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# REQUEST FOR QUALIFICATIONS

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LEACHATE TREATMENT USING  
VERTICAL SUBSURFACE FLOW  
WETLANDS: PILOT STUDY  
SERVICES

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Chester County Solid Waste Authority

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REQUEST FOR QUALIFICATIONS  
LEACHATE TREATMENT USING VERTICAL SUBSURFACE FLOW WETLANDS:  
PILOT STUDY SERVICES

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## 1 Public Notice

**CHESTER COUNTY SOLID WASTE AUTHORITY LANCHESTER FACILITY  
LEACHATE TREATMENT USING SUBSURFACE FLOW WETLANDS SYSTEM:  
PILOT STUDY SERVICES  
CONTRACT NUMBER 13-422-LTPWL  
REQUEST FOR QUALIFICATION**

Statements of Qualifications (SOQ) for Pilot Study Services will be received by Chester County Solid Waste Authority (Authority) at the office of the Authority, 7224, Division Highway (RT 322), Narvon, PA 17555 until 3:00 p.m. local prevailing time on May 10, 2013 for the above subject project. The pilot study services may include but are not necessarily limited to: planning and permitting assistance, engineering design, installation, testing, start-up, consulting, reporting, and post installation services.

The Request for Qualifications (RFQ) and the attachments can be viewed on the Authority's web site at [www.chestercswa.org](http://www.chestercswa.org). To view the RFQ please carefully follow the link for "RFP/BIDS". Copies of the RFQ and the attachments may be examined at the Authority's office. Copies may also be obtained via email by contacting Gary Laird, L.O.: [glaird@chestercswa.org](mailto:glaird@chestercswa.org).

CHESTER COUNTY SOLID WASTE AUTHORITY  
Robert A. Watts, Executive Director

## 2 Introduction

**2.1 Lanchester Landfill:** The Authority owns and operates a 600-acre landfill facility known as the Lanchester Landfill (the Landfill). The Landfill is located in Honey Brook Township, Chester County and Caernarvon Township, Lancaster County. Solid waste management operations at the Landfill include: two active landfill units known as Areas C and D; leachate collection and treatment; leachate re-circulation; landfill gas collection and conveyance; and two landfill gas flare stations. A recycling drop-off facility and a leaf composting facility are also located at the landfill. A landfill gas recovery plant is also located at the Landfill. This plant is operated by Granger Energy, a private landfill gas developer. Closed landfill units located at the Landfill are monitored and maintained in accordance with applicable post closure care requirements. The property has served as a regional waste disposal facility since the 1950s.

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- 2.2 Purpose:** The Chester County Solid Waste Authority (the Authority) is requesting Statements of Qualifications (SOQ) in order to ascertain the general qualifications of consulting firms and other parties interested in providing assistance with a Wastewater Treatment Pilot Study (the Pilot Study) . The purpose of the Pilot Study is to evaluate the use of vertical subsurface flow wetlands as an alternate method of leachate treatment. Professional engineering and consulting services to facilitate and implement the pilot study will be required. The intent of the Pilot Study is to demonstrate the treatment system's effectiveness and ability to satisfy regulatory performance requirements for surface water discharge.
- 2.3 Pilot Study Services:** The Pilot Study will require permitting assistance in order to secure all necessary state and local approvals. The services will also include fabrication and installation of a two (2) gallon per minute treatment system. The treatment system will be installed in the vicinity of the Authority's existing leachate treatment plant. The specific location of the treatment system has not yet been determined. To the extent possible, the treatment system design shall be based on gravity flow. A manual control valve and meter to allow for flow quantity adjustments and monitoring shall be included. The treatment system shall include provisions for double containment of all leachate. Treated wetlands water will not be discharged to surface waters during the pilot study. Rather, treated wetlands water will directed back to the existing mix tank. The anticipated services will also include the successful start-up of the treatment system and the preparation of a monitoring program. Routine operation and sampling of the pilot system will be performed by the Authority's Leachate Treatment Plant Operators. The cost of outside analytical services will be the responsibility of the Authority. Following the demonstration period, the consultant will prepare a final report suitable for submission to regulators. Regulatory compliance and reporting shall be maintained during all phases of the Pilot Study.

### 3 Background Information

- 3.1 Applicable Permit:** The Authority is permitted to operate the existing leachate treatment plant and associated discharges in accordance with NPDES Permit No. 008791 for Industrial Discharge. The Authority is also permitted for stormwater discharges in accordance with the same permit.
- 3.2 Existing Leachate Treatment System:** The existing leachate treatment plant includes the following processes and equipment: grit removal; storage; flow equalization; hypochlorite pretreatment; fabric filtration; basket strainer; ultrafiltration (UF); reverse osmosis (RO); chemical oxidation; and discharge to surface water. A storage pond is located at the treatment plant for the purpose on containing and aerating several ground water sources located at the Landfill.

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**3.3 Attached Documents:** The following documents are attached and made a part of this RFQ. Please refer to these documents for additional background information concerning the nature of requested services:

1. The Authority's Standard Consulting Services Agreement Form;
2. Bid Limits Amended in the Municipal Authorities Act, dated January 10, 2012;
3. Topographic Survey Drawing.

The attachments listed above can be viewed on-line by following the link for "RFP/BIDS". In addition, a paper copy of the documents listed above will be available for review at the Authority's office.

**3.4 Questions:** All questions concerning this RFQ must be submitted in writing, either via fax or email. Each question shall include a reference to the specific page or section number of the RFQ in question. Questions concerning any of the attachments to the RFQ shall likewise be submitted in writing and shall include a specific page or section reference. Questions should be sent to the attention of Gary Laird, L.O. (email [glaird@chestercswa.org](mailto:glaird@chestercswa.org); or fax (610) 273-9870.

## **4 Qualifications and Experience Statement:**

The SOQ shall demonstrate the experience and qualifications necessary to provide the Pilot Study Services. Consultants and other interested parties shall also demonstrate the ability to furnish qualified and experienced staff. The SOQ shall include the following information:

**4.1 Regulatory Experience:** All work at the Landfill is regulated by officials from the South-central Regional Office of Pennsylvania Department of Environmental Protection (PADEP). Accordingly, the Consultant or other interested party must be able to demonstrate experience and familiarity with PADEP (or similar) permit requirements and regulations. Specific experience within Pennsylvania and the South-Central Regional Office should be identified in the SOQ.

**4.2 Availability and Commitment Statement:** The SOQ shall include a statement concerning the Consultants availability to perform the necessary services within the Project Schedule. The Statement shall also describe the Consultant's level of commitment to the Authority and this project.

**4.3 Project Understanding Statement:** The SOQ shall include a Statement to generally describe the Consultant's understanding of the Pilot Study in terms of its nature, complexity and critical challenges. The Statement shall describe the Consultant's understanding, approach and abilities to help the Authority achieve the following goals:

- Quality and value in all phases of the Pilot Study;
- Full regulatory compliance during all phases of the Pilot Study;
- Budgetary control and timely completion of the Pilot Study;

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The Statement shall indicate that the Consultant understands that “other work” (outside of the scope of the Pilot Study) will remain in progress during the Pilot Study. Such “other work” must continue without impediments or delays. The cooperation of the Consultant is required.

- 4.4 List of Prior Engagements:** The SOQ shall include a list of prior engagements providing similar and comparable services. The list of engagements should primarily focus on work performed for clients within the Commonwealth of Pennsylvania and other nearby States. Engagements at other locations will be considered provided the services were performed in climates similar to that of Pennsylvania. Each engagement on the list should include a brief description of the specific scope of services performed and an approximate cost of the project or services. Please indicate if the engagement was performed for public or private clientele. Any recent Wastewater Treatment Pilot Study experience should be included in the list of engagements.
- 4.5 Project Organization:** A project organizational chart shall be included in the proposal to identify key personnel and their designated roles. Sub-consultants and their designated roles, if any, shall be identified in the project organization chart.
- 4.6 Resumes:** Resumes of key personnel listed in the organizational chart shall be included in the SOQ. Resumes shall include specifics regarding each individual’s educational background, prior work experience, and professional registrations. The availability of appropriately qualified and experienced individuals is essential.
- 4.7 Quality Assurance and Quality Control (QA/QC):** The SOQ shall provide a brief description of the Consultant’s internal QA/QC program. The Consultant’s QA Officer should be identified in the organizational chart.
- 4.8 References:** The SOQ shall include references and telephone numbers for up to five (but not less than three) prior engagements performing similar and comparable services. It is preferred that the references represent prior clientele. If available, please include references for projects that are fairly local to the Landfill.

## 5 Site Visits

Consultants and other parties interested in becoming more familiar with the project site are invited to attend one of two informal site tours. The first site tour will be held on Tuesday, April 23, 2013 at 1 PM. The second will be held on Thursday, April 25, 2013 at 1 PM. Participation in the site tours is not mandatory and is solely for the purpose of helping consultants and other interested parties become more familiar with the project and the site.

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## 6 Form of Agreement

The Authority's Standard Consulting Agreement form is attached. Please be aware that the Authority's policy does not allow for any exceptions or modifications to this agreement form. Consultants should review the agreement form carefully. The SOQ must indicate the Consultant's understanding of the Authority's policy and indicate acceptance of the agreement form. The Authority will not consider any exceptions or modifications to the agreement form.

## 7 Selection Process

The anticipated selection process is described as follows:

**SOQ Process:** The Authority's Selection Committee (the Committee) will review each SOQ that is received. During the review process the Committee will attempt to identify prior engagements of special interest to the Committee. At that time additional information concerning those prior engagements may be requested. References for those engagements may also be contacted at that time. Cost proposals will **not** be considered during the SOQ process. Please avoid the inclusion of extensive amounts of information in the SOQ that may not apply to this specific request for qualifications. SOQ's that provide clarity, brevity and substance are preferred.

**RFP Process:** Following the SOQ process, the final selection will be made on the basis of the competitive sealed proposal (RFP) process. Accordingly, a Request for Proposals (RFP) will be prepared. A Public Notice concerning the RFP be issued and publically advertised. Cost proposals will be requested as part of the RFP process. The RFP will set forth the minimum qualifications required for the Pilot Study. The specific selection criteria will also be described the RFP. The Committee will conduct a preliminary review of each Proposal. Proposals from firms that are able to satisfy the minimum qualification requirements set forth in the RFP will be considered. A more detailed review of those firms found to satisfy the minimum qualification requirements will then be conducted. At that time a short list may be selected. Preliminary interviews with the short listed firms may be scheduled. References of the short listed firms will be considered. At the conclusion of the RFP process, the Selection Committee will make a recommendation to the Authority Board for the award of the Pilot Study Services. The final selection must be approved by the Authority Board.

## 8 Project Schedule

The currently proposed project schedule is as follows:

- RFQ Process- second quarter of 2013;
- RFP Process- second quarter of 2013;
- Construction phase- last half 2013;
- Operation and post construction phase – 2014.

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**9 Receipt of SOQs**

Three (3) copies of the SOQ shall be delivered to the Authority's office no later than 3:00 PM on Friday, May 10, 2013. SOQs shall be addressed to:

Gary Laird, L.O.  
Water Operations Manager  
Chester County Solid Waste Authority  
7224 Division Hwy.  
Narvon, PA 17555