

August 12, 2010

Gentlemen:

The Board of County Commissioners, Hernando County, Florida, has a requirement for professional services for the following:

**Hernando County requires the services of a Professional Engineering Firm for Updating the Landfill Master Plan.**

In providing professional services to the Board of County Commissioners, an opportunity is hereby afforded for your company:

- a. To indicate whether there is an interest at this time in providing the above described engineering services.
- b. To include disclosure of any potential conflict of interest that your firm may have due to other clients, contracts or property interests in the county's project described above.
- c. To furnish to the Hernando County Board of County Commissioners the following information for determination of qualified firms:
  - 1) Short statement as to your firm's understanding of the scope and requirements relative to the project.
  - 2) Current USGSA Form SF 330.
  - 3) If applicable, include State of Florida Minority Business Enterprise Certification (prime consultant only) as defined by the Florida Small and Minority Business Assistance Act of 1985.
  - 4) Complete responses to the questions noted in Attachment "A" Qualification Questionnaire.
  - 5) Any other information that would make your firm uniquely qualified to perform the project.

(Submission of above applicable information and forms (in seven [7] copies) **with** your letter of interest would be appreciated.)

A one-time, **mandatory** informational meeting will be held at 2:30 P.M., LOCAL TIME, ON August 27, 2010, at the Hernando County Northwest Waste Facility located at 14450 Landfill Road, Brooksville, Florida, for the purpose of providing information relative to the selection of a consultant

and any factual data pertaining to Hernando County's project for **Updating the Landfill Master Plan**. If needed a onsite visit will immediately follow the meeting. This meeting will be held only once and failure to attend shall disqualify a proposer. Attendance shall not be used by a proposer as an excuse for an incomplete, rejected or otherwise non-selected submittal.

Your response is requested by **5:00 P.M., FRIDAY, SEPTEMBER 10, 2010**, and should be mailed or delivered to:

BOARD OF COUNTY COMMISSIONERS  
Hernando County, Florida  
Attention: Purchasing and Contracts Department  
20 North Main Street, Room 365  
Brooksville, Florida 34601

Any responses(s) received after the above stated time and date will not be considered and will not be opened. It shall be the sole responsibility of the responder to have their proposal delivered to the Hernando County Purchasing and Contracts Department for receipt on or before the above stated time and date. If a response is sent by U.S. Mail Service or courier, the responder shall be responsible for its timely delivery. Responses(s) delayed by mail or other reasons shall not be considered and arrangements shall be made for its return at the responder's request and expense.

Selection of the consultant will be made in compliance with the State of Florida's Consultant's Competitive Negotiation Act.

All firms are hereby placed on formal notice that neither the members of the Board of County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

Yours truly,

J. Matt Perry, Chief Procurement Officer  
Hernando County Purchasing and Contracts

Attachment  
RFQ File: 10-0101

**ATTACHMENT "A"**  
**QUALIFICATION QUESTIONNAIRE**  
**UPDATING THE LANDFILL MASTER PLAN PROJECT**  
**RFQ NO. 10-0101**

Responses to each of the following topics must be limited to a maximum of one page (12 pt. type). However, should further clarification or examples be necessary, an appendix may be added to the back of the proposal provided it is properly referenced within the one-page description. Unreferenced or poorly organized appendices will not be considered.

**1. PROJECT UNDERSTANDING:**

Describe your understanding of the project scope and requirements necessary for proper completion of the work proposed.

**2. PROJECT TEAM:**

List in detail the members of your project team and the expertise each will bring to the project. Please specify if any of the team members (firms) are certified minority business enterprises. More than one page will be allowed for response to this question.

**3. PAST EXPERIENCE:**

Summarize previous projects your firm completed that are similar in nature and scope to the proposed work and the outcome of the plan or design you provided.

**4. HERNANDO COUNTY WORK:**

List any and all projects that your firm has completed, or that are in progress at the present time, for Hernando County within the last five (5) years. This project history should include projects in which your firm was either the prime consultant, a joint consultant or a subconsultant.

**5. LOCATION:**

Describe how the location of your project team may benefit the County as it specifically relates to the completion of the project.

**6. QUALITY/COST CONTROLS:**

Describe how you would propose to control the quality and cost of the project. In the event of undesirable or unacceptable work product, what actions would you take to remedy these conditions in a timely manner? What steps will your firm take to ensure that the project is completed in a timely manner?

**7. WORKLOAD:**

Comment on your firms current workload and how it will or will not affect the project.

**8. QUALIFICATION SUMMARY:**

Summarize what you consider are the qualifications of your firm and/or team that make you the most qualified firm to perform the work associated with this project.

**SCOPE OF SERVICES FOR  
UPDATING THE LANDFILL MASTER PLAN PROJECT**

**RFQ NO. 10-0101**

1. Design and oversight for Partial Closure of Class I, Cells 1 and 2 at the Northwest Waste Management Facility.
2. Partial closure to include:
  - a. Installation of remaining landfill gas collection wells
  - b. Design of Liner System using BMP's – EGC cover or prescribed Subtitle D with soil and all appurtenances
  - c. Cost analysis for use of Solar Panels to produce electricity, if viable, then design for installation