



**REQUEST FOR QUALIFICATIONS**

**For**

**ENVIRONMENTAL MONITORING SERVICES  
FOR  
THE GRAND ISLAND REGIONAL LANDFILL  
AND  
FORMER GRAND ISLAND DISPOSAL AREA**

**RFQ Opening**

Tuesday, December 12, 2023 @ 4:00 pm  
City of Grand Island, City Hall  
100 East 1<sup>st</sup> Street  
Grand Island, NE 68801

**ENGINEERING DIVISION  
DEPARTMENT OF PUBLIC WORKS  
GRAND ISLAND, NEBRASKA**

**NOVEMBER 2023**

**ADVERTISEMENT  
REQUEST FOR QUALIFICATIONS**

**ENVIRONMENTAL MONITORING SERVICES  
FOR  
THE GRAND ISLAND REGIONAL LANDFILL  
AND  
FORMER GRAND ISLAND DISPOSAL AREA**

**CITY OF GRAND ISLAND, NEBRASKA**

Statements of qualification submittals will be received by the City Clerk's Office, 100 E 1<sup>st</sup> Street or PO Box 1968, Grand Island, NE 68802 until **4:00 p.m. (local time) on Tuesday, December 12, 2023** for **Environmental Monitoring Services for the Grand Island Regional Landfill and Former Grand Island Disposal Area, City of Grand Island, Nebraska**. Submittals received after the specified time will be retained unopened until after award. Submittals must be based on the City's Request for Qualifications and will be publicly opened at the designated time in Conference Room #1 located on the 1<sup>st</sup> floor of City Hall. Submittals received after the specified time will be returned unopened to sender.

Documents for use in preparing submittals may be downloaded from the Quest CDN website, [www.QuestCDN.com](http://www.QuestCDN.com) for a forty two dollar (\$42) fee. Submittals must either be uploaded to the Quest CDN website or received in hard copy before the specified time to be considered.

Contact Jeff Wattier, Solid Waste Superintendent, at [jeffw@grand-island.com](mailto:jeffw@grand-island.com) for further information.

The statement of qualification and any addenda may be viewed on-line at [www.grand-island.com](http://www.grand-island.com) under Business - Bid Calendar.

Submittals shall include, but are not limited to:

- **Introductory Letter**
- **Statement of Qualifications**
- **Project Schedule and Approach**
- **References**
- **Insurance**
- **Miscellaneous (any exceptions to the submittal requirements)**

The award winning submittal(s) will be required to comply with the City's insurance requirements.

Submittals will be evaluated based upon firm experience and qualifications on similar work, proposed project schedule/approach, and past experience working with the City of Grand Island Public Works Department. Submittals shall remain firm for a period of ninety (90) days after due date. The City of Grand Island reserves the right to refuse any or all submittals, to waive technicalities, and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

**TITLE VI**

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

**SECTION 504/ADA NOTICE TO THE PUBLIC**

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator  
308-389-0140  
100 East First Street, Grand Island, NE 68801  
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards  
City Clerk



**CITY OF GRAND ISLAND  
REQUEST FOR QUALIFICATIONS  
FOR ENVIRONMENTAL MONITORING SERVICES FOR  
THE GRAND ISLAND REGIONAL LANDFILL AND FORMER GRAND ISLAND DISPOSAL AREA  
CITY OF GRAND ISLAND, NEBRASKA**

**PURPOSE**

This Request for Qualifications is for the solicitation of qualified individuals and/or firms to provide environmental monitoring services for the Grand Island Regional Landfill and Former Grand Island Disposal Area.

**PROJECT BACKGROUND AND SCOPE OF WORK**

The City of Grand Island is requesting environmental monitoring services at the Grand Island Regional Landfill (Permit No. NE0210658, Facility ID IWM 62812) located at 19550 West Husker Highway, Shelton, NE 68876, and Former Grand Island Disposal Area (NDEE ID 64602, Program ID IWM NE0054411) located northwest of the intersection of East Wildwood Drive and South Gunbarrel Road near Phillips, Nebraska. More specifically, the City wishes to select a firm to provide ground water monitoring services for a five-year period commencing with the first quarter, 2024 sampling event. The requested services must be conducted in accordance with all federal, state, and local laws, regulations, and permit requirements. Requested services include, but are not limited to:

- Collecting groundwater samples.
- Packaging, shipping, and handling groundwater samples.
- Laboratory analysis of groundwater samples.
- Statistical analysis of analytical results.
- Documentation, quality control/quality assurance and reporting.
- Any necessary actions to provide for groundwater monitoring.

**PROJECT INFORMATION**

Questions regarding the technical aspects of this project submittal are to be directed to Jeff Wattier, Solid Waste Superintendent at [jeffw@grand-island.com](mailto:jeffw@grand-island.com).

**SELECTION PROCESS**

Submittals will be evaluated with the following considerations, along with the weight percentages assigned to each element, which will be used to rank and evaluate the proposals:

- Firm experience and qualifications on similar work. (50%)
- Proposed project schedule/approach (40%)
- Past experience working with the City of Grand Island Public Works Department. (10%)

This Request for Qualification does not commit the City to award a contract or agreement, to pay any cost incurred in the preparation of a submittal responding to this request, or to contract for services. The City reserves the right to accept or reject any or all submittals received, to negotiate with qualified sources, or to cancel the request in total or in part. The City may require the selected consultant to submit such data or other information necessary to substantiate costs, or to revise technical, schedule or other elements of their submittals in accordance with contract negotiations.

**CONTENT OF PROPOSAL**

Submittals should be as *concise* as possible, and should contain as a minimum the information presented below. Submittals for partial categories of work will not be accepted. Additional materials, including detailed resumes and brochures may be submitted as an attachment to the submittal. Brochures and marketing materials not directly related to specific experience with the proposed scope of work shall not be submitted.

Proposal package shall include the following:

Introductory Letter:

- A one page introductory letter, addressed to the Solid Waste Superintendent which contains the firm's mailing address, telephone number, fax number, type of ownership, and the name of the person to contact regarding the qualifications. The letter should also state an expression of the consultant's interest in the work, and describe the firm's geographical location within the project geographic area and knowledge of the locality of the project.

Statement(s) of Qualifications

- Consultant's qualifications and experience in the recent past on projects with similar work to that of the work category of interest. Consultant should demonstrate full capability in providing the required services.
- Identification and role of key personnel proposed to participate in the project, along with their background and experience. Be specific in identifying the nature and the extent of each person's participation.
- Identification of any sub consultant necessary for the projects identified.

Project Schedule and approach:

- Consultant to provide an approach and proposed schedule to the project.

References:

- Attach a separate sheet containing a minimum of three references for whom the consultant has provided similar work during the previous ten years.

Insurance:

- Include a statement that all consultants involved have insurance coverage acceptable to the City. See Below.

Miscellaneous:

- Any exception(s) to the submittal requirements

**FINAL SELECTION IS SUBJECT TO REVIEW AND APPROVAL BY THE GRAND ISLAND CITY COUNCIL AND IS CONTINGENT UPON NEGOTIATING A SATISFACTORY AGREEMENT.**

**PRICE**

The City will negotiate fees required to complete these services with the consultant whose qualifications best meet the project based on the criteria.

**SUBMISSION DEADLINE**

Respondents to this RFQ must deliver five (5) copies of their proposal to:

City of Grand Island  
City Hall, 100 East First Street  
P.O. Box 1968  
Grand Island, NE 68802-1968  
Attn: City Clerk

Submittals should be marked **“Environmental Monitoring Services for the Grand Island Regional Landfill and Former Grand Island Disposal Area”** and shall be delivered to the Office of the City Clerk no later than **4:00 p.m. on Tuesday, December 12, 2023.**

Documents provided shall remain firm for a period of ninety (90) days after the submittal due date. Submittals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The City reserves the right to accept or reject any or all submittals and to waive informalities or irregularities in the selection process.

**ANTICIPATED SELECTION SCHEDULE**

December 12, 2023	Proposal Due
December 18, 2023	Begin Contract Negotiations with Highest Ranked Firm
January 9, 2024	City Council Approval of Agreement
January 10, 2024	Issue Notice to Proceed

**GRATUITIES AND KICKBACKS**

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

**INSURANCE**

Provide a summary of the firm’s (and sub-consultant’s) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

**WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY**

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor’s employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$500,000 Combined Single Limit
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3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

**FAIR EMPLOYMENT PRACTICES**

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

**LB 403**

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

**FISCAL YEARS**

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

**TERMS AND CONDITIONS**

The City will not pay any costs incurred by the firm in preparing or submitting the requested documents. The City reserves the right to modify or cancel, in part or in its entirety, this RFQ. The City reserves the right to reject any or all submittals, to waive defects or informalities, and to offer to contract with any firm in response to any RFQ. This RFQ does not constitute any form of offer to contract.

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End of Request for Qualifications Information