

The Atlantic County Utilities Authority is requesting proposals to prepare its Annual Reports that are required by its Bond Indenture and the New Jersey Department of Environmental Protection and other services.

### **Scope of Services**

Scope of Services will include the following four (4) tasks:

#### **Task 1: NJDEP Annual Topographic Survey and Report**

The selected consultant will prepare an Annual Topographic Survey and Topographic Report for the ACUA to submit to the NJ Department of Environmental Protection. The topographic survey and report will be prepared pursuant to the requirements of N.J.A.C. 7:26-2A.8 (j) and Section 8 of the NJDEP Technical Manual for Sanitary Landfill Permits and Approval, May 1999 and any updates to this document.

The Atlantic County Utilities Authority will provide an electronic copy of a previous year's topographic map that contains site survey controls, groundwater monitoring wells, property lines and landfill area boundary lines to be used in the preparation of the topographic map update. [This file can be downloaded by clicking here](#)

The Authority requires that an **Aerial Topographic Survey** be completed under this task. The topographic survey shall include the entire currently permitted landfill area (approximately 220 acres in size), plus the adjacent features such as: Jarrett's Run and Abel's Run (water bodies), the landfill gas to energy facility, the landfill building and the leachate collection sediment tanks. As an optional task, **Task 1A**, the Authority requests pricing for an Aerial Topographic Survey for the Authority's Waste Water Treatment Plant, located at 1801 Absecon Boulevard in Atlantic City, NJ (approximately 42 acres in size).

Topographic survey and volume report should be completed by no later than February 28, 2010

#### **Task 2: GASB Closed Cell Topographic Survey and Volume Report**

The selected consultant will compile an estimate of the landfill utilization and accrued liability for associated closure costs for the ACUA Landfill for the period ending December 31, 2009 in accordance with GASB Standard 18.

The consultant will prepare a letter report that will present tables containing the utilization of total capacity and the accrued liability for anticipated closure costs for the landfill using the information provided and developed in earlier tasks.

GASB closure report should be completed by no later than February 28, 2010.

### **Task 3: Preparation of Annual Report and Consulting Engineer's Certification**

The selected consultant will prepare an Engineer's Annual Report and Certification designed to meet the requirements of Section 6.07 and Article VI of the Authority's Bond Covenants.

The Authority will provide the selected consultant with all records regarding the cost of all construction and acquisition of system components, needed to prepare an evaluation and certification of construction costs and acquisitions related to Section 6.02 of the Authority's Bond Covenants. The selected consultant will conduct a site inspection of all facilities at the Atlantic County Utilities Authority Environmental Park and ACUA staff.

The report will include, but not be limited to:

- Quantifying the effect of the large compactors that are being employed.
- Quantifying the compaction ratios and waste density of the landfill historically and provide recommendations for increasing compaction.
- Review and recommend any ways to increase the capacity of the landfill, composting sites and recycling center.
- Quantify the effect and recommend future use of alternative daily cover.
- Recommend new equipment and operating techniques that will increase the efficiency of all operations.
- Review & critique of the Authority's six year capital improvement plan.
- Tip fee rate comparison and analysis.
- Review and revise the methane gas curve.
- Analyze all operations and provide recommendation to improve efficiency.
- Provide comparison of annual income and projections for collection services, recycling center, transfer station recycling, product marketing, composting services, and waste disposal.
- Calculate remaining landfill capacity, debt service coverage, and outstanding debt.

The consultant will begin this assignment within one week of a notice to proceed, a complete draft report must be completed by March 31, 2010 and the final report is to be completed **no later than** April 30, 2010.

### **Task 4: Miscellaneous Support**

For Task number four (4) the Authority requests that a budgetary number for miscellaneous support. Please assume a total of 30 billable hours to fulfill the requirements of this task.

## **Proposal Format**

A letter proposal should be provided to the Authority no later than October 30, 2009. The Proposers were asked to provide resumes for projects managers and key staff members. In addition, a cost breakdown for each task should be provided as well as an hourly rate schedule. The hourly rate schedule will be used if the selected consultant is asked to do other work not included in this request for proposal. The contract will follow the standard form that is acceptable by the Authority.

Additional information and required documents:

Bidders are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C.17:27.**

**Business Registration** - Note that all proposers must comply with the Business Registration requirements of the New Jersey Department of Community Affairs in accordance with N.J.S.A. 25:32-44. **Firms must submit a copy of their New Jersey Business Registration Certificate with their Proposal. Failure to do so will be cause for rejection of the firm's Proposal.**

**New Jersey Pay to Play Regulations** - This contract will be subject to New Jersey Pay to Play regulations. Upon receipt of the current Candidate Committee List from the Atlantic County Clerk, the Authority will provide to the Contractor and the Contractor as soon as is reasonably possible will complete and submit a Business Entity Disclosure Certification which will certify that the Contractor has not made any reportable contributions to a political or candidate committee in the County of Atlantic (1) in the previous one year; (2) and from January, 2009 to the date of award; (3) that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract.

Please use attached Submittal form for your proposal.

Should you have any questions regarding this request for proposal, please do not hesitate to contact Gary Conover, ACUA Solid Waste Director at 609-272-6913, or [gconover@acua.com](mailto:gconover@acua.com).

**PROPOSAL SUBMITTAL FORM:**

Please submit completed form along with all other required documents.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Task 1: NJDEP Annual Topographic Survey and Report**  
..... \$ \_\_\_\_\_

**Task 1a: Aerial Topographic Survey for Waste Water Treatment Plan**  
..... \$ \_\_\_\_\_

**Task 2: GASB Closed Cell Topographic Survey and Volume Report**  
..... \$ \_\_\_\_\_

**Task 3: Preparation of Annual Report and Consulting Engineer's Certification**  
..... \$ \_\_\_\_\_

**Task 4: Miscellaneous Support**  
..... \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_  
(Set forth full price in dollars)

\_\_\_\_\_  
(Set forth full price in words)