

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Environmental Monitoring Services (Annual Contract) – RFP No. 21-0001
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Atlantic Coast Consulting, Inc. (Roswell, GA) for environmental monitoring services. The Public Works Department will procure the services on an as-needed basis.

The environmental monitoring services will be performed at all Columbus-owned municipal solid waste landfills: Pine Grove, Schatulga Road, and Wilson Camp / Satilla landfills. Environmental services may also be procured for Granite Bluff Inert Landfill. The services include:

- 1) Ground water monitoring and reporting for Pine Grove MSW, Schatulga Road MSW and Wilson Camp Sanitary Landfill;
- 2) Surface water monitoring and reporting for Pine Grove MSW, Schatulga Road MSW and Wilson Camp Sanitary Landfill;
- 3) Perimeter methane monitoring and reporting for Pine Grove MSW, Schatulga Road MSW and Wilson Camp Sanitary Landfill;
- 4) Landfill gas extraction system operation and monitoring at the Schatulga Road MSW and Wilson Camp Sanitary Landfill including well field balancing and flare station inspection and maintenance;
- 5) Wastewater discharge sampling and reporting for Pine Grove MSW, Schatulga Road MSW and Wilson Camp Sanitary Landfill;
- 6) Natural Attenuation monitoring and reporting for Schatulga Road MSW;
- 7) Title “V” air quality monitoring and reporting including semi-annual reporting;
- 8) Greenhouse gas monitoring and reporting as required by the Environmental Protection Division (EPD). Currently, Greenhouse gas is monitored and recorded weekly;
- 9) Annual volume calculation and life expectancy of the Pine Grove MSW Landfill and Pine Grove Construction and Demolition Landfill;

- 10) *As-needed - Landfill Gas System* – Repairs, supplies and high-level gas response for Schatulga Road MSW and Wilson Camp Sanitary Landfill;
- 11) *As-needed – General Consulting Services* and onsite consultation for various circumstances at Pine Grove MSW, Schatulga Road MSW, Wilson Camp Sanitary Landfill, Oxbow Meadows Inert Landfill and Granite Bluff Inert Landfill; and,
- 12) *Unknown Requirements* - As EPD rules and regulations change or as circumstances at the landfills change, various requirements are placed upon municipalities that are not budgeted or expected. Atlantic Coast Consulting, Inc. provided hourly rates for personnel to provide such services.

The term of the contract will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous contract was awarded to Atlantic Coast Consulting (Roswell, GA) on September 9, 2014, per Resolution No. 287-14. The contract was set to expire on September 15, 2019. However, at the request of the Public Works Department and in accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through September 15, 2020.

A new RFP was advertised, and proposals were due on August 21, 2020; however, an additional extension was required for the RFP evaluation process; therefore, another extension was requested. Council approval is required for extensions beyond the one-year extension authorized by the Procurement Ordinance. Consequently, per Resolution No. 231-20, dated August 25, 2020, Council authorized the extension of the contract through December 31, 2020.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on July 16, 2020. This RFP has been advertised, opened, and evaluated. Ten proposals were received on August 21, 2020 from the following firms:

Atlantic Coast Consulting, Inc. (Roswell, GA)
Advanced Environmental Management, Inc. (Cumming, GA)
Environmental Planning Specialists, Inc. (Sandy Springs, GA)
Golder Associates, Inc. (Atlanta, GA)
Mill Creek Environmental (Dawsonville, GA)
Oasis Consulting Services (Roswell, GA)
S&ME, Inc. (Kennesaw, GA)
Terracon Consultants, Inc. (Columbus, GA)
Tetra Tech (Atlanta, GA)
TTL, Inc. (Albany, GA)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Proposal Copies	09/23/20	Electronic proposal copies and evaluation committee rules were forwarded to the Evaluation Committee.
Virtual Combined Pre/1 st Committee Meeting	10/06/20	The Purchasing Manager reiterated the RFP rules and explained the evaluation process. The committee determined more time was required to review the proposals.
2 nd Evaluation Committee Meeting	10/13/20	The Committee discussed each proposal and did not require clarifications.
Evaluation Forms	10/22/20	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Received	11/10/20	The last of the evaluation forms were completed and returned to the Purchasing Division for compilation of results, which were later forwarded to the Evaluation Committee members for review.
Short-List	12/04/20	The evaluation committee unanimously decided to short-list and request hourly rates from the three (3) highest-ranking firms.
Award Recommendation	12/07/20	The hourly rates were forwarded to the Evaluation Committee, which unanimously recommended award to Atlantic Coast Consulting, Inc., the highest-ranking firm.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of two (2) voting members from the Public Works Department and one (1) voting member from the Engineering Department.

An additional representative from the Public Works Department served as a non-voting advisor.

Award Recommendation:

The evaluation committee, as reflected by their comments provided below, unanimously recommend award of the contract to Atlantic Coast Consulting, Inc. for the following reasons:

- The vendor listed several clients that they have worked with for over ten years and they have several staff members who have 20+ years of solid waste experience. The vendor mentioned phasing in low flow sampling to reduce cost and improve quality.
- The vendor appears to conduct business internally, without subcontracting (except for the lab work). They also cite experience with design and construction activities in solid waste.
- This vendor is very focused on landfills, which is what CCG will be using them for the majority of the time. They are also the designers of CCG's current landfill, which will

Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing service: Integrated Waste Management Fund – Public Services – Pine Grove Landfill – Contractual Services; 0207-260-3560-PGRO-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH ATLANTIC COAST CONSULTING, INC. (ROSWELL, GA) FOR THE PROCUREMENT OF ENVIRONMENTAL MONITORING SERVICES ON AN AS-NEEDED BASIS.

WHEREAS, an RFP was administered (RFP No. 21-0001) and ten (10) proposals were received; and,

WHEREAS, the proposal submitted by Atlantic Coast Consulting, Inc. met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Atlantic Coast Consulting, Inc. (Roswell, GA) for the procurement of environmental monitoring services on an as-needed basis. Funds are budgeted each fiscal year for this ongoing service: Integrated Waste Management Fund – Public Services – Pine Grove Landfill – Contractual Services; 0207-260-3560-PGRO-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor