

Open Session Item

SUBJECT: Contract Award (PUR-1664) Landfill Inspection Services Requirement Contract

PRESENTATION DATE: April 9, 2024

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing Department; Dave Mason, P.E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Move to award the contract for Landfill Inspection Services to the responsive, responsible proposer, BAI Group, LLC, of State College, PA (*incumbent*), with the lowest price proposal amount of \$355,700 based on the estimated annual quantities and unit costs contained in its proposal dated February 20, 2024, with inspectors utilized on an as-needed basis with no guarantee of minimum or maximum number of hours or testing procedures; and contingent upon approval of the Contract Agreement by the County Attorney's Office and to extend the current contract with BAI Group, LLC for sixty (60) consecutive calendar days to complete the Rubble Capping work that was awarded under PUR-1403 with the same terms and conditions.

REPORT-IN-BRIEF: The services under this contract will consist of providing inspection services for landfill-related construction projects located throughout the County. The projects involve the construction of sanitary landfill floor construction, landfill capping, leachate collection systems, leachate storage tanks, gas collection systems, sediment basins, leachate collection pump station construction, earthwork, landscaping, building construction inspection, mechanical and electrical systems, monitoring wells and other related tasks. This is a requirements contract; inspectors will be utilized on an as-needed basis with no guarantee of minimum or maximum number of hours or testing procedures. The duration of the contract is for a period of one (1) year from the date of the executed contract or March 12, 2024, (whichever is later) for these services with an option by the County to renew for up to four (4) additional consecutive one (1) year periods. Should the consultant wish to renew the contract during the option years, he must submit a letter of intent to the Director of Purchasing at least ninety (90) calendar days prior to the expiration of the contract. The County reserves the right to reject any request for renewal and any increase in hourly rates. All other terms and conditions shall remain unchanged.

The Coordinating Committee shall be comprised of the Director of Purchasing (Chairman Designee), Director of Environmental Management, Deputy Director of Environmental Management – Solid Waste, Deputy Director of Environmental Management – Engineering Services, and County Buyer.

The Request for Proposal was published in the local newspaper, on the County web site, and on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site. Forty-eight (48) persons/companies registered/downloaded the RFP documents on-line. Ten (10) firms were represented at the pre-proposal conference/teleconference. On February 7, 2024, three (3) proposals were received. The Qualifications & Experience/Technical Proposal of one (1) of the three (3) firms was considered responsive by the Coordinating Committee and the Price Proposal of that firm was opened.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount \$169,000 are budgeted in the department's CIP account for these services.

CONCURRENCES: As recommended by the Coordinating Committee.

ALTERNATIVES: To not award the contract.

ATTACHMENTS: Excerpt from the RFP containing the "Scope of Work"

AUDIO/VISUAL NEEDS: N/A

SCOPE OF WORK

- A. The work effort will consist of providing inspection services for landfill related construction projects located throughout the County. The projects involve the construction of sanitary landfill floor construction, landfill capping, leachate collection systems, leachate storage tanks, gas collection systems, sediment basins, leachate collection pump station construction, earthwork, landscaping, building construction inspection, mechanical and electrical systems, monitoring wells and other related tasks.
- B. The Consultant shall provide all required transportation for their personnel.
- C. The Consultant will be required to submit certified time sheets, signed by the County Representative, documenting the time charged for those personnel reporting to each project. Each person and each site must be clearly identified.
- D. In addition to the equipment and material necessary to perform the tasks described herein, the following safety-related equipment shall be supplied by the consultant, be present at the site at all times and be used when appropriate. The Consultant shall supply any personal safety equipment that is needed and not specifically listed.
 - 1. Hard hat
 - 2. Safety vest
 - 3. Safety shoes/boots
 - 4. Goggles or safety glasses
 - 5. Ear protection
- E. Office space may not be provided at all sites. For those projects with full time oversight, office trailers are anticipated. The Consultant shall be prepared to work out of their vehicle when office space is not provided.
- F. The current specification for these projects is the County job specific specifications and may include references to the SHA Standard Specifications for Construction and Materials, 2008 with addenda, and as modified by County Standards and special provisions.
- G. The Construction Inspector(s) shall prepare and/or review all monthly estimates for payment on forms acceptable to the County, reviewing them with the County Representative and submitting them for approval and processing. The inspector shall attach or submit all supporting documentation with the monthly estimate for review and approval.
- H. In addition to other equipment specified elsewhere, the Consultant shall, as a minimum, supply their personnel with the following: engineers and architects scales, miscellaneous drafting equipment for preparing sketches, calculators, pens and pencils, sketch book, diary, 100-foot tape, material thermometers, SHA Standard Specifications for Construction and Materials, 2008, all addendums, notepaper, computation, and sketch pads, and marking paint. Lock level, surveyor's level, tripod, and rod may be needed at specific direction from the County.
- I. The consultant shall supply a digital camera or phone capable of providing photographs to record normal daily progress of the work and to record and identify damage to problem areas, as necessary.

Photos may be printed in color and filed in a single three-ring binder or copied to a CD or other form of digital storage. Digital photos and printouts will become the property of Washington County. Photo records shall include project title, contract no., location, and date.

- J. No third-party material testing will be permitted without approval from the County. The inspector(s) presence may be required at various project sites during scheduled work hours. The inspector(s) will be required, within reason, to be on-call 24 hours to address emergency situations. Twenty-four (24) hour emergency contact telephone numbers shall be provided.
- K. The Consultant will be required to provide the services under this contract at any project located within Washington County and should be aware of the geographic boundaries of the County.
- L. Two (2) inspector grades, Project Manager and Certification Engineer positions are required.
- M. The lower inspector grade shall be **Construction Inspector**, with responsibilities as follows:
 - 1. Report to the County representative assigned to the project.
 - 2. Prepare and maintain:
 - a. Daily construction reports compiled in a log. These reports shall be signed and dated by the inspector and the construction contractor's superintendent, including all original sketches and computation sheets. Copies of this material may be given to the Contractor. Copies of the County's standard form will be supplied to the Consultant. The Consultant may use alternate forms if approved by the County's Representative.
 - b. Bound daily project diary supplied by the Consultant.
 - c. A sketch book, supplied by the Consultant, (in loose-leaf binder) of all pay items and changes from the designated plans and maintain a marked set of prints using a red pencil indicating all such changes.
 - d. Contract item ledger sheets for each pay item, including contingencies showing daily use and total to date.
 - e. Photographic documentation, as specified in above Section II. I.
 - 3. Maintain in an organized manner files containing approved shop drawings, material certification(s), test results, mix designs, invoice requests, change orders, progress meeting minutes, and all correspondence.
 - 4. Strictly monitor the quantities of all line items being incorporated in the contract and shall advise the County's Representative in advance of any need to increase any line-item quantity. The inspector shall not authorize the contractor to pursue any work for which the inspector does not have an executed change order unless an emergency situation exists.

5. Inspect the materials and installation methods in accordance with the approved plans and specifications.
6. Attend progress meetings and all other applicable meetings as necessary. On projects where multiple inspectors are assigned, only the Senior Inspector need attend progress meetings.
7. The Construction Inspector shall compare approved shop drawings and submittals with materials actually being incorporated in the work and inspect methods being used.
8. Review and make recommendations to the County on acceptance or rejection on any or all tests.
9. Conducts a semi-final inspection of the work performed and prepare a detailed punch list of all items requiring corrective work.
10. Collect material samples and certifications in accordance with the specification, as applicable. These shall be logged and kept in a neat orderly manner. Inspector shall not allow installation of any item or material without receiving proper samples and/or certifications.
11. Review the monthly invoices submitted by the contractor with the County Representative and make recommendations regarding payment due, payments to be withheld or other retainage.
12. Inspect and strictly enforce sediment and erosion control provisions and requirements.
13. Enforce the use of an approved traffic control plan and ensure that no work takes place until an approved traffic control plan has been provided (if Applicable).
14. Monitor the condition of all excavations, subsurface conditions and backfill. Record condition in daily construction log. Review and maintain copies of OSHA/MOSH Excavation Plans.
15. Witness all field tests as required by the specifications.
16. The Construction Inspector shall be capable of reading and interpreting construction plans and appropriate project specifications.
17. The Construction Inspector shall have required experience as specified herein for the construction of cell floor and/or capping, including liner installation, leachate collection systems, leachate storage tanks, permeability testing, compacted clay liner construction, geosynthetic clay liner, geotextiles, and aggregates.
18. The Construction Inspector shall report to the project site on time, as directed by the County Representative.
19. The Construction Inspector shall maintain a copy of the Scope of Work under this Contract readily available at all times.

20. The Construction Inspector may be required to collect soil samples for laboratory testing.
 21. The Construction Inspector shall have at least one (1) year experience in the construction of sediment basins and related drainage structures.
- N. The higher inspector grade shall be **Senior Construction Inspector**, with responsibilities as follows:
1. The Senior Construction Inspector shall be capable of performing all tasks required of the Construction Inspector.
 2. The Senior Construction Inspector will report to the County Representative.
 3. The Senior Construction Inspector shall be responsible for reviewing the plans and specifications, and other contract documents for completeness, verification of contractor documents and permit conditions, supervise construction inspection, administer the construction contractor, coordination, and work with County Representative to resolve potential problems and conflicts, check shop drawings, mix designs, and material certifications, if in compliance with project plan/specifications.
 4. Review and make final recommendations of monthly contractor request for payment to the County Representative.
 5. The Senior Construction Inspector shall be able to use a survey level to verify specified grades and elevations. The senior inspector must be proficient in the use of this equipment and the associated calculations. A complete set of the equipment, tripod, level and rod, must be supplied by the Consultant on an as needed basis as directed by the County.
 6. The Senior Construction Inspector may generate correspondence and supporting material needed for the preparation of change orders. The County Representative shall prepare the change order document.
 7. The Senior Construction Inspector will be responsible for providing guidance to the contractor, in coordination with the County representative. Guidance requiring a change in contract value and schedule will be the responsibility of the County.
 8. The Senior Construction Inspector shall be responsible for making the determination as to compliance with the appropriate specification of all material and test results.
 9. The Senior Construction Inspector shall comprehend and enforce the project schedule. Experience with the critical path method (CPM) of scheduling is required. The Senior Construction Inspector shall notify the County Representative when the construction activity deviates from the approved schedule. Maintain an inspection schedule based on Contractor's construction schedule(s), and document progress and delays.

10. The Senior Construction Inspector shall document all meetings that occur on the site. Documentation must include date, time, attendees, issues discussed, and decisions/direction given.
11. The Senior Construction Inspector will be responsible for the preparation of the final punch list necessary for project closeout, will participate in follow-up inspections, acceptance of work and report to the County at completion of the project.
12. The Senior Construction Inspector will be responsible for the preparation of a redlined plan reflecting the as-built conditions. The plan must be of suitable accuracy and clarity so that the County may prepare the final drafted as-built plan from the information it contains.
13. The Senior Construction Inspector shall notify the County Representative in advance of scheduled major tests, inspections, or start of important phases of work.
14. Identify potential construction deficiencies and problems; alert the Contractor and the County Representative to their existence, recommend remedial action and do so in a timely manner.
15. Verify Contractor as-built drawings and document all construction activities of sub-contractors on-site.
16. Observe and document quality control sampling and testing of material and observe workmanship by Contractor forces.
17. Must have basic computer knowledge and know how to use a digital camera. Must have access to e-mail for the purpose of communication and transfer of information.
18. Observe, inspect, and document any damage to installed material or potential hazards to personnel or property. Notify Contractor for corrective actions and check corrective actions.
19. Verify that certificates, warranties, operation and maintenance manuals and other required contractor's submittals are furnished and are complete.

During liner deployment, the Senior Inspector shall obtain and send a representative sample of each welded seam for destructive testing to an approved independent laboratory as directed. Upon receipt of the test results, the Inspector shall immediately compare it with Contractor's test results (conducted on site) and shall inform the County Representative as necessary.

20. The Senior Construction Inspector, when supported by a Construction Inspector, shall supervise the Construction Inspector's activity.