

**CONTRACT #11-2064FL
WORK ASSIGNMENT NO. 11-01**

Pursuant to the Manatee County, Florida, Agreement for Solid Waste engineering Services entered into by and between the **COUNTY OF MANATEE**, hereinafter referred to as the "County", and **Atkins North America, Inc.**, hereinafter referred to as the "Consultant", a determination has been made by the County that there is a need for the performance of or rendering of services by the Consultant of a certain "Work Assignment" under the purview of said Contract, and the Consultant is hereby authorized to perform or render the particular services of work described as follows:

TITLE OF PROJECT: Monitoring of the Lena Road Landfill and the Erie Road Landfill for October 1, 2011 through September 30, 2012

PHASES AND/OR TASKS OF PROFESSIONAL SERVICES AUTHORIZED

Consultant shall perform tasks as more specifically detailed in Attachment A as follows:

TASK #	TITLE	Compensation
1	Lena Road Landfill Monthly Monitoring and Reporting	\$132,102
2	Lena Road Landfill Quarterly Monitoring and Reporting	\$ 14,590
3	Lena Road Landfill and Sludge Dryer Semi-Annual Reporting Title V Air	\$ 16,244
4	Lena Road Landfill Annual Monitoring and Reporting	\$ 47,884
5	Biennial Groundwater Report for the Erie Road Landfill	\$ 18,900
6	Project Communications	\$21,124
7	Special Events	\$35,632
8	On-Call Service and Repair	\$51,422
9	Operator and Spotter Training	\$00,000
10	Solid Waste Lift Drawings	\$15,490
TOTAL		\$353,388

Compensation to the Consultant for rendering all of the above identified services and products shall not exceed **\$353,388**. Compensation for all the tasks shall not exceed the amount set forth in the above table.

County may authorize, in advance, adjustments in the compensation for particular tasks established above, provided such adjustments do not exceed the maximum compensation authorized for this Work Assignment.

Partial compensation may be requested on a monthly basis for unit prices and actual hours incurred but not to exceed the percentage of the task completed.

ACCEPTED IN OPEN SESSION

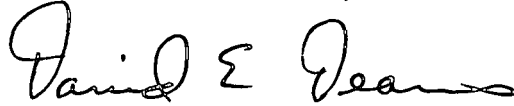
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**BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA**

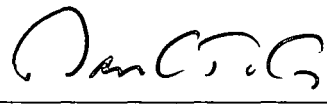
**CONTRACT #11-2064FL
WORK ASSIGNMENT NO. 11-01**

The Consultant agrees to perform or render services in accordance with the Professional Services for Solid Waste Engineering Agreement and this Work Assignment.

ATKINS NORTH AMERICA, INC.

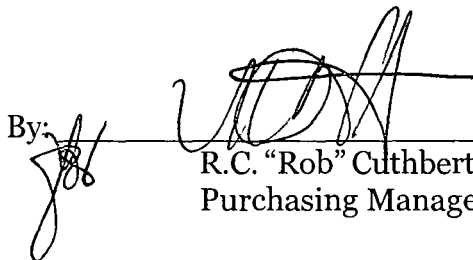
By: 
David E. Deans, P.E., BCEE
Vice President

RECOMMENDED BY MANATEE COUNTY UTILITIES DEPARTMENT:

By:  11/2/2011
Daniel T. Gray
Director

COUNTY OF MANATEE

Authority to execute this contract per Manatee County Code of Law, Chapter 2-26, and per the delegation by the County Administrator effective 1/26/09 Revised 8/10/09.

By: 
R.C. "Rob" Cuthbert, C.P.M.; CPPO
Purchasing Manager

**WORK ASSIGNMENT WA11-01
October 31, 2011**

**SOLID WASTE CONSULTING SERVICES
MANATEE COUNTY
RFP #11-2064FL**

SCOPE OF SERVICES

ATKINS

**MONITORING OF THE LENA ROAD LANDFILL
AND THE
ERIE ROAD LANDFILL
FOR
OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012**

I. DESCRIPTION

Manatee County (County) is required by Florida Department of Environmental Protection (FDEP) solid waste rules to perform environmental compliance monitoring at the Lena Road and Erie Road Landfills.

The Lena Road Landfill is an active slurry wall landfill requiring monthly monitoring of the hydraulic gradient across the slurry wall. Seventeen groundwater-monitoring wells and seventeen piezometers are located along the perimeter of the slurry wall system. The groundwater monitoring wells are located outside the slurry wall to monitor the surficial groundwater aquifer. The piezometers are located inside the slurry wall system to monitor the leachate level in the landfill, and determine the gradient direction across the slurry wall.

The County is required to monitor quarterly for landfill gas at Lena Road Landfill. There are thirteen gas monitoring probes at the Lena Road Landfill. In addition to the probes the landfill gas surface emissions coming from the Lena Road Landfill must be monitored quarterly.

The Lena Road Landfill has an active gas collection system consisting of 231 gas extraction wells and a flare station. The County is required to inspect and adjust these wells monthly.

Manatee County has directed ATKINS to provide professional services for the management of the Lena Road Landfill and the Erie Road Landfill environmental compliance programs for a period of one year for the following tasks:

1. Provide monitoring for the landfill gas at Lena Road Landfill.
2. Provide consultation services and comprehensive data interpretation and review.

3. Provide monthly reports for Lena Road Landfill.
4. Provide quarterly reports for the Lena Road Landfill.
5. Prepare the Annual Report for the remaining life of the Lena Road Landfill.
6. Provide training for the landfill operators and spotters as needed.
7. Provide CAD drawings for placement of solid waste in the landfill.
8. Respond to special events as needed.
9. Provide technical assistance to maintain and operate the landfill gas collection and flaring system.
10. Semi Annual Landfill Gas Report and Startup, Shutdown and Malfunction (SSM) reports.
11. Biennial Groundwater Reports and Semi-annual ground water contour maps.
12. Annual Financial Assurance, Operating Report, Title V Compliance & Fee.
13. Mandatory Reporting of Greenhouse Gas Emissions for Lena Road Class I Landfill and the Closed Erie Road Class I Landfill

The following tasks identify compliance reports to be submitted to the FDEP as required. ATKINS will provide Manatee County staff one copy of all draft reports for review and comment. Upon receipt of comments from the County, ATKINS will finalize the reports and submit two copies to the County and one copy to FDEP.

II. SCOPE OF SERVICES

Task 1 - Lena Road Landfill Monthly Monitoring and Reporting

Landfill Leachate/Groundwater Gradient Report

A slurry wall containment system is in place at the Lena Road Landfill to isolate the surficial aquifer along the perimeter of the landfill. The objective of the system is to maintain the leachate elevation inside the slurry wall at a lower elevation than the groundwater level outside the slurry wall, inducing an inward gradient. A series of piezometers and monitoring well pairs located inside and outside of the slurry wall are utilized to monitor this gradient.

The 17 piezometers and 17 monitoring wells will be monitored monthly by ATKINS for water levels to an accuracy of 0.01 feet. All data will be recorded and entered into a database. Following entry into the database, ATKINS will review and evaluate the data to determine the status of the groundwater gradient across the slurry wall. ATKINS will present the data and indicate the direction of gradient flow for each monitoring well and piezometer pair. ATKINS will make recommendations to the County based on the results of the field data evaluation and observations.

Landfill Gas Collection System Monitoring of Wellheads

Title V Permit requires monitoring the landfill gas (LFG) collection system once per month.

ATKINS will measure LFG flow rates, record temperature and pressure, and measure and record gas quality. In addition, it will occasionally be necessary to adjust (throttle) the flow control valves at some or all of the wells to maintain optimum flow rates and LFG quality.

ATKINS will visually inspect the wells and wellheads for damage or improper operation during each measurement round. Adjustments to the system will be made by ATKINS and any problems requiring maintenance or repair will be reported to the County. Typical problems noted may include: settlement of the well or surrounding landfill surface that results in damage or stress to the well or wellhead connection; potential leakage of air or LFG either in or around the well; liquids pooling in the vicinity of the well; condensate accumulating in the flexible connection between the well and lateral pipe.

All maintenance and repair activities will be completed by Manatee County staff unless specifically authorized under Task 7 – Special Events or Task 8 - On-Call Services and Repair.

Monthly Leachate Water Balance Report

The County will provide ATKINS with the data needed to prepare the Monthly Leachate Water Balance Report. ATKINS will prepare a draft of the monthly report for County staff review and comment. The monthly report will include the monthly water balance report and monthly leachate tracking summary, groundwater gradient data, landfill gas wellhead readings and other documentation. Upon receipt of County comments, ATKINS will finalize the report and submit one copy to FDEP, and two copies for County files.

Milestones:

- Compliance field monitoring events
- FDEP submittal

Deliverables:

- Field data forms
- Copies of draft monthly report as required
- Copies of final monthly report as required

Task 2 - Lena Road Landfill Quarterly Monitoring and Reporting

Landfill Gas Perimeter Monitoring Probes

The County is required to check 13 probes and five buildings at Lena Road Landfill for landfill gas. ATKINS will check these probes and buildings and record the data on field forms. The data will be incorporated into a spreadsheet for submittal with the quarterly report.

Lena Road Landfill Gas Surface Emissions Monitoring and Reporting

LFG surface emissions are required to be monitored each quarter. This monitoring will require one ATKINS engineer for one day per quarter. If a surface emission is detected in excess of 500 ppm at a point on the landfill surface, ATKINS will make the necessary adjustments to the landfill gas extraction system. If system adjustments do not control emissions, additional landfill gas extraction wells may be necessary. ATKINS will provide the monitoring follow up requirements as well. Each of these monitoring events will be documented and a report submitted to FDEP.

Milestones:

- Quarterly surface emission monitoring activities
- System adjustment as required

Deliverables:

- Copies of Quarterly reports as required
- LFG system adjustment as required

Task 3 – Lena Road Landfill and Sludge Dryer Semiannual Title V Air Reporting

The Semiannual Title V Air Permit Report for the Shutdown, Start-up and Malfunction Plan (SSM Plan), and System Operation Report will be prepared and submitted to FDEP.

ATKINS will also prepare the semiannual groundwater contours maps for the Lena Road Landfill and the Erie Road Landfill. Manatee County will provide the water elevations at the time the wells are samples. ATKINS will use these groundwater elevations to develop a ground water contour map for each landfill. The maps will be submitted to FDEP.

Milestones:

- Analytical data to database
- FDEP submittal

Deliverables:

- Copy of draft reports are required
- Copies of final reports as required

Task 4 - Lena Road Landfill Annual Monitoring and Reporting

The annual monitoring and reporting consists of the following:

Title V Air Permit - Landfill Gas

By March 1 of each year, the Annual Emissions Fee Form, the Annual Operating Report with supporting documentation, and the Annual Compliance Certification Statement must be filed for the Lena Road Landfill and the sludge drier. ATKINS will prepare and submit these forms.

Title V Visual Emissions (VE) Test for Sludge Dryer

ATKINS will be responsible to hire a qualified air testing consultant to conduct the annual VE test for the sludge dryer per the Title V Air Operation Permit. The test must be completed by September 30 of each year and the report submitted within 45 days to FDEP.

Aerial Photograph, Topography and Estimate of Remaining Landfill Life

Manatee County needs an annual aerial survey and topographic map of the Lena Road Landfill in order to estimate the landfill volume consumed and revise the remaining landfill life estimate. This estimate must be submitted annually to FDEP. The annual aerial photograph will be taken in February 2011. ATKINS will place the required ground targets for the aerial survey, and subcontract the aerial survey to I.F. Rooks & Associates, Inc. I.F. Rooks will provide:

- 1"=100' Manuscripts with one-foot contours for the Stage I, II and III Landfills
- AutoCAD Files of the survey
- Volume Report
- One 1"=200' digital Image (Raster) of Stage I, II and III Landfills

ATKINS will calculate the landfill volume consumed, the landfill volume remaining, and the annual rate of landfill volume consumption and estimate the remaining landfill life. ATKINS will send a copy of the aerial photograph, topographic map and remaining landfill life calculation to FDEP.

Financial Assurance

ATKINS will review the Lena Road Landfill closure and long-term care cost estimates, adjust and submit them to FDEP for approval by March 1.

Mandatory Reporting of Greenhouse Gas Emissions for Lena Road Class I Landfill and the Closed Erie Road Class I Landfill

The U.S. EPA has mandated that landfill owners report the greenhouse gas emissions for their landfill. On October 30, 2009, the U.S. EPA published the rules in the Federal Register. The Lena Road Landfill and Erie Road Landfill reports are due March 31, 2011. The 2010 emissions must be reported using electronic reporting web-based tool. ATKINS will be responsible to prepare the estimates and submit the reports. Also required in an annual sampling and testing of the Lena Road landfill gas to determine the landfill gas parameters.

Milestones:

- Title V Documents by March 1
- Aerial Photograph, Topographic Map by May 1
- Remaining Life Estimate by May 1
- Financial Assurance by March 1
- Greenhouse Gas Emissions – September 30
- Sludge Dryer VE Test by September 30

Deliverables:

- Draft copies to County as required
- Final copies to County as required
- Final copies to FDEP as required

Task 5 - Biennial Report for the Erie Road Landfill

The Erie Road Landfill Biennial report is due to FDEP no later than March 15, 2012. ATKINS will evaluate the water quality analytical data for Erie Road Landfill and prepare the Biennial Water Quality Monitoring Evaluation Report as required by 62-701.510 FAC. The evaluation will include the previous two years of groundwater quality data. The report will include the following:

1. Statistical analysis of the data by trend analysis.
2. Evaluation of the groundwater gradient and flow conditions.
3. Comparisons between up gradient and down gradient wells.
4. Correlations between related parameters.
5. Groundwater elevation contour maps and hydrographs.
6. Evaluation of the adequacy of the water quality monitoring frequency and sampling locations, and performance of the cover and liner based on the site conditions.

The Biennial Report will cover data generated over a two-year interval from the date of the last report. One draft copy of the Biennial Report will be sent to the County staff for review and comment. Upon receipt of County comments, ATKINS will finalize the report and submit one copy to FDEP, and one copy to the County.

Milestones:

- FDEP submittal by March 15, 2012

Deliverables:

- Draft report by March 1, 2012
- Final report by March 15, 2012

Task 6 – Project Communications

The project communications task for the Principal/Project Director includes attending progress review meetings, writing progress reports, preparing schedules and other communications required in completing this work order.

Task 7 - Special Events

A special event occurs when landfill components do not operate as intended. This requires the engineer to trouble shoot the problem and make recommendations. Other services would include special studies, permit modifications responding to requests from State and federal agencies or any other work required to maintain the landfill environmental permits. For the purposes of this Scope of Services, ATKINS will support the County during special events up to the limit of the cost estimated for this work assignment task.

Milestones:

- Trouble shooting events as requested by Manatee County

Deliverables:

- Report of findings and recommendations

Task 8 - On-Call Service and Repair

The electrical systems and instrumentation for the landfill gas flare system and other facilities at the Lena Road Landfill requires periodic trouble-shooting and repair. Under this task ATKINS will

provide an annual maintenance service agreement for the flare system, and for on-call services for repair and service of this system. ATKINS will secure the services of electrical/instrumentation contractors or other specialty sub-consultant as needed to repair and maintain the flare system or other facilities.

Deliverables:

- Respond to calls from the landfill staff for service and repairs of the electrical and instrumentation systems for the Landfill Gas Collection Flare System or other facilities at the landfill.

Task 9 – Landfill Operator and Spotter Training

No training is anticipated.

Task 10 – Solid Waste Lift Drawings

Manatee County uses a global positioning system (GPS) to guide the landfill dozers and compactors to place and compact the solid waste in the landfill. This system requires digital data of the solid waste lifts as input to operate the system. ATKINS will prepare the solid waste lift drawings as required, and supply the digital data to operate the system.

III. COMPENSATION

Compensation for the above services shall be in accordance with the attached spreadsheet identified as Table 1. The County agrees that the services to be provided under Part I - Scope of Services shall be limited to the billing amount shown in the attached spreadsheet, and that additional services, if needed by the County, will be covered by a subsequent Work Assignment.

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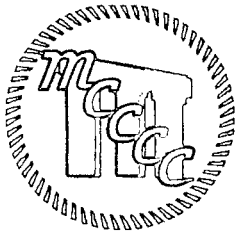
TABLE 1

Manatee County - Professional Services for Solid Waste Engineering Services - RFP #11-2064FL
 WA11-01 Environmental Monitoring and Reporting for the Lena Road Landfill
 and Erie Road Landfill for October 1, 2011 through September 30, 2012

ATKINS
 Not to Exceed Engineering Fee

LABOR COSTS	Task 1 Monthly Monitoring (Lena only)	Task 2 Quarterly Monitoring (Lena only)	Task 3 Semi-Annual Monitoring (Lena & Erie)	Task 4 Annual Monitoring (Lena only)	Task 5 Biennial Report (Erie only)	Task 6 Project Communications	Task 7 Special Events	Task 8 On Call Services	Task 9 Operator Training	Task 10 Solid Waste Lift Drawings & Certification			Total Labor Fee	Total Hours
Classification	Rate													
Principal/Project Director	\$168	24	8	4	4	96	18	32					\$31,920	190
Sr. Professional IV	\$161	110	8	50	50		46	40		32			\$57,316	356
Sr. Professional II	\$134		20				100						\$24,120	180
Sr. Professional I	\$116	100	60	24	40		16	40		80			\$41,760	360
Professional II	\$92	300		12	40		16						\$33,856	368
Professional I	\$82	400				40	16						\$37,392	456
2-Person Crew	\$89												\$0	0
4-Person Survey Crew	\$124				16		32						\$5,952	48
Designer/Technician	\$67	120		40		40	16						\$14,472	216
Senior Admin. Assistant	\$51	60	8	4	8	8	96	32	16		8		\$12,240	240
Total Hours	1114	104	134	158	172	192	292	128	0	120	0	0		2414
Total Labor Dollars	\$104,842	\$12,680	\$15,494	\$19,434	\$18,300	\$21,024	\$35,142	\$17,272	\$0	\$14,840	\$0	\$0	\$259,028	

DIRECT COSTS	Task 1 Monthly Monitoring (Lena only)	Task 2 Quarterly Monitoring (Lena only)	Task 3 Semi-Annual Monitoring (Lena & Erie)	Task 4 Annual Monitoring (Lena only)	Task 5 Biennial Report (Erie only)	Task 6 Project Communications	Task 7 Special Events	Task 8 On Call Services	Task 9 Operator Training	Task 10 Solid Waste Lift Drawings & Certification	0	0	Total Direct Costs
Equipment Rental and Service	\$2,000												\$2,000
Aerial Photograph Subconsultant				\$15,000									\$15,000
Hotels	\$7,000	\$800						\$500					\$8,300
Subsistence	\$2,400	\$300						\$300					\$3,000
Annual Air Operating Fee				\$1,000									\$1,000
Reproduction	\$100	\$100	\$100	\$400			\$140						\$840
Mileage	\$2,900	\$500	\$500	\$500	\$500		\$250	\$250		\$400			\$5,800
Federal Express	\$360	\$160	\$100	\$100		\$100				\$150			\$970
Subconsultant								\$30,000					\$30,000
VE Test and Landfill Gas Analysis				\$9,000									\$9,000
Miscellaneous	\$500	\$50	\$50	\$50	\$100		\$100	\$100		\$100			\$1,050
Purchase of GEM 2000	\$12,000												\$12,000
Total Direct Charges	\$27,260	\$1,910	\$750	\$26,050	\$600	\$100	\$490	\$31,150	\$0	\$650	\$0	\$0	\$88,960
Markup on Subconsultants				\$2,400				\$3,000					\$5,400
FEE FOR TASK	\$132,102	\$14,590	\$16,244	\$47,884	\$18,900	\$21,124	\$35,632	\$51,422	\$0	\$15,490	\$0	\$0	\$353,388



Manatee County

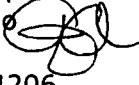
R.B. "Chips" Shore

Clerk of the Circuit Court and Comptroller

P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX (941) 741-4082 • www.manateeclerk.com

DATE: November 22, 2011

TO: Atkins North America, Inc.
101 Arthur Anderson Parkway, Suite 260
Sarasota, FL 34323

FROM: Clerk of the Court
Board Records Department
Quantana Acevedo 
P. O. Box 25400
Bradenton, FL 34206

RE: Contract 11-2064FL - Work Assignment 11-01
Monitoring of the Lena Road Landfill and the Erie Road Landfill

APPROVED: In open session by the Board of County Commissioners, Manatee
County, Florida, on November 21, 2011.

cc: Board Records
Blair Getz, Purchasing (via email)
Gus DiFonzo, Utilities (via email)
Mike Gore, Utilities (via email)
RBS/SGR/qa

"Pride in Service with a Vision to the Future"

Clerk of Circuit and County Court - Clerk of Board of County Commissioners - County Comptroller, Auditor and Recorder

MEMORANDUM



FINANCIAL MANAGEMENT
DEPARTMENT
Purchasing Division
1112 Manatee Avenue West
Bradenton, FL 34205

MANATEE COUNTY
FLORIDA

Phone: 941.749.3074
Fax: 941.749.3034
deborah.carey-reed@mymanatee.org

To: Susan Romine, Supervisor
Board Records

From: Blair C. Getz 
Purchasing Office

Date: November 7, 2011

Subject: Environmental Monitoring and Reporting / Lena and Erie Road Landfills / Atkins North America, Inc. Work Assignment #WA-11-01

RECEIVED

NOV 9 2011

BOARD RECORDS

Please accept the enclosed executed Work Assignment for the above Subject and in accordance with the provisions of their Agreement. This executed Work Assignment, is as authorized by Manatee County Code, Chapter 2-26, and per the delegation by the County Administrator effective 1/26/2009 and revised 8/10/09.

If you require any additional background or information, please call me at 3053.

Original to Board Records and Atkins North America, Inc. Please send copies of the acceptance to: Blair C. Getz /Purchasing, Gus Difonzo and Mike Gore, Utilities Department.

11/22/11 QA

Thank you.

Attachments to Board Records only:

- 1) Department Memo Dated: November 2, 2011
- 2) Two (2) Original executed Work Assignments #WA-11-01

ACCEPTED IN OPEN SESSION

NOV 21 2011

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

MEMORANDUM



Utilities Department
Solid Waste Division
3333 Lena Road
Bradenton, FL 34211

MANATEE COUNTY
FLORIDA

Phone: 941.748.5543
Fax: 941.708.5668
www.mymanatee.org

To: R.C. "Rob" Cuthbert, CPM, Purchasing Manager
From: Daniel T. Gray, Director, Utilities Department *DTG*
Date: November 2, 2011 *11/2/2011*
Subject: Work Assignment WA-11-01
Environmental Monitoring and Reporting for the Lena and Erie Road Landfills
From October 1, 2011 through September 30, 2012

On October 28, 2011 the Manatee County Utilities Solid Waste Division and the Purchasing Department together negotiated the cost of the above work assignment with Atkins North America, Inc. (Atkins), lowering the price from \$373,176 to the new price not to exceed \$353,388.

The Solid Waste staff has reviewed and approved the above work assignment resubmitted by Atkins for the annual monitoring of the Lena Road and Erie Road Landfills.

We are requesting your department's assistance in proceeding with the proper authorizations.

Should you have any questions, please contact Bryan White, Landfill Superintendent, at 792-8811, ext. 8008.

Thank you for your assistance in this matter.

DTG/bw

Enclosures: 2

cc: Gus DiFonzo, Deputy Director, Utilities Department
Mike Gore, Solid Waste Division Manager *M.G.*
Bryan White, Landfill Superintendent
Blair Getz, Contracts Negotiator, Purchasing Department

MANATEE COUNTY
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PURCHASING