in CDM Smith's *Final Water Quality Monitoring Report – July 2006*, dated September 21, 2006, the long-term monitoring plan was again modified to require only annual sampling. CT DEEP approved the long-term monitoring plan in a letter dated July 15, 2015.

In accordance with the Welles Road Landfill Leachate Inspection and Monitoring Plan approved by CT DEEP in a letter dated August 26, 2016, annual leachate inspections are conducted. The first annual leachate inspection was conducted in April 2017.

SECTION 3. SCOPE OF SERVICES

Task 1. Water Quality Sampling, Data Analysis, & Reporting for Flanders Road Transfer Station

- Conduct a total of two rounds of annual groundwater and surface water sampling at the Flanders Road Landfill in accordance with the recommendations of CDM Smith's report titled "*Phase II Hydrogeological Study*" dated October 1995.
- Measure static water level and depth to bottom of each monitoring well during each sample round. The static water level and depth to well bottom will be measured from top of the inner well casing.
- Samples will be collected from the drinking water supply well, WS-1, and four (4) groundwater monitoring wells identified as: CDM-2A, CDM-2B, CDM-3A and CDM-3B.
- Samples will be collected from two (2) surface water locations in Fort Hill Brook identified as SW-A and SW-B. Surface water samples will not be collected within 48 hours after a precipitation event.
- Subcontract with a state-certified laboratory to perform the laboratory analysis. Groundwater and surface water sample parameters include:
 - Field parameters (pH, temperature, dissolved oxygen, specific conductivity, turbidity and redox potential)
 - Total Metals (antimony, arsenic, barium, beryllium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, thallium and zinc)
 - Leachate indicators (alkalinity, chloride, sulfate, nitrate as nitrogen, nitrite as nitrogen, ammonia as nitrogen, total dissolved solids, total suspended solids, chemical oxygen demand, and hardness)
 - Volatile Organic Compounds (VOCs) by EPA Method 8260C plus MTBE
- For quality assurance/quality control (QA/QC) purposes, each sample round will include one duplicate sample, one field blank and one trip blank. The duplicate QA/QC sample will be analyzed for all parameters listed above and the trip blank will be analyzed for VOCs only.
- After each sampling event, evaluate the environmental data collected. The data analysis will include a summary letter report including the following:
 - Tabulations of all environmental sampling data,
 - Evaluation of groundwater and surface water quality with respect to Connecticut and EPA Drinking Water Standards Maximum Contaminant Levels (MCLs),
 - Evaluation of groundwater & surface water quality data with respect to historical results,
 - Condition of monitoring wells, and
 - Identification, if possible, of any contamination/leachate plumes.
- Submit summary report to Town in draft form. Incorporate Town's comments and submit final summary report to Town.

Task 2. Water Quality Sampling, Data Analysis, & Reporting for Welles Road Composting Site

- Conduct a total of two rounds of annual groundwater and surface water sampling at the Welles Road Landfill in accordance with the recommendations of CDM Smith's report titled *Hydrogeologic Investigation Report* dated April 12, 2002, and modified in CDM Smith's letters to CT DEEP dated August 26, 2002 and January 29, 2004 and CDM Smith's Water Quality Monitoring Report dated September 21, 2006 and CT DEEP's approval letter dated July 15, 2015.
- In accordance with Condition B.6.c of Consent Order No. SW-390, provide notification to CT DEEP prior to each sampling event.

- Measure static water level and depth to bottom of each monitoring well during each sample round (9 total). Static water level and depth to bottom will be measured from top of inner well casing.
- Samples will be collected using low-flow sampling techniques from three (3) groundwater monitoring wells identified as: MS-101S, MW-103S and MS-105BR.
- Samples will be collected from three (3) surface water locations identified as: SW-1 (in Red Brook upgradient of the landfill), SW-2A (in Red Brook downgradient of MS-101 cluster) and SG-3 (in wetland area to the northeast of the landfill, downgradient of W-103S). Surface water samples will not be collected within 48 hours after a precipitation event.
- Subcontract with a state-certified laboratory to perform the laboratory analysis. Groundwater and surface water sample parameters include:
 - Field parameters (pH, temperature, dissolved oxygen, specific conductivity, turbidity and redox potential)
 - Total Metals (arsenic, barium, cadmium, calcium, chromium, copper, iron, lead, magnesium, manganese, mercury, potassium, selenium, silver, sodium and zinc)
 - Leachate indicators (alkalinity, chloride, sulfate, nitrate as nitrogen, ammonia as nitrogen, total dissolved solids, total suspended solids, chemical oxygen demand, and hardness)
- For QA/QC purposes, each sample round will include one duplicate sample. The duplicate QA/QC sample will be analyzed for all parameters listed above.
- After each sampling event, evaluate the environmental data collected. The data analysis will include a summary letter report including the following:
 - Tabulations of all environmental sampling data,
 - Evaluation of groundwater and surface water quality with respect to Connecticut and EPA Drinking Water Standards MCLs, CT DEEP Remediation Standard Regulations (RSRs) and the aquatic life criteria of CT DEEP Water Quality Standards (WQS),
 - Evaluation of groundwater and surface water quality data with respect to historical results, and
 - Identification, if possible, of any contamination/leachate plumes.
- Submit summary report to Town in draft form. Incorporate Town's comments and submit final summary report to Town and CT DEEP.
- Prepare and submit the CT DEEP Landfill Monitoring Report Transmittal Form to CT DEEP with the summary report.

Task 3. Leachate Inspection & Reporting

- On an annual basis, conduct an inspection of the Welles Road Composting Site for evidence of leachate seeps and outbreaks. The inspection will be conducted in accordance with the *Welles Road Landfill Leachate Inspection and Monitoring Plan* submitted to CT DEEP May 18, 2016. DEEP approved the Leachate Inspection and Monitoring Plan in a letter dated August 26, 2016.
- For any observed leachate seeps or outbreaks, identify the source and pathway and estimate the quantity/flowrate of the seep as well as flag the location for future inspection and monitoring. Should follow-up inspection and/or monitoring of leachate seeps be required as a result of these annual inspections, provide services under a separate authorization.
- Prepare and submit the Leachate Inspection and Monitoring Form and supporting photographs and figures to Town for records.

SECTION 4. REVIEW DOCUMENTS

The following documents are available for review at the Town website, accessed via the QuickLinks drop-down menu (see Bid listings > Environmental Consulting Post-Closure)

- CT DEEP Administrative Consent Order SW-355
- CDM Smith's Report titled: *Flanders Road Landfill Phase II Hydrogeological Report, August 1994*
- CDM Smith's letter report: *2016 Annual Water Quality Monitoring Report* for the Flanders Road Landfill dated April 2017
- CT DEEP Administrative Consent Order SW-390
- CDM Smith's report titled *Hydrogeologic Investigation Report* dated April 12, 2002
- CDM Smith's letters to CT DEEP dated August 26, 2002 and January 29, 2004
- CT DEEP's approval letter dated February 20, 2004
- CDM Smith's letter report: *Welles Road Water Quality Monitoring Report – July 2006*
- CT DEEP's approval letter dated July 15, 2015
- CDM Smith's letter report: *2016 Annual Water Quality Monitoring Report* for the Welles Road Landfill dated April 2017
- *Welles Road Landfill Leachate Inspection and Monitoring Plan*
- CT DEEP's approval letter dated August 26, 2016
- Leachate Inspection Report Form from inspection conducted April 27, 2017

SECTION 5. DELIVERABLES

All deliverables shall be submitted to the Director of Public Works, Greg Hanover, P.E., in both hardcopy (134 Groton Long Point Road, Groton, CT 06340) and electronic/digital format (sent to mmaitland@groton-ct.gov). Deliverables include:

- Work Plan for Final Negotiated Scope of Services
- Annual Water Quality Monitoring Reports (4 total)
- Annual Leachate Inspection Report (2 total)
- Work Plan for notification/ approval of any additional services required beyond initial scope or cost estimate
- Invoice Submittals
- Recommendations concerning necessary maintenance activities for the landfill capping systems, slopes, stormwater basins and swales, or monitoring wells and cost estimates

SECTION 6. QUALIFICATIONS

Qualifications shall include the following:

- Description of business organization and services provided.
- Description of recent landfill post closure monitoring projects, including references and names of personnel involved in the projects described.
- List key personnel (include resumes) to be assigned to this project.
- Organizational chart showing management structure for this project.
- Brief description of anticipated project deliverables.

SECTION 7. SCHEDULE AND COSTS

The proposal shall include time & material cost estimates. Unit rates on which costs are based should be included. For general scheduling purposes, the contract service period is from October, 2020 to June 30, 2022. The time periods for the performance of the scope of services are as follows:

| Task | Description | Dates |
|-------------|---------------------------------|---|
| 1 | Flanders Water Quality Sampling | Annually (rainy season: October to December) |
| 1 | Flanders Data Analysis & Report | Within 60 days of each sampling event |
| 2 | Welles Water Quality Sampling | Annually (rainy season: October to December) |
| 2 | Welles Data Analysis & Report | Within 60 days of each sampling event |
| 3 | Leachate Inspection | Annually (late winter/early spring: no snow on ground/prior to vegetative growth) |
| 3 | Leachate Inspection Report | Within 60 days of inspection |
| 6 | Submissions to DEEP | Within 90 days of inspection |

SECTION 8. RFP INFORMATIONAL MEETING

The Department will hold an informational meeting for prospective firms interested in responding to this RFP on Monday, Sept 28, 2020 at 1:30 - 2:00 p.m. via Zoom. For further information, contact Michelle Maitland, Project Management Specialist, at the Town of Groton Public Works Department at (860) 448-4544, or by e-mail at mmaitland@groton-ct.gov.

SECTION 9. DIRECTIONS FOR SUBMITTING PROPOSALS

Respondents should submit an original and three (3) copies of their proposals to:

Greg A. Hanover, P.E.
Director of Public Works
134 Groton Long Point Road
Groton, CT 06340-4873

The Deadline for questions is Thursday, October 1, 2020. The Public Works Department will not respond to questions received after this deadline.

Proposals must be submitted no later than 4:00 P.M. prevailing time on Thursday, October 8, 2020. No faxed or e-mailed proposals will be accepted.

Submittals must include the following contents:

- Letter of Transmittal (not to exceed one page): shall include the name, title, physical address, e-mail address, and telephone number of one or more individuals who can respond to requests for additional information as well as one or more individuals who are authorized to negotiate and execute a contract on the prospective Consultant's behalf. The letter must state that Consultant carries adequate insurance to meet requirements of the Town as outlined in Section 11 and Attachment 1.
- Scope of Services: should describe general understanding of scope of work as outlined in Section 3.
- Statement of Qualifications as outlined in Section 6.

- Costs and Schedule as outlined in Section 7.
NOTE: THE COST PROPOSAL SHALL BE FORWARDED IN A SEALED ENVELOPE SEPARATE FROM THE PRIMARY PROPOSAL. THE ENVELOPE SHALL BE CLEARLY LABELED STATING IT CONTAINS THE COST PROPOSAL.

SECTION 10. SELECTION PROCESS

All submittals will be reviewed by a selection committee consisting of Town Staff. Not more than 3 firms will be selected for an interview. The Town intends to hire one firm to perform the scope of services outlined in Section 3.

Interviews will be scheduled with the selected firms(s) within 21 days of notification. Each firm will have 30 minutes to make a presentation to, and answer questions from, the selection committee.

Proposals will be ranked by the following criteria:

| Percentage | Evaluation Criteria |
|-------------------|--|
| 25% | The firm’s reputation for personal and professional integrity and competence; ability to work and comply with federal, state and local government agencies and persons in official oversight/compliance capacities, and familiarity and experience with the type of project/process. |
| 25% | Professional and educational experience of key personnel and subcontractors to be assigned to the project. |
| 25% | Approach to accomplish required services and ability to perform the required work within the project period. |
| 25% | Cost of services provided. (Provide in separate, sealed envelope) |

SECTION 11. OTHER CONDITIONS

The Department expressly reserves the right to reject any and all proposals and to waive formalities.

A Certificate of Insurance, showing evidence of compliance with requirements, must be provided at time of negotiations. Refer to Attachment 1 for Town of Groton required limits. Firm must also be familiar and compliant with all Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and Connecticut Department of Energy & Environmental Protection Guidelines and regulations pertaining to the Scope of Services.

ATTACHMENT 1:

ATTACHMENT 1

INSURANCE REQUIREMENTS

The Consultant, at his/her expense, will provide, carry and maintain throughout the term of this contract, adequate insurance as requested by the Town that will protect the Consultant, the Town of Groton, its officers, employees and volunteers from any and all claims for loss, damage, injury or death which may arise from the operation of this contract by the Consultant or anyone directly or indirectly employed by them. Policies shall be so written that the of Public Works Department will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation. Certificates showing that all of the Consultant's operations are covered, and stating the coverage with the Town included as an additional insured, the limits of liability, expiration dates and exclusions, if any, will be filed with the Town of Groton Public Works Department before the term of the contract commences.

The Consultant shall provide the Town with certification by a properly qualified representative of the insurer that the Consultant's insurance complies with this section.

All of the insurance policies required shall have the legal company name of the insurer providing coverage, and contain the current rating of the insurer as provided by "Best's Insurance Reports", which must be A-, VII or above. This obligation applies to coverage written on an occurrence as well as a "claims-made" basis.

The Insurance Certificate must state whether coverages are written on an "occurrence" basis or a "claims-made" basis. All insurance must maintain that the Town is an "additional insured" for General Liability and Umbrella policies, and any other coverages as the Town may require for specific projects. Such insurance must be issued by insurance companies licensed to write such insurance in the State of Connecticut.

The Town of Groton, its officers, officials, employees and volunteers are to be covered as insureds as respects liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, officials, employees, or volunteers.

The Consultant's insurance coverage shall be primary insurance as respects the Town, its officials, employees and volunteers. Any insurance or self insurance maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

SECTION A. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

Worker's Compensation must be provided in accordance with the Worker's Compensation Laws of Connecticut. Should the Consultant be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Consultant must provide evidence of this coverage. Should the Consultant be exempt from the Worker's Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided to the Town and a "Hold-Harmless" agreement provided in language satisfactory to the Town holding it harmless in the event of any claim for injury or damages. Consultants based out-of-state must provide evidence that their Worker's

Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut.

The Consultant is responsible for ensuring that all of its subcontractors carry Worker's Compensation Insurance, as described above.

Employer's Liability must be provided in accordance with the following limits:

- \$500,000 each - Bodily Injury
- \$500,000 disease - Policy Limit - Bodily Injury
- \$500,000 disease - Each Employee - Bodily Injury

SECTION B. GENERAL LIABILITY

B.1 OCCURRENCE POLICY GUIDELINES

General Liability - Written under commercial or comprehensive form including the following: (Premises/Operation, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury.)

- ◆ General Aggregate \$2,000,000
- ◆ Products/Completed Operations Aggregate \$2,000,000
- ◆ Personal & Adv Injury \$1,000,000
- ◆ Each Occurrence \$1,000,000
- ◆ Fire Damage (any one fire) \$1,000,000
- ◆ Medical Expense (any one person) \$ 10,000
- ◆ Also "follow form" umbrella coverage over General Liability, Employer's Liability and Auto Liability in a minimum amount of \$1,000,000.

The Town requires that these aggregate limits be maintained by the Consultant as required. It is the responsibility of the Consultant or his representative to notify the Town if ever or whenever claims reduce the General Aggregate below \$2,000,000. If the aggregate limits include defense costs the Town should be so notified. It is the responsibility of the Consultant and his insuring agent to provide the Town with current certificates throughout the contract period keeping the required limits in full force and effect. The Town of Groton reserves the right to modify or change the requirements at any time if it is in the best interest of the Town to do so.

B.2 CLAIMS-MADE COVERAGE GUIDELINES

General Liability - Written under commercial or comprehensive form including the following: (Premises/Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury).

The Town requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract's inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits,
2. Advance of any retroactive dates,
3. Cancellation or non renewal. Prior 30 day notice.

The Town requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the Town of Groton is necessary and the Town retains the

right to require that the extended reporting period be invoked by the Consultant at his/her expense. The Town requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Consultant must invoke the tail coverage option, at no expense to the Town but rather at the expense of the Consultant, in order to adequately assure that the policy meets the above requirements.

Liability Limits: Same as those under Section B.1 "Occurrence Policy Guidelines"

SECTION C. AUTOMOBILE LIABILITY

- C. Automobile Liability - coverage for commercial or comprehensive automobile liability (vehicular), covering any auto, all owned autos (private passenger), all owned autos (other than private passenger), hired autos and non-owned autos.
- ◆ Combined Single Limit – Bodily Injury/Prop Damage \$1,000,000
 - ◆ Also “follow form” umbrella coverage over General Liability, Employer’s Liability and Auto Liability in a minimum amount of \$1,000,000.

Insurance under B & C above must provide for a 30-day notice to the Town of Groton of cancellation, non-renewal, termination, or any restrictive amendment.

SECTION D. PROFESSIONAL LIABILITY

- D. The Consultant must have professional errors and omissions coverage with a liability limit of \$2,000,000 aggregate. The professional firm must provide proof that these limits are available under the policy depicted in the Certificate of Insurance. The professional is responsible for the payment of any deductible associated with any claim made against this policy. The firm must state whether the coverage is occurrence form or claims made coverage. If the coverage is claims made it is the Consultant’s responsibility to assure that the coverage remains in force not only concurrently with the project dates but as per the terms of the contract specifications.
- E. The Certificate(s) of Insurance must be received by the Public Works Department prior to the signing of any contract documents.