

**DELAWARE COUNTY SOLID WASTE
AUTHORITY BOARD MEETING**

ROSE TREE PARK

March 15, 2023

**DELAWARE COUNTY SOLID WASTE AUTHORITY
MEETING
ROSE TREE PARK
March 15, 2023
3:00 PM**

1. Executive Session: Personnel
2. Call to Order
3. Roll Call
4. Pledge of Allegiance
5. Approval of the Minutes of the Board of Directors Meeting held at Rose Tree Park on February 15, 2023.
6. Public Comment
7. Report: Interim CEO, Jim Warner
 - Updates:** CEC Report Summary
 - Action Item with Issue Paper:** Approve Retention of Commercial Real Estate Broker for the Purpose of Renting Replacement Office Space.
8. Facility Operations
 - Review:** February and YTD Tonnage Summary
 - Action Item with Issue Paper:** Approve Purchase of Litter Fence
 - Action Item with Issue Paper:** Approve Concrete Road Repair at Transfer Station #1
 - Action Item with Issue Paper:** Approve Joining Sourcewell and HGACBuy Cooperative Purchasing Programs
9. Accounting and Finance Report
 - Review:** February and YTD Operating and Capital Budget Report
 - Action Item:** Approve Accounts Payable List for February 2023.
 - Action Item:** Approve Updated Investment Policy Statement for Authority Pension Plan
10. Public Outreach and Communications
 - Update:** no report
11. Strategic Planning, Administration and Policy
 - Action Item:** Approve Retention of Samaritan Counseling for Executive Recruiting/Screening
 - Action Item:** Approve Advertising RFP for Two New Transfer Stations
 - Action Item:** Approve Advertising RFP for Landfill Gas Project Development
 - Action Item:** Approve Amendment to Earl Township Host Agreement
 - Action Item:** Approve Conflict of Interest Policy
 - Action Item:** Approve Public Participation Policy
12. Solicitor Report
13. Adjournment

DELAWARE COUNTY SOLID WASTE AUTHORITY
Rose Tree Park
February 15, 2023

The meeting was called to order at 3:00 PM.

The pledge of Allegiance was said.

Roll Call

Board Member Attendance: James McLaughlin, Chairman
 William Silverstein, Vice Chairman
 William Jones, Secretary
 Steven Goldfield, Treasurer/Asst. Secretary
 John Butler, Member
 Don Vymazal, Ex-Officio

Others In attendance: James Warner, Interim CEO
 Samantha Newell, Solicitor
 Wendy Marburger, CAO
 Jeff Munster, COO
 Angela Nash, Accounting Manager

Upon motion duly made and seconded, and by unanimous vote **Approval** of the Minutes of the Board of Directors Meeting held at Rose Tree Park on January 18, 2023. Motion made by William Jones Seconded by John Butler; motion was passed with no dissenting votes.

Jim Warner, Interim CEO updates on:
 > January 2023 Tonnages
 > Financial Report

January 2023 Tonnage Summary, Operating Budget Summary and Budget Performance Summary reviewed.

Upon motion duly made and seconded, and by unanimous vote **Approval** of Payment of Bills For the month of January 2023. Motion made by Steven Goldfield; Seconded by William Jones, motion was passed with no dissenting votes. The Board would like a more detailed Preliminary Check Register.

Strategic Planning: Topics determined by the Board of Directors discussed.

- > Composting operation
 - o Options, sequences of decisions (collection, location, funding, management)
 - o Implications to LF ops/economics

- > Addressing PFAS concerns

- Long term transition away from incineration, but while sustaining revenues.
 - LF economics, business development, etc.
- Potential impacts/opportunities from the next County MWMP and Sustainability Plans; deferred
- A new county service agreement
 - Review of current county discussions
 - What are possibilities for DCSWA's role?
- Board meeting times and location
 - Online only for workshops?
- COG engagement and strategy to improve county-wide economics of collection/recycling
 - Engagement plans

There being no further business, the meeting was adjourned at 5:25 PM.



March 3, 2023

Mr. James Warner
Acting Director
Delaware County Solid Waste Authority
1521 Providence Road
Media, Pennsylvania 19063

Dear Mr. Warner:

Subject: Submittal of Report of Findings
Delaware County Solid Waste Authority
Transfer Stations No. 1 and No. 3
Preliminary Feasibility Study
Facilities Upgrade and Redevelopment Options
Sites Suitability Fatal Flaw Assessment
CEC Project No. 325-420

Civil & Environmental Consultants, Inc. (CEC) is submitting this report of findings on our completed evaluations of applicable siting criteria, existing site conditions, and the site existing environmental, location and social settings for facility upgrades and redevelopment options for the existing operational Transfer Stations Nos. 1 and 3 operated by the Delaware County Solid Waste Authority (DCSWA). CEC has prepared this report in accordance with our approved scope of work dated September 19, 2022.

1.0 SUMMARY OF COMPLETED SERVICES

CEC completed the following scope of services to generate the data and information used to prepare this report of findings.

1.1 Existing PADEP Permits Review

CEC reviewed the following permit documents that were approved as part of the facilities 2014 permit renewal applications:

- Request to Renew Solid Waste Permit, Transfer Station #1, permit ID 101188, dated April 2014, prepared by BAI Group, Inc.; and
- Request to Renew Solid Waste Permit, Transfer Station #3, permit ID 101103, dated April 2014, prepared by BAI Group, Inc.

CEC identified existing solid waste permit boundaries, operational permit conditions, and other PADEP permit conditions that apply to the existing facilities, and which are relevant to this study.

1.2 Physical Setting Source:

CEC reviewed current USGS 7.5-minute topographic maps showing the facilities locations. CEC has prepared a partial USGS Map, Aerial Map, and Site Layout Plan for each facility showing the limits of DCSWA property. These maps are included as Figures Nos, 1, 2, 3, 6, 7, and 8, for Transfer Station #1 and Transfer Station #3, respectively, included in attachment E. CEC also utilized GIS data sources to define the physical setting of the properties. These sources included Delaware County soil survey reports and a Pennsylvania Department of Conservation and Natural Resources, Pennsylvania Natural Diversity Inventory (PNDI) search for the two properties. The PNDI search results are included in this report in Attachment A.

1.2.1 Wetlands and Streams Field Investigation Program:

CEC performed a field investigation and reconnaissance program for delineation of wetlands, streams and other water bodies within the property boundaries of the two sites. This field program was necessitated by an overall lack of available data in published resources. The location of streams, wetlands and other water bodies are critical relative to the siting of solid waste transfer station facilities. The approval of this additional field work was received from DCSWA on November 8, 2022. The on-site field investigation work was performed on November 30, 2022 and December 1, 2022.

CEC based the wetland and stream delineation CEC's professional judgment and interpretation of technical criteria presented in the *1987 U.S. Army Corps of Engineers (Corps) Wetlands Delineation Manual* (1987 Manual) and the *2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region, Version 2.0* (2012 Regional Supplement). CEC completed the following scope of services to identify and delineate wetland and stream boundaries at the site:

- Office Data Review: CEC personnel reviewed U.S. Geological Survey (USGS) topographic mapping (Figure WDR-1), the U.S. Department of Agriculture (USDA)/Natural Resources Conservation Service (NRCS) Web Soil Survey (<http://websoilsurvey.nrcs.usda.gov>) (Figure WDR-2), and the U.S. Fish & Wildlife Service (USFWS) National Wetlands Inventory (NWI) Map (Figure WDR-2). These resources were used to establish site characteristics that could aid in identification of potential wetlands and streams.
- On-Site Field Review: Qualified CEC biologists performed the delineation at the site on December 1, 2022. The delineation boundary comprised approximately 85 acres. CEC delineated wetland boundaries using the routine on-site determination method described in the 1987 Manual supplemented by the 2012 Regional Supplement and the 2020 National Wetland Plant List. First, plant communities present on the site were identified. Dominant plant species within each community were identified and a determination made on whether the plant community was dominated by hydrophytic (wetland) plants. Next, a representative test site was located within the plant community and soils were sampled

using a tile spade to determine if hydric soil indicators were present. Lastly, the test site was reviewed to determine if indicators of wetland hydrology (ponding, soil saturation.) were present. Wetland boundaries and test site locations were georeferenced using a Trimble TDC150 Global Positioning System (GPS) unit.

In addition to identifying wetlands, CEC identified streams within the delineation boundary that would be considered jurisdictional by state and federal regulatory agencies. Streams were classified as perennial, intermittent, and ephemeral. CEC presents details of these investigations in the reports prepared separately for each site and included with this report of findings in Attachment C of this report. Attachment E includes Figures Nos. 4, 5 and 9 which depict governing site conditions relative to streams and wetlands and available site areas for future development.

1.3 Feasibility Evaluation of Transfer Facilities Relocation

CEC further evaluated the properties per specific Pennsylvania Department of Environmental Protection (PADEP) criteria for siting of a Municipal Solid Waste (MSW) Transfer Station and appurtenant operational and processing activities (Form D, Environmental Assessment for Municipal and Residual Waste Management Facilities). CEC evaluated the governing PADEP siting criteria as defined in PA Code, Title 25, Chapters §271 and §279 that would restrict or preclude development of the property for the intended project including Environmental Justice Restrictions as identified by PADEP. These critical categories included:

- Exclusion of areas situated within the limits of the 100-year floodplain;
- Exclusion of areas situated within 300 feet of an exceptional value wetlands or 100 feet from a wetlands area other than exceptional value;
- Exclusion of areas within 300 feet of an occupied residential dwelling;
- Exclusion of areas within 100 feet of a perennial stream;
- Exclusion of areas within 50 feet of the Property line;
- Exclusion of areas within 300 yards of a school, school building, park, or playground; and
- Exclusion of areas within 6 miles of an airport runway.

Other areas of consideration included:

- Property boundary survey maps of each facility (provided by DCSWA);
- Surrounding land use/zoning maps;
- Archaeological/Historic features, historical Property use (based on a desktop study);
- Traffic – access traffic existing conditions and limitations from permit and scale records;
- Site geology/groundwater conditions based on existing information (no field program conducted);
- Current property stormwater features;
- Availability of utilities to the property;

- Endangered species/plants identified in the property areas (based on a desktop study); and
- CEC did not review property ownership records, nor subsurface/mineral ownership documentation as these were not provided by DCSWA. These detailed records were not readily available, and therefore DCSWA should consider performing a thorough ownership record search and report (ALTA Survey) of results conducted by a qualified attorney with experience in determining subsurface/mineral ownership rights.

CEC prepared a preliminary siting plan for the properties. CEC prepared a map showing the entire limit of each property and applicable regulatory setbacks for various exclusionary criteria listed in §279 (Areas where municipal solid waste transfer stations are prohibited). To the extent practical, CEC has confirmed exclusionary criteria to the extent possible during the initial site reconnaissance (e.g., wetlands investigation) to verify CEC's preliminary evaluation of these criteria. For initial planning purposes and conceptual project evaluation, CEC has used various Internet resources and a Pennsylvania Natural Diversity Index evaluation to identify areas excluded from transfer station development. The results of the siting criteria assessments are included in Attachment D for each facility.

1.4 Site Reconnaissance

During our initial site visit and during the stream and wetlands field program, CEC performed a site reconnaissance in concert with DCSWA to obtain information indicating the likelihood of identifying areas of environmental concern in connection with the properties and to confirm the presence (or lack of presence) of the items listed in the feasibility evaluation. The site reconnaissance consisted of a site visit to observe the interior and exterior portions of the properties and evaluate current and former uses.

1.5 PNDI Search Results

The PNDI searches determined “No Impacts” and “No Further Review Required” for the following categories:

- PA Game Commission;
- PA Department of Conservation and Natural Resources; and
- US Fish and Wildlife Service.

The PNDI searches did indicate that “Potential Impact” and “Further Review Required” was required with the PA Fish and Boat Commission regarding adjacent water bodies that support fish. However, this follow-up would be during the design and permitting stage for new facilities development as it would include measures to control stormwater runoff volume and quality to these water bodies. This is not considered a significant issue for new siting as there are no on-site streams that impact location. The results of these searches are included in Attachment A of this report.

1.6 Report of Findings Key Elements

1.6.1 Transfer Station No. 1 Property Evaluation

The overall property utilization will be restricted due to impacts associated with the following exclusionary criteria and associated setback requirements:

- The northernmost section of the property is situated within the limits of the 100-year floodplain of Chester Creek. No development is allowed within this floodplain area. This section of the site is excluded from any planned development;
- Portions of the site include wetlands and perennial streams. Wetlands acreage for the seven (7) identified areas totals 0.506 acres and stream length for the four (4) identified streams total 4,839 liner feet within the study area. This will be a design item for compliance;
- Occupied dwellings are located offsite around the property perimeter boundary. Proposed new permit area and facility development will require that a 300-foot offset be provided between the dwellings and storage/processing areas of the new development. This will be a design item for compliance;
- The proposed new permit boundary and all proposed new development must be no closer than 50 feet from the property line. This will be a design item for compliance;
- The proposed new permit boundary and all proposed new development must be no closer than 300 yards from a building owned by a school district or school and used for instructional purposes, a park, or a playground. The current property owners of said facilities or parks may issue a waiver on this setback requirement. This will be a design item for compliance or require issuance of a waiver by the owners of these off-site facilities;
- There are no known geologic siting criteria issues that would restrict development. This will be a design item for compliance in accordance with standard engineering practice;
- There are no designated scenic rivers within 1 mile of the site that would limit the proposed development;
- Stormwater management measures will be incorporated into the facility design to include system features that will limit stormwater runoff to predevelopment conditions. This will be a design item for compliance;
- Design measures must include coordination with the PA Fish and Boat Commission during the permitting stage of the proposed development to address any concerns on fish, game, or plant species. This may include additional controls for discharge from the site to Chester Creek since this water body is already defined as “impaired.” This will be a design item for compliance;
- There are no restrictions for this proposed property development regarding minimum setbacks to public or private water supplies as the nearest identified potable water supply well is located approximately 0.5 miles from the facility property boundary;

- The project is not within the one-quarter mile setback criteria for any historic site listed on the Natural Trust for Historic Preservation website. The site is within one-quarter mile of a site listed on the PHMC PA-Share website, identified as Caleb Pusey (1967HM00011). This will be a design item for compliance or require issuance of a waiver by the respective agencies;
- Traffic impact was not evaluated, as there is no plan to increase permitted tonnage at this time. This will be a design item for completion of the planned development;
- There are no restrictions relative to the site location distance from the Philadelphia International Airport;
- Delaware County, Pennsylvania has a Land Use Policy, Open Space and Recreation Plan, Economic Development Plan, Transportation Plan, Historic Preservation Plan, and Housing Plan. Based on the zoning map reviewed from the Delaware County Planning Department website for this site assessment, the site appears to conflict with the Future Land Use plan. The property also appears to conflict with the Delaware County Zoning as it is shown as Recreation/Open Space. This is an item that should be addressed by DCSWA;
- The County Soil Survey report shows one soil on the site classified as Prime Farmland (CdB) and one soil on the site classified as Farmland of Statewide Importance (GeC2). Recommendations for impacts to farmlands are to be sent to the USDA District Conservation Office. This will be a design item for compliance and does not restrict proposed site development;
- The property use is consistent with the current 2013 (revised in 2014) Municipal waste Management Plan for the County of Delaware. This existing transfer station is included in this plan;
- Potential Air Quality impacts and required mitigation measures will be a design item for completion of the planned project; and
- The site is located in an Environmental Justice Area. Waste permits for transfer stations are considered trigger permits that will require enhanced public participation during the permitting process. The results of the Environmental Justice analysis are presented in Attachment B of this report.

1.6.2 Transfer Station No. 3 Property Evaluation

The overall property utilization will be restricted due to impacts associated with the following exclusionary criteria and associated setback requirements:

- No perennial streams or wetlands were identified within the facility property boundary;
- No section of the site is situated within the 100-year floodplain of any stream or water body;
- No occupied dwellings were identified within 300 feet of the property boundary;

- The solid waste permit boundary shall be at least 50 feet offset from the facility property boundary. This will be a design item for compliance in establishing operational limits of the facility;
- No schools are located within 300 yards of the facility property boundary;
- Darby Creek valley Park (600 feet), and the Sussex Boulevard Park (location yet to be confirmed) are within the 300-yard-setback requirement and will require receipt of a waiver from the park owners for variance in the setback requirement;
- There are no subsurface geologic issues pertaining to the property;
- There are no Scenic Rivers or waterways listed in the National Wild and Scenic River system situated within 1 mile of the parcel property boundary;
- Management of stormwater runoff will be a design item for compliance. This does not limit use of the subject property;
- Interaction with the PA fish and Game Commission will be a design item with respect to potential impacts to fish, game, and plants. No endangered species of plants or game are listed for the property. Whitestone Creek and Darby Creek are already listed as impaired streams, therefore additional design control measures for stormwater management may be required by this agency;
- There are no known public water sullies within the required setback distance to the property boundary. There are no known domestic groundwater withdrawal wells within 300 feet of the property boundary;
- There are various parks and the Darby Creek Trail, Rails-To-Trails Conservancy, TrailLink Program, which are near the site. This may require identification of potential mitigation measures as a design item in the proposed redevelopment of the property;
- The project is not within the one-quarter mile setback criteria for any historic site listed on the Natural Trust for Historic Preservation website;
- There are no restrictions relative to the site location distance from the Philadelphia International Airport;
- Traffic impact was not evaluated, as there is no plan to increase permitted tonnage at this time. This will be a design item for completion of the planned development;
- Delaware County, Pennsylvania has a Land Use Policy, Open Space and Recreation Plan, Economic Development Plan, Transportation Plan, Historic Preservation Plan, and Housing Plan. Based on the zoning map reviewed from the Delaware County Planning Department website for this site assessment, the Future Land Use plan shows the site including infill development and is in proximity to greenfield development. Based on the zoning map accessed on the Delaware County Planning Department website, indicating that the site is zoned industrial;
- There is no municipal land use plan or zoning ordinance listed in the Marple Township website;

- From the Delaware County soil survey report, there are no Prime Farmland or farmland of Statewide Importance, identified on the site;
- The property use is consistent with the current 2013 (revised in 2014) Municipal waste Management Plan for the County of Delaware. This existing transfer station is included in this plan;
- Potential Air Quality impacts and required mitigation measures will be a design item for completion of the planned project; and
- The site is not located in an Environmental Justice Area. Waste permitting for this transfer station will not trigger enhanced public participation during the permitting process. The results of the Environmental Justice analysis are presented in Attachment B of this report.

1.7 New Facilities Conceptual Layout Development

After completing the evaluations noted above, CEC applied governing PADEP siting criteria setbacks to the existing properties and developed conceptual siting locations for each property and one (1) conceptual layout plan for each facility, consisting of new facilities within the available existing property boundaries to replace existing operations of #1 and #3. The conceptual plans present the recommended location selection, general facility and building layout, traffic flow patterns, access control, and other relevant operational features. CEC also developed a preliminary order of magnitude cost estimate for the selected concept for the recommended replacement facilities.

1.7.1 Transfer Station Building Size Assessment

Transfer Stations Nos. 1 and 3 are permitted to accept 1,200 tons per day (TPD) of municipal solid waste. Even though these facilities are currently accepting less than the permitted maximum, CEC has assumed that new facilities will continue with a permitted maximum of 1,200 TPD waste acceptance for operations. Based on industry standards for transfer station building design, this waste acceptance rate would require a building of approximately 30,000 square feet (SF) in available floor space. Additional appurtenant operational requirements for office space, employee locker and break areas, and storage will require additional space allocation. CEC has assumed a building size of approximately 35,000 SF for these evaluations. This general footprint requirement has been used for the site options presented herein.

We have developed options under the further assumption that existing haul road/access roads and routes will continue in use for the new facilities. For Transfer Station No. 1 CEC assumes that the existing scale facility will continue in use for the new facility. For Transfer Station No. 3, continued use of the existing scale is not judged feasible, so a new scale house and inbound and outbound scales will be required for the new facility. CEC costs for the new facilities are based on the macro scenario of contents and not a detailed, itemized cost analysis. This is consistent with the scope approved in our proposed scope of work.

1.7.2 TRANSFER STATION NO. 1 NEW FACILITY OPTIONS SUMMARY

Transfer Station No. 1 has significant property available for siting of a potential new facility. Based on the results of the siting criteria assessments summarized in Section 1.6 (a) of this report, CEC has identified two (2) areas within the existing property limits that preliminarily appears suitable for permitting, construction, and operation of a new transfer station. These areas are identified on Figures Nos. 4 and 5 in Attachment E of this report. The areas delineated for potential new facility location encompasses approximately 3.9 acres for Site #1 and 3.4 acres for Site #2. These areas should be suitable for a building of approximately 35,000 SF and normally required operational support areas. The locations of these parcels should also accommodate continued use of the existing access road, scale facility, and other potential operations within the property boundary limits.

1.7.3 TRANSFER STATION NO. 3 NEW FACILITY OPTIONS SUMMARY

Transfer Station No. 3 has very limited property available for siting of a potential new facility. Constructing a new transfer station within the existing property boundary, while keeping the current transfer station operational, will be very difficult. The existing stack from the old incinerator facility, and the cell tower in the southern area of the property restrict access and development. Based on the results of the siting criteria assessments summarized in Section 1.6 (a) of this report, CEC has identified one (1) area within the existing property limits that preliminarily appears suitable for permitting, construction, and operation of a new transfer station. This area is identified on Figure No. 9 in Attachment E of this report. The area delineated for potential new facility location encompasses approximately 3.1 acres. This area should be suitable for a building of approximately 35,000 SF and normally required operational support areas.

1.7.4 ORDER OF MAGNITUDE COST ESTIMATE

CEC has developed a “generic” estimate of cost for the new transfer station facilities. CEC has industry-based costs as a first estimate of the new site development, based on a general lack of site-specific information and design details to use in development of site-specific costs.

As noted above, CEC estimates a recommended minimum building floor area of 35,000 SF for waste transfer handling operations and appurtenant support operations. The identified facility locations for new transfer station construction range in size from 3.1 AC to 3.9 AC in total area. CEC bases this cost estimate on a similar-sized 2022 project located in Portland, Oregon. CEC costs account for the regional difference in construction costs between these areas (14%) and also includes an inflation rate (9%) for 2022 to bring these to current 2023 costs. The costs include allowances for Estimating/design contingency, Inflation Factor @5%/year from Current to Start, General Conditions/Insurance/Bond, and General Contractor Overhead and Profit @4.5%. Our preliminary order of magnitude costs, per each single new facility, is summarized as follows:

- Transfer Building Structure and Foundations - \$15 Million per each new building;
- New Scale facility and Scales - \$1.5 Million per each new alternative; and

- Site Work/Infrastructure – approximately 20% Building cost add - \$3.5 Million per each new alternative.
- **PRELIMINARY CONCEPTUAL INDIVIDUAL ALTERNATIVE COST - \$20 Million**

It should be noted that this cost estimate is an order of magnitude cost that is not based on detailed design conditions, design or construction details, detailed quantities estimate for construction, or actual design site layout for waste transfer operations and appurtenant site operations. This estimate is for initial conceptual planning only. With the current state of the economy and inflation in pricing in the construction industry, the actual costs based on a detailed design for these facilities may vary by up to 100%. CEC makes no warranty or guarantee on this cost estimate.

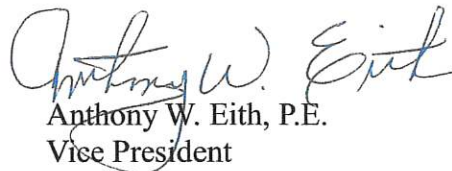
2.0 CLOSING

We appreciate the opportunity to provide these services to the Delaware County Solid Waste Authority on this project and look forward to the future stages of these projects with you. We hope that our report meets your needs for this project. If you have any questions, please contact us at (267) 568-2300.

Sincerely,
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



A. Maxwell Peters, P.E.
Principal



Anthony W. Eith, P.E.
Vice President

Attachments: Attachment A – PNDI Search Results
Attachment B – Environmental Justice
Attachment C – Streams and Wetland Delineations
Attachment D – Form D & Exclusionary Criteria Siting Assessment
Attachment E – New Facility Site Drawings

ISSUE PAPER

Issue: Authorization to Retain Commercial Real Estate Broker

Background: For decades, the Authority's Delaware County office staff have been located in space donated by the county on the second floor of the Hunt Club building in Rose Tree Park, Media, PA. The space is old, worn and is insufficient to house additional staff that will be necessary the Authority expands its programs and waste transfer operations.

Discussion: As part of the transfer station replacement project in Marple Township, the Authority will look to build office space as part of the Master Planning for that location. In the interim few years, the Authority should evaluate office leasing opportunities in the area in/or surrounding Media, PA. To assess the market and find potential office space that would serve the Authority's space requirements over the next few years, the Authority should contract a commercial real estate broker.

Recommendation: The Board Authorizes the Interim CEO to retain a commercial real estate firm to assist in finding replacement office space. The Board must approve any future office lease.

Approved: _____

James McLaughlin, Chairman

Date: March 15, 2023

**DELAWARE COUNTY SOLID WASTE AUTHORITY
FEBRUARY 2023
TONNAGE SUMMARY**

	Month				YTD			
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %
Delaware County Refuse								
Delco Residential	9,591	10,646	1,055	11%	20,612	24,054	3,442	17%
Delco Commercial	8,498	8,143	(355)	-4%	15,937	17,518	1,581	10%
Delco Direct Residential	5,589	3,829	(1,760)	-31%	11,313	8,200	(3,113)	-28%
Delco Direct Commercial	3,962	3,519	(443)	-11%	8,333	7,113	(1,220)	-15%
Total Tons	27,640	26,136	(1,504)	-5%	56,195	56,884	689	1%
Rolling Hills Landfill								
Covanta Ash	29,528	25,642	(3,886)	-13%	60,532	57,226	(3,306)	-5%
Plymouth Ash	3,150	3,773	623	20%	6,457	6,833	376	6%
Berks County	4,102	5,670	1,568	38%	8,409	11,997	3,588	43%
Montgomery County	8,661	5,516	(3,145)	-36%	17,756	12,281	(5,475)	-31%
Residual	0	4,624	4,624		0	9,463	9,463	
Total Tons	45,441	45,224	(217)	0%	93,154	97,800	4,646	5%
System Tons	73,081	71,361	(1,720)	-2%	149,349	154,685	5,336	4%
Delco Tons to RHL	3,360	3,169	(191)	-6%	6,720	5,960	(760)	-11%

ISSUE PAPER

Issue: Purchase Litter Fence

Background: To comply with PaDEP regulations, landfill staff is required to control the litter from the incoming waste vehicles.

Discussion: Landfill Management staff recognized the need for improving the litter fences at Rolling Hills Landfill. Current and past practice has been to use 4-foot-high material from cell construction tied to fence posts that are manually installed. A much more effective and practical solution is to use portable litter fences. These units can be easily moved based on wind direction and location of the working face of the landfill where trucks are dumping each day.

A bid was placed on the PennBid website and advertised in the newspapers for 6 -24-foot sections of mobile litter fence to be delivered to the landfill. Two bidders responded. This purchase was included in the 2023 capital budget in the amount of \$50,000.

VENDOR	MANUFACTURER	PRICE
Metta Technologies	Bull	\$51,288.00
Hawaii Drillers Inc	Coastal Netting Systems	\$53,694.00

The litter fence from Metta Technologies has a 5-year warranty and can be delivered within 30 days of approval.

Recommendation: It is recommended that the Board approve the purchasing of 6 sections of mobile litter fence from Metta Technologies Inc for \$51,288.00.

Approved: _____

Jim McLaughlin, Chairman

Litter Fence

Bull Mobile Fence



Current 4- foot Fence



Litter Fence

Bull Fence



Current 4-foot Fence



ISSUE PAPER

Issue: Concrete Road Repair -Plant 1

Background: The concrete road approaching the scales is failing and in poor condition. It is important this section of road be repaired so we can provide the necessary truck approach to our scales.

Discussion: The scope of the job is to remove sections of the failed concrete, remove, replace, and compact the stone base and replace with new concrete. This will be completed in two phases to minimize the impact on our waste hauler customers. A company called Gordian will be used to administer the work through the Keystone Purchasing Network (KPN) Job Order Contracting program (JOC) in SE Pennsylvania. Gordian selected SJ Thomas Company, Inc (Lansdowne, PA) as the low bidder after reviewing the job specifications and quotes from contractors. Sacks and Sons of Zieglerville Pa. will be the subcontractor for the concrete work.

Recommendation: It is recommended that the Board approve the contract to remove and replace the concrete to S.J Thomas Company Inc for \$51,787.67.

Approved: _____

Jim McLaughlin, Chairman

Concrete Access Road Plant 1



ISSUE PAPER

Issue: Expanding Cooperative Purchasing Memberships

Background: DCSWA is a member of two Cooperative Purchasing Programs, COSTARS and the Keystone Purchasing network (KPN). There are several other purchasing coops that serve public entities that would be beneficial for us to join, they are Sourcewell (sourcewell-mm.gov) based in Minnesota and HGACBuy (hgac.com) based out of the Houston-Galveston area.

Discussion: Membership in the purchasing coops has allowed to procure both goods and services in an extremely efficient, cost effective and timely manner. Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.

Sourcewell is the leader in national cooperative heavy equipment purchasing and offers many contracts for smaller equipment such as pumps, generators, lifts etc.

HGACBuy is used throughout the country for various equipment purchasing.

Purchasing with Cooperative Programs permits DCSWA the flexibility to procure equipment, supplies and services in compliance with the PA Authorities Act and reduces the costs and time of bidding ourselves.

Recommendation: It is recommended that the Board approve future purchasing from the Sourcewell and HGACBuy governmental unit Cooperative Purchasing Programs.

Approved: _____

Jim McLaughlin, Chairman

**DELAWARE COUNTY SOLID WASTE AUTHORITY
FEBRUARY, 2023
OPERATING BUDGET SUMMARY**

	Month				YTD				
	Budget	Monthly	Variance	Variance %	YTD Budget	YTD	Variance	Variance %	
REVENUE					REVENUE				
Delco Residential	\$ 759,050	\$ 884,152	\$ 125,102	16%	\$ 1,631,256	\$ 1,996,982	\$ 365,726	22%	
Delco Commercial	\$ 685,395	\$ 675,881	\$ (9,515)	-1%	\$ 1,285,379	\$ 1,453,983	\$ 168,604	13%	
Delco Direct Residential	\$ 434,759	\$ 269,052	\$ (165,707)	-38%	\$ 880,021	\$ 631,900	\$ (248,121)	-28%	
Delco Direct Commercial	\$ 327,308	\$ 272,944	\$ (54,364)	-17%	\$ 688,395	\$ 571,239	\$ (117,156)	-17%	
Covanta Ash	\$ 651,673	\$ 521,884	\$ (129,789)	-20%	\$ 1,335,930	\$ 1,165,802	\$ (170,128)	-13%	
Plymouth Ash	\$ 68,882	\$ 82,517	\$ 13,635	20%	\$ 141,208	\$ 149,443	\$ 8,235	6%	
Berks County	\$ 214,184	\$ 307,090	\$ 92,905	43%	\$ 439,078	\$ 656,943	\$ 217,865	50%	
Montgomery County	\$ 518,126	\$ 333,580	\$ (184,546)	-36%	\$ 1,062,158	\$ 740,523	\$ (321,636)	-30%	
Residual	\$ -	\$ 205,102	\$ 205,102		\$ -	\$ 419,171	\$ 419,171		
Grants	\$ 4,167	\$ -	\$ (4,167)	-100%	\$ 8,333	\$ 59,648	\$ 51,314	616%	
Miscellaneous	\$ 5,000	\$ 21,062	\$ 16,062	321%	\$ 10,000	\$ 52,797	\$ 42,797	428%	
Total Revenue	\$ 3,668,545	\$ 3,573,264	\$ (95,281)	-3%	\$ 7,481,759	\$ 7,898,430	\$ 416,671	6%	
Discounts	\$ -	\$ 67,822	\$ 67,822			\$ 138,992	\$ 138,992		
Total Net Revenue	\$ 3,668,545	\$ 3,505,442	\$ (163,103)	-4%	\$ 7,481,759	\$ 7,759,438	\$ 277,679	4%	
EXPENSES					EXPENSES				
Administration	\$ 239,195	\$ 163,980	\$ (75,214)	-31%	\$ 478,389	\$ 408,700	\$ (69,690)	-15%	
Operations	\$ 473,281	\$ 421,272	\$ (52,009)	-11%	\$ 948,235	\$ 864,078	\$ (84,156)	-9%	
Contract Hauling	\$ 640,346	\$ 509,460	\$ (130,886)	-20%	\$ 1,293,817	\$ 1,302,360	\$ 8,543	1%	
Covanta Processing	\$ 1,101,052	\$ 1,001,304	\$ (99,748)	-9%	\$ 2,243,536	\$ 2,237,879	\$ (5,657)	0%	
Delco Host Fees	\$ 48,614	\$ 45,670	\$ (2,944)	-6%	\$ 99,057	\$ 102,070	\$ 3,013	3%	
RHL Host Fees	\$ 366,233	\$ 308,189	\$ (58,044)	-16%	\$ 748,886	\$ 668,266	\$ (80,620)	-11%	
HHW Events/Recycling	\$ 7,046	\$ 2,015	\$ (5,030)	-71%	\$ 14,092	\$ 4,380	\$ (9,712)	-69%	
Total Expenses	\$ 2,875,766	\$ 2,451,891	\$ (423,875)	-15%	\$ 5,826,011	\$ 5,587,733	\$ (238,279)	-4%	
Debt P & I Payments	\$ 60,950	\$ 60,950			\$ 121,900	\$ 121,900			
Operating Surplus (Deficit)	\$ 731,829	\$ 992,601	\$ 260,772	36%	\$ 1,533,848	\$ 2,049,805	\$ 515,958	34%	

**DELAWARE COUNTY SOLID WASTE AUTHORITY
BUDGET PERFORMANCE SUMMARY
FEBRUARY 2023**

Capital Budget 2023	\$6,280,000
Capital Expense YTD 2023	<u>\$367,749</u>
Capital Budget Balance 2023	\$5,912,251

Summary

Net Operating Surplus February 2023	\$992,601
Capital Expense February 2023	\$103,204
Capital Reserve Contribution from Operating Surplus	\$0
Operating Account Contribution from Operating Surplus	\$889,397
Capital Reserve Account Beginning Balance as of 02/01/23	\$5,707,797
Capital Reserve Account Interest	\$6,787
Capital Reserve Account Ending Balance as of 02/28/23	\$5,714,584
Operating Accounts Balance as of 02/28/23	\$3,597,292
PLGIT Short-Term Account Balance as of 02/28/23	\$60,236
Total Account Balances	<u>\$9,372,112</u>
Restricted Accounts	
PLGIT Landfill Closure/PC Account Balance as of 02/28/23	\$200,517

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
1897008	A ...	A Royal Flush Environmental	3/2-3/29/23 Portable Restroom Rental-Plt.#3	<u>126.52</u>
	Tot...	A Royal Flush Environmental		126.52
A14175	A ...	A. N. Lynch Co., Inc.	Hubbell Pin/Sleeve Connectors @ Maint. Blding.	11,205.97
A14174	A ...	A. N. Lynch Co., Inc.	2/8/23 Electrician Service	<u>783.93</u>
	Tot...	A. N. Lynch Co., Inc.		11,989.90
50101	AL...	Alex's Tire Center	26.5/R25 MM78 Recap(2) JD 744K-II Loader	5,350.00
50059	AL...	Alex's Tire Center	26.5/R25 MM78 Recap(2) & Spot Repair - CAT 730C2 Trucks	5,450.00
50170	AL...	Alex's Tire Center	Goodyear LT265/70R17 Wrangler DuraTrac E (4)	<u>722.64</u>
	Tot...	Alex's Tire Center		11,522.64
3369	A...	Amity Township	Entech Engineering Invoice #0083277 Reimbursement	767.50
3363	A...	Amity Township	Entech Engineering Invoice #0082995 Reimbursement	<u>451.25</u>
	Tot...	Amity Township		1,218.75
0007678	AR...	ARM Group LLC	DCSWA Transfer Station RFP Support (1/1-31/23)	<u>2,891.00</u>
	Tot...	ARM Group LLC		2,891.00
273213	Ber...	Berks Transfer, Inc.	2/8/23 Remove 55 gal. Drums(16) & Totes(5) @ LTP	<u>2,256.00</u>
	Tot...	Berks Transfer, Inc.		2,256.00
022423	BL...	Blazosky Associates, Inc.	Assistance with Quarterly Gas Monitoring	406.80
020423	BL...	Blazosky Associates, Inc.	Assistance with Quarterly Gas Monitoring	<u>1,575.39</u>
	Tot...	Blazosky Associates, Inc.		1,982.19
71	Bry...	Bryan Brothers Excavating & Ha	Haul Water Trk., Welder, Dozer Blade, Sweeper, Etc. to Hess Aucti	<u>2,000.00</u>
	Tot...	Bryan Brothers Excavating & Ha		2,000.00
60029005	Ch...	ChemStation of Philadelphia Lt	Rain Fresh Deodorizer #1230 (100 gals.) Odor Control	<u>2,641.00</u>
	Tot...	ChemStation of Philadelphia Lt		2,641.00
4146496776	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (14)	403.85
4147252639	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (15)	448.27
4147951324	Cin...	Cintas First Aid & Supplies	Employee Weekly Uniform Rentals (15)	<u>448.27</u>
	Tot...	Cintas First Aid & Supplies		1,300.39
350585	Civ...	Civil & Environmental Consulta	Consulting Services - TS-1 & TS-3 Facility Siting/Evaluation	<u>2,803.00</u>
	Tot...	Civil & Environmental Consulta		2,803.00
34309	CO...	Computer Center of North Ameri	Vipre Antivirus Cloud Based Endpoint (2/16/23-2/16/24)	300.00
34309	CO...	Computer Center of North Ameri	Vipre Antivirus Cloud Based Endpoint (2/16/23-2/16/24)	<u>300.00</u>
	Tot...	Computer Center of North Ameri		600.00
0223_DCSWA	Co...	Covanta Delaware Valley	February, 2023 Waste Disposal	479,419.74
0223_DCSWA	Co...	Covanta Delaware Valley	February, 2023 Waste Disposal	<u>45,669.52</u>
	Tot...	Covanta Delaware Valley		525,089.26
19888157	CR...	Crystal Springs	Spring Water Supply & Mthly. Rental (Site/Office)	192.86
022223				<u>192.86</u>

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	Crystal Springs		192.86
2435973	DE...	21st Century Media-Philly Clus	Adv. Furnish & Deliver Movable Litter Fence (Daily Times)	534.46
2436025	DE...	21st Century Media-Philly Clus	Adv. Furnish & Deliver Movable Litter Fence (Reading Eagle)	407.88
	Tot...	21st Century Media-Philly Clus		942.34
IA97232	ER...	Erb & Henry Equipment, Inc.	Suction Fan #16225-74110 & Flange Bolt #01754-50610 (4)	84.58
IA96968	ER...	Erb & Henry Equipment, Inc.	Filter Cartridge,Fuel Filter&Cartridge(4 ea.)Stewart-Amos Sw	597.43
	Tot...	Erb & Henry Equipment, Inc.		682.01
8-045-76423	FE...	Federal Express Corporation	Fedex Envelope - LF	10.35
8-052-39070	FE...	Federal Express Corporation	Fedex Pak - LF	8.42
	Tot...	Federal Express Corporation		18.77
INV1234674	PR...	Fraser Advanced Info. System	Contract CT10446-01 2/25-3/24/23 - Sharp MX3071 Copier/Scann	154.00
	Tot...	Fraser Advanced Info. System		154.00
1201713	GA...	GasTec Enterprises	Propane (36.8 gals.) Flare Tanks	73.56
1201773	GA...	GasTec Enterprises	Propane (1149.2 gals.) Maintenance Blding.	2,297.25
	Tot...	GasTec Enterprises		2,370.81
173795	GL...	Gilbertsville Auto Supply	NAPA Gold Air Filter #6562(4)/6569(2) Stewart-Amos Sweeper	313.52
173797	GL...	Gilbertsville Auto Supply	NAPA Gold Air Filter #6562(2)/6569 - Stewart-Amos Sweeper	156.76
022523	GL...	Gilbertsville Auto Supply	V-Belt,Shop Supplies & Oil Filter(4) Feb., 2023(less discoun	90.73
	Tot...	Gilbertsville Auto Supply		561.01
INV0000446	GL...	Foley, Inc.	AS-LU Filter #1R1808(3) & AS Filter #3276618(2) 349FL Excava	191.12
INV0002727	GL...	Foley, Inc.	DBF Tank Cap #3983011 & Sensor GP-PR #3203063 - D-6T Dozer	319.33
SIN00000496	GL...	Foley, Inc.	Travel 'to/from LF T/S Brake Fault Code - #2 CAT 730C2 Truck	1,829.56
INV0003319	GL...	Foley, Inc.	Bushing #0665815 (2) & Ring #1J6472 (4) #2 CAT 730C2 Truck	379.64
	Tot...	Foley, Inc.		2,719.65
3552493	J.K...	J.K. Truck & Equipment	PA State Inspection - 2006 F550 Dump Truck	29.00
3552492	J.K...	J.K. Truck & Equipment	PA State Inspection - 2019 2500 Silverado Truck	29.00
3552488	J.K...	J.K. Truck & Equipment	PA State Inspection - 2020 2500 Silverado Truck	29.00
	Tot...	J.K. Truck & Equipment		87.00
PHI03230362	JA...	Jani-King of Phila., Inc.	3/23 Monthly Cleaning (RT)	403.33
	Tot...	Jani-King of Phila., Inc.		403.33
175726	JO...	John J. McIntyre Sons, Inc.	2/23/23 Perform Qtrly. Scale Calibration-Plt.#3	716.50
	Tot...	John J. McIntyre Sons, Inc.		716.50
79	Kat...	Kathryn Sandoe LLC	February, 2023 Consulting	1,027.03
	Tot...	Kathryn Sandoe LLC		1,027.03
341935	Ke...	Keystone Fire Protection Co.	2/13 & 2/22/23 Repair/Replace 4in. Main Cross Section@Plt.#1	5,709.94
	Tot...	Keystone Fire Protection Co.		5,709.94
CIC358484	LE...	Lee Supply Co., Inc.	8in. & 12in. PVC Sch 40 Cap-Socket(2 ea.) & 10in. Cap-End(2)	877.57

Delaware County Solid Waste Authority
Invoices Selected for Payment

Invoice Number	Ve...	Vendor Name	Invoice Description	Invoice Amount
	Tot...	Lee Supply Co., Inc.		877.57
115-23A	M...	Martin & Martin, Inc.	Consulting Services 12/25/22-1/28/23 File Review & Scan Docs	3,197.50
	Tot...	Martin & Martin, Inc.		3,197.50
232973	M...	Martin Stone Quarries, Inc.	PADOT 2A Modified (164.88 tons)	2,363.01
233137	M...	Martin Stone Quarries, Inc.	PADOT 2A Modified (122.08 tons)	1,749.60
	Tot...	Martin Stone Quarries, Inc.		4,112.61
S-2217596	Mc...	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (4026 gals.) PIt.#3	517.75
S-2218323	Mc...	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (3422 gals.) PIt.#1	354.25
S-2218178	Mc...	Wm. P. McGovern, Inc.	Pump Out Disposal Tank (1429 gals.) PIt.#3	288.85
	Tot...	Wm. P. McGovern, Inc.		1,160.85
304028-2	Mo...	Moyer Indoor/Outdoor	2/23 Pest Control Service - PIt.#3	312.64
300132-2	Mo...	Moyer Indoor/Outdoor	2/23 Pest Control Service - LF	289.50
302247-2	Mo...	Moyer Indoor/Outdoor	2/23 Pest Control Service - PIt.#1	312.64
	Tot...	Moyer Indoor/Outdoor		914.78
3115	Nic...	Nichols Plumbing Heating & Coo	Furnish/Install 2 gal. Water Heater&Repipe Water Lines@PIt.#3	1,022.00
	Tot...	Nichols Plumbing Heating & Coo		1,022.00
1055	Ott'	Ott's Lawn Service & Landscapi	Labor to Pick Up Trash@New Coll (2/10/23) 6 hrs.	210.00
	Tot...	Ott's Lawn Service & Landscapi		210.00
030323D	PA ...	State Collection & Disburseamen	Jonathan L. Cosme #0359100210 (Withholding Support)	62.77
031723D	PA ...	State Collection & Disburseamen	Jonathan L. Cosme #0359100210 (Withholding Support)	62.77
033123D	PA ...	State Collection & Disburseamen	Jonathan L. Cosme #0359100210 (Withholding Support)	62.77
	Tot...	State Collection & Disburseamen		188.31
51138329	Pet...	PetroChoice LLC	Diesel Exhaust Fluid (DEF) 2.5 gals.@80 cases/pallet(2)	1,752.00
	Tot...	PetroChoice LLC		1,752.00
030623	PE...	Melissa A. Oldham	Petty Cash Reimbursement-DCSWA	486.64
	Tot...	Melissa A. Oldham		486.64
3317117382	PIT...	Pitney Bowes Inc.	1/1-3/31/23 Postage SendPro C Series Lease S/N 1356291	222.06
	Tot...	Pitney Bowes Inc.		222.06
INV/2023/4583	Por...	Port A Bowl Restroom Co.	Portable Toilets (2 Units) 3/6-4/2/23 & Hand Sanitizer	239.80
	Tot...	Port A Bowl Restroom Co.		239.80
015	Pra...	Practical Waste Solutions, LLC	CEO Consulting Services (2/1-28/23) J. Warner	28,826.34
	Tot...	Practical Waste Solutions, LLC		28,826.34
2988	PR...	PRAG	May 31-December 31, 2022 Financial Advisory Services	19,556.25
	Tot...	PRAG		19,556.25
05064	Ru...	Rudolph Clarke, LLC	January, 2023 Solicitor	2,615.39
05063	Ru...	Rudolph Clarke, LLC	1/12/23 Review Bid Docs Pad 107 & 2023 Capping Construction	300.00

Delaware County Solid Waste Authority
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
	Tot...	Rudolph Clarke, LLC		2,915.39
90978413	SA...	Safety-Kleen, Inc.	80G Agitating Parts Washer-Haz. Waste Disposal	<u>754.32</u>
	Tot...	Safety-Kleen, Inc.		754.32
0459218	SC...	SCS Engineers	Leachate Evaporation Evaluation (1/1-1/31/23)	<u>1,144.50</u>
	Tot...	SCS Engineers		1,144.50
449187	SH...	Shank Door Company	Service Call 2/16/23 - Service Doors & Program Remotes	<u>1,206.00</u>
	Tot...	Shank Door Company		1,206.00
02282370202	SN...	Michael R. Yeager	F/O Standard Creeper #JCW62BL & Blow Gun #YA1050B	<u>370.75</u>
	Tot...	Michael R. Yeager		370.75
P3000499	SU...	Suburban Testing Labs, Inc.	Qtrly. Monitoring Wells (11)	5,071.00
P3000499A	SU...	Suburban Testing Labs, Inc.	Qtrly. T-001/Grit Chamber/Metering Pit/Gas/WZ-10/Sump 113	3,340.00
P3000499B	SU...	Suburban Testing Labs, Inc.	Outfall 006, Weekly Outfall 007, Annual SP-5/6 & T-002	<u>2,959.50</u>
	Tot...	Suburban Testing Labs, Inc.		11,370.50
8334	Th...	The Casindia Company, LLC	2/23 Cleaning Service (Admin./Maint./Scalehouse @ LF)	<u>655.00</u>
	Tot...	The Casindia Company, LLC		655.00
18613	TSI	The Standard Group	DCSWA Business Cards (J. Knapp & B. Bell)	<u>384.88</u>
	Tot...	The Standard Group		384.88
5871	Vic...	Victory Auto Glass	Stone Chip Repair - 2020 2500 Silverado (J. Knapp)	<u>65.00</u>
	Tot...	Victory Auto Glass		65.00
9601978258	W....	W. W. Grainger, Inc.	50 PSI 40 GPM Mechanical Flowmeter #48YA55	573.95
9608097763	W....	W. W. Grainger, Inc.	3-1/2in. Bore 8in. Stroke Hydraulic Cylinder #6PCY7 - Tarpomat	260.03
9610331879	W....	W. W. Grainger, Inc.	1in. Number Label #24VA11 (2-10/pack)	23.52
9610331887	W....	W. W. Grainger, Inc.	3in. Number Kit #49WN13 (100/pack)	81.02
9598589308	W....	W. W. Grainger, Inc.	Blue Color Coding Dye #45H153 (2-4 oz.)	<u>71.24</u>
	Tot...	W. W. Grainger, Inc.		1,009.76
February2023	W...	Waste Management	February, 2023 Contract Hauling-Plt.#1	311,277.72
February2023...	W...	Waste Management	February, 2023 Fairless Hills Landfill-Plt.#1	1,915.61
February2023...	W...	Waste Management	February, 2023 Rolling Hills Landfill-Plt.#1	2,136.50
February23	W...	Waste Management	February, 2023 Contract Hauling-Plt.#3	190,961.20
February23RH	W...	Waste Management	February, 2023 Rolling Hills Landfill-Plt.#3	<u>3,169.20</u>
	Tot...	Waste Management		509,460.23
76865	Wil...	William R. Gift	Off Road Diesel Fuel (313.2 gals.)	974.05
76866	Wil...	William R. Gift	Off Road Diesel Fuel (1635 gals.)	5,084.85
76736	Wil...	William R. Gift	Unleaded Gasoline (299 gals.)	789.36
76752	Wil...	William R. Gift	Off Road Diesel Fuel (1725.9 gals.)	5,522.88
76756	Wil...	William R. Gift	Off Road Diesel Fuel (164.1 gals.)	525.12
76795	Wil...	William R. Gift	Off Road Diesel Fuel (1572.2 gals.)	4,543.66
76796	Wil...	William R. Gift	Off Road Diesel Fuel (411.2 gals.)	<u>1,188.37</u>
	Tot...	William R. Gift		18,628.29
5754098	Wi...	Wind River Environmental LLC	Leachate Hauling 2/1-15/23 (2,011,067 gals.)\$319.93 Jan. Fue	94,035.53

Delaware County Solid Waste Authority
Invoices Selected for Payment

<u>Invoice Number</u>	<u>Ve...</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
5767721	Wi...	Wind River Environmental LLC	Leachate Hauling 2/16-28/23 (1,304,853 gals.)	<u>60,806.17</u>
	Tot...	Wind River Environmental LLC		154,841.70
841419	Wi...	Winzer	Misc. Shop Supplies	780.19
849216	Wi...	Winzer	Misc. Shop Supplies	<u>156.87</u>
	Tot...	Winzer		937.06
1172	Wir...	Wireback Works	2/1-2/28/23 HR Consulting Services	<u>450.00</u>
	Tot...	Wireback Works		450.00
2576716-2543...	W...	WM Corporate Services, Inc.	3/1-3/31/23 Dumpster Service (2 yds.) Recycling	101.44
2576525-2543...	W...	WM Corporate Services, Inc.	3/1-31/23 Dumpster Service (4 yds.) Recycling Materials	<u>206.44</u>
	Tot...	WM Corporate Services, Inc.		307.88
19748	Z...	Z-Weldco, Inc.	Labor/Weld Repair Radiator - Tarpomatic	<u>150.00</u>
	Tot...	Z-Weldco, Inc.		150.00
Report Total				<u><u>1,349,423.87</u></u>

**DELAWARE COUNTY SOLID
WASTE AUTHORITY PENSION
PLAN**

INVESTMENT POLICY STATEMENT

PURPOSE

This document provides the framework for the management of the Pension Plan for the Delaware County Solid Waste Authority ("DCSWA" or the "Plan Sponsor"). The document is divided into five sections.

1. Investment goals and responsibilities,
2. Investment policies and procedures,
3. Asset allocation policies and investment allocations,
4. Performance objectives, and
5. Investment guidelines and review.

INVESTMENT GOALS AND RESPONSIBILITIES

- The investment goals state the mission of the retirement plan and its investment program. They articulate the philosophy and process for the management of plan assets.
- The overall goal of the Delaware County Solid Waste Authority Pension Plan (the "Plan") is to provide benefits, as anticipated under the retirement Plan, to its participants and their beneficiaries through a carefully planned and executed investment program.
- The Plan Sponsor shall be responsible for the creation of the investment policies of the Plan and provide oversight for the management of the Plan's assets.
- Delaware County Solid Waste Authority will make the necessary contributions as dictated by the Plan document. Benefits will be funded through a combination of DCSWA contributions, member contributions, and investment earnings on the Plan's assets.
- The Plan Sponsor shall cause the investment manager to select investments with specific objectives and guidelines to manage the Plan's assets.
- The investment philosophy of the Plan is to create a management process with sufficient flexibility to capture investment opportunities as they may occur yet maintain reasonable parameters to ensure prudence and care in the execution of the investment program.
- The Plan Sponsor seeks to produce a return on investment which is based on levels of investment risk that are prudent and reasonable given prevailing capital market conditions. While the Plan Sponsor recognizes the importance of the preservation of capital, it also recognizes modern portfolio theory, which maintains that varying degrees of investment risk will be rewarded with compensating returns. Consequently, prudent risk-taking is warranted and justifiable.
- The objective of the Plan Sponsor is to maximize long term total return by investing in a diversified portfolio of fixed income securities and equities, while preserving and protecting capital in the overall portfolio and ensuring that these assets support the actuarial needs of the plan participants.
- The retirement investment program shall at all times comply with existing and future applicable state and federal statutes, rules and regulations.

INVESTMENT POLICIES AND PROCEDURES

The investment policies and procedures for the Plan shall guide its implementation and outline the specific responsibilities of the Plan Sponsor, investment advisor and its investment managers. The investment policies of the Plan shall be based on a program that will consider:

- The financial condition (i.e., funding levels) of the Plan,
- The expected long term capital market outlook,
- The Plan Sponsor's risk tolerance,
- Future growth of active and retired participants,
- ~~The nature and makeup of participants in the Plan~~~~Whether future hires shall participate in the Plan,~~
- Expected inflation,
- Expected costs and benefit payments, and
- Such other factors that a prudent investor would consider in connection with the management of the Plan.

The financial planning process considers alternative investment policies and measures their potential impact on the financial condition of the Plan and future retirement costs.

Based on the financial plan it will be the responsibility of the Plan Sponsor, the Plan's fiduciary, to determine the specific allocation of the investments (the ~~tactical~~-asset policy mix) among the various asset classes considered prudent given the Plan's liability structure. The long-term allocation guidelines shall be expressed in terms of a target and ranges for each asset class to provide sufficient flexibility to take advantage of shorter-term market opportunities as they may occur.

The ~~tactical~~-asset policy mix shall be sufficiently diversified to maintain a reasonable level of risk as determined by the Plan Sponsor without imprudently sacrificing return. The Plan Sponsor shall review the asset allocation Plan each year with current capital market assumptions to ensure the current asset mix will achieve the long-term goals of the retirement program.

In accordance with the asset allocation guidelines, the Plan Sponsor will select investment options that will be responsible for the implementation of the Plan's investment policies.

The Plan Sponsor will allocate funds across investments to develop the most efficient investment structure for each asset class. The Plan Sponsor will set guidelines for these options and regularly review their investment performance against stated objectives.

The procedures for the management of the Plans assets are:

1. The Plan Sponsor will exercise its fiduciary responsibilities in regard to the investment program in accordance with the provisions of the Plan document.
2. The Plan Sponsor will conduct, or cause to be conducted, a formal review of the Plan's asset allocation policies and investment structure **annually**.
3. The investments of the Plan shall be reviewed no less than **quarterly** (more often if unusual market conditions dictate) to ensure that policy guidelines continue to be appropriate and are met. The Plan Sponsor shall monitor, or cause to be monitored, investment returns on both an absolute and comparative basis.

ASSET ALLOCATION ~~POLICIES AND INVESTMENT~~ ALLOCATIONSPOLICY

The Plan Sponsor has adopted the following asset allocation ~~policies and manager allocations~~:

Asset Class	Target Allocation	Permitted Range
Domestic Stocks	45.00%	+/-10.0%
International Stocks	15.00%	+/-10.0%
Total Stocks	60.00%	+/-10.0%
Cash	3.00%	+/-5.0%
Domestic Bonds	37.00%	+/-10.0%
International Bonds	0.00%	+/-10.0%
Total Fixed Income	40.00%	+/-10.0%

PERFORMANCE OBJECTIVES

The Plan's performance objectives shall be set forth at the total Plan level. All objectives will be incorporated in the annual review of the Plan's performance. Rates of return will be calculated based on a time-weighted rate of return formula.

The performance of the overall fund will be measured relative to:

- Achievement of the Plan objectives,
- The actuarial target rate of return,
- Inflation rate,
- The Plan's level of risk tolerance, and
- Any significant changes in assumptions underlying the actuarial analysis such as increases in salary, or closure of the fund to new hires.

The first objective is to maintain a risk level within the tolerance level of the plan fiduciaries.

It is important for the Plan Sponsor to assess risk and return in the context of the actuarial interest rate in the Plan. If the Plan's assets grow at a rate equal to or greater than the actuarial rate, the Plan's funding condition will be maintained. Earning a lower return will generally result in increased levels of contributions. To the extent that the rate of return can be reduced modestly during periods which mitigate against budget spikes, the Plan Sponsor should consider so doing.

The second objective is achieving a real return above inflation. The Plan's liabilities are sensitive to inflation as benefits are ultimately determined by future salaries. Failing to achieve the necessary real return may increase retirement costs.

INVESTMENT GUIDELINES & REVIEW

The Plan Sponsor has selected a number of investment options to implement its investment policies. Each option is retained to invest a specific allocation in accordance with its style and investment process as specified in the investment guidelines. On an ongoing basis, the Plan Sponsor will monitor the investment managers for compliance with the investment guidelines and specific objectives.

Modifications may occur for the following reason:

- Plan objectives have changed, and the current investment program is no longer appropriate.
- Asset class expectations have changed, and the Plan's policy needs to be updated.

ADOPTION OF INVESTMENT POLICY STATEMENT

Dated this _____ day of _____, _____

DELAWARE COUNTY SOLID WASTE AUTHORITY PENSION PLAN

Approved: _____

Print Name: _____

Title: _____

DRAFT

**REQUEST FOR
PROPOSALS**

**PERMITTING, DESIGN, ENGINEERING AND
CONSTRUCTION MANAGEMENT SERVICES FOR
TWO REPLACEMENT TRANSFER STATIONS**

**Delaware County Solid Waste Authority
1521 N. Providence Rd.
Media, PA 19063
February, 2023**

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PROJECT BACKGROUND & PURPOSE:

Delaware County is embarking on a more sustainable future that includes zero waste initiatives. As a part of these initiatives, new and efficient waste stream management infrastructure is required to ensure the greatest level of waste diversion from landfills and WTE facilities. The Delaware County Solid Waste Authority (DCSWA or the Authority) owns two transfer stations located in Delaware County, PA. Transfer Station #1 is located at 2300 Concord Rd. Chester, PA. 19013 (Chester Township). Transfer Station #3 is located at 895 Sussex Blvd, in Broomall, PA 19008 (Marple Township). Both transfer stations are operated under a long-term contract with Waste Management (WM) and having surpassed their useful lives need to be replaced.

The purpose of this RFP is to engage a suitable Architecture and Engineering Consultant (Consultant) to provide the Authority with permit-phase, design-phase, and construction-phase engineering services for the replacement of the above-referenced facilities.

The Authority may modify this Request for Proposals by the issuance of an addendum. No oral statements, explanations, or commitments will be of any effect unless incorporated into a written addendum.

Summary of the Anticipated Scope of Services

The anticipated scope of services includes: review historical site documentation, development of a site master plan; site geology and hydrology; architectural and engineering design, construction documents and construction management for the identified construction projects; lead role in the obtaining of permits and negotiations with PADEP related to the site and Project; lead role in the obtaining of state and local approvals and permits; and the development of Operations and Maintenance plans/manuals for the completed facilities. Other Consulting services may include further guidance on alternative waste transfer processing, storage, vehicle loading and unloading methods, customer safety and more.

Brief Project Summary

The envisioned concept is to design and construct a new transfer station facility at each location, demolish the existing transfer station structure(s), and reuse the existing foundation for alternative materials collection and transfer operations. The Transfer Station #3 site will include an office for 7-10 people, conference room, staff bathroom facilities, and maintenance facilities.

It is the intent of the Authority to have both projects permitted, constructed and operational by July 2025.

Transfer Station #1 – Site Background

Transfer Station #1 (TS #1) is permitted to receive up to 1,200 tons per day of municipal solid waste (MSW). The facility receives rear-load, front-load, and roll-off waste trucks and has a

nominal amount of waste storage capacity. WM utilizes one push loader and one excavator with a claw attachment to manage the incoming waste and top loads transfer trailers using two bays. This facility receives approximately 160,000 tons of waste per year or an average of 600 tons per day. Peak delivery days average 800-1000 tons per day. There is currently no public waste disposal at the location.

The Authority believes the site is large enough to support construction of a new transfer station building without ceasing operation of the existing facility; however, this will necessitate an expansion of the DEP solid waste permit area. This facility IS located within an Environmental Justice area. The Authority wishes to incorporate a more diverse materials management menu at this location including the addition of:

- Drop-off of public waste;
- Receipt, storage, loading and transfer of single stream recyclables;
- Yard waste (possibly); and
- Other materials and other services as may be recommended by the Consultant, the Authority, or the County of Delaware, subject to site limitations.

The Consultant should consider how select demolition and renovation of the existing transfer station (or sections of) could provide for certain components of expanded service and material handling in connection with other alternatives presented to the Authority.

The Consultant should plan for the demolition of an existing smokestack and all other structures that will not be part of a new and/or converted facility in preparation of proposed site plans.

Transfer Station #3 – Site Background:

Transfer Station #3 (TS #3) is permitted to receive up to 1,200 tons per day of MSW. The facility receives both rear-load and front-load waste trucks and has very little waste storage capacity. WM utilizes one push loader and one excavator with a claw attachment to manage the incoming waste and top-load transfer trailers. This facility receives approximately 120,000 tons of waste per year or an average of 500 tons per day. Peak delivery days average 700-800 tons per day. There is currently no public waste disposal at the location.

The Authority believes the site is large enough to support construction of a new transfer station while the old one continues operation, but this will necessitate an expansion of the DEP solid waste permit area. This facility IS NOT located within an Environmental Justice area. The Authority wishes to incorporate a more diverse materials management menu at this location including the addition of:

- Drop-off of Public Waste including household hazardous waste;
- Receipt, storage, loading and transfer of single stream recyclables;

- Other materials and other services as may be recommended by the Consultant, Authority or the County of Delaware, subject to site limitations.

The Consultant should consider how select demolition and renovation of the existing transfer station (or sections of) could provide for certain components of expanded service and material handling in connection with other alternatives presented to the Authority.

The Consultant should plan for the demolition of an existing smokestack and all other structures that will not be part of a new and/or converted facility in preparation of proposed site plans.

HHW/Electronic Waste Facility Construction:

Alternative collection methods proposed at Transfer Station #3 are desired to include a drive through Household Hazardous Waste (HHW) facility that will serve as a collection center for household generated materials including paints, oils, anti-freeze, batteries, pool chemicals, herbicides, pesticides, acids, bases, and fluorescent lights and other similar material. The facility should also be capable of collecting household electronic waste including TV's, CPU's, laptops, cell phones other similar material.

Office Construction:

The Authority desires a new location for its future headquarters. As part of the project, a new office sized to be suitable for 7-10 employees should be incorporated in the Master Plan for TS#3. This office facility can be attached to, or separate from, the new transfer station facility. The office building should include sustainable features such as energy saving lighting and water fixtures. The vehicle parking area should include electric vehicle charging station infrastructure and enhanced green stormwater management infrastructure features. The building should include some level of outdoor green, natural spaces for staff and visitors.

DELIVERABLE TASKS FOR EACH TRANSFER STATION

Task 1 - Solid Waste Data Review, Projections, and Facility Sizing

The Consultant will review existing data, generation rates, and help provide solid waste and recycling projections. The Consultant shall estimate individual waste and single stream recycling tonnages, explore residential versus commercial drop-off of recyclables, and make recommendations for the size of the facility to accommodate all waste streams. Based on the average acceptance rate at each site relative to the permitted capacity of the facilities, the Authority does not anticipate the need for an increase in the permitted capacity as part of this scope, but future capacity needed for the facilities should be included within the master plan and building layout/sizing. The Authority has engaged a Consultant to complete a Feasibility Report and Environmental Investigation, copies of which are provided in Attachment A of this RFP. Additionally, the operating permits for the two facilities are provided at Attachment B.

The Authority is planning for complete ground and aerial surveys for each site in March and these surveys will be available to the selected consultant. These new surveys shall be the basis for design of the new facilities. The consultant may provide more detailed drone surveys as they deem necessary.

Task 2 – Develop Conceptual Plans and Traffic Observations

The Consultant will utilize the survey results, site visits and traffic counts to determine if the proposed location for the facility is sufficient for the proposed expanded operations. The Authority recommends that the Consultant utilize its permitting and industry expertise to consider whether the needs for a formal Traffic Impact Study will be necessary for local or state permitting.

The Consultant shall develop a color graphic conceptual plan of proposed improvements for presentation purposes. The Authority would prefer to have transfer trailers top-loaded, which will require specific consideration during conceptual design and traffic evaluation. While both sites currently have onsite scale and maintenance facilities, the Consultant should include permit-level design efforts to relocate the scales, scalehouse, and maintenance facilities.

Task 3 – Public Meeting

The Consultant shall lead a public meeting of residents, neighboring property owners, and project stakeholders to explain the design process. A plan of existing conditions at each Transfer Station of sufficient quality and size for public presentation purposes shall be used for each meeting. A map of facility access and layouts of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about traffic patterns, customer experience, and overall operations. The Consultant shall record resident concerns and input, noting name, address, and specific comment and/or concern. Minutes from this meeting shall be finalized by the Consultant in coordination with Authority staff.

Task 4 – Develop Facility Master Plan

The Consultant shall expand upon the Conceptual Plan completed in Task 2, incorporating Authority staff and other comments, to develop a Facility Master Plan. The Master Plan will address all aspects of the site redevelopment and incorporate aspects of the County's Sustainability Plan and Zero Waste Plan (10-Year Municipal Solid Waste Management Plan). The Master Plan shall recommend feasible improvements, provide conceptual cost estimates for each, and provide a suggested plan for sequencing implementation (including necessary construction contract timelines and milestones).

It is important to note that there is an existing smokestack at each location, both of which are no longer in use and are desired to be demolished. The Consultant shall evaluate the environmental requirements for demolition, removal and disposal or re-use, and include this construction

component and environmental management in the final bid package for the site. If feasible, the Authority desires that the demolished stacks provide additional fill volume for use during future construction projects at the sites.

Task 5 – Field and Geotechnical Surveys/Studies

The Consultant shall conduct field and/or geotechnical investigations as needed to successfully design, permit, and construct each new facility. The Authority has previously engaged a consultant to perform the initial feasibility study for the work outlined herein, which included several of the natural resource and environmental investigations required to establish exclusionary criteria for each site. The Feasibility Report and Environmental Investigation for each site is provided as Attachment A with this RFP.

The Consultant shall include a list of the analytical and/or geotechnical tests that can be reasonably anticipated to be required for this project and include pricing for each test. The Consultant should assume that geotechnical investigation shall be completed as part of this project to the extent necessary to prepare permitting, design, and construction drawings and specifications for construction of the new transfer station facilities.

Task 6 – Preliminary Design Plans and Opinion of Cost for Transfer Station

Building upon the feedback provided by the Authority and other stakeholders, the Consultant shall develop preliminary design plans for the construction proposed at each Transfer Station facility. The Consultant shall look to accommodate adequate space for each waste stream category to accommodate future growth and ensure resident safety when dropping off materials. Sustainability features of the site should also be considered, including green stormwater infrastructure, energy saving measures, electric vehicle charging infrastructure and outdoor natural green spaces.

The Consultant shall develop an opinion of cost for construction of each facility. Preliminary engineering plans shall be of sufficient quality and size for public presentation purposes. The preliminary plan shall address grading, stormwater management, contact water/leachate management, sanitary needs/provisions, parking, traffic patterns, potential impacts to adjoining property owners and mitigation required, and any legal or zoning matters (e.g., additional easements, etc.) needed to construct each project.

Task 7 – Final Design Plans and Specifications for each Transfer Station,

The Consultant shall develop final design plans, specifications and revised final cost estimates for each Transfer Station construction based on input received from Authority staff and others. This task is inclusive of all sitework, stormwater management, subsurface/foundation design, mechanical, electrical, and plumbing, building finishing schedule, etc.

The Consultant shall present final plans, specifications and opinion of cost for final review by Authority Board and staff and make any needed revisions following that review.

Task 8 – Permit Applications and Regulatory Coordination

The Consultant shall identify and prepare all necessary permit applications, and attend regulatory meetings as needed. The permitting to be completed will be at the local and state level, and shall be completed, managed, and executed by the Consultant. The Consultant shall identify work or scope items required for the applicable permits that will require input or completion by the Authority, within its proposal.

The Authority is responsible for all permit fees.

Task 9 – Bid-Phase Engineering Services

The Consultant shall provide bid-phase engineering services for both construction projects outlined herein. The Consultant shall generally provide the following services:

- Prepare Contract Documents and Specifications.
- Contracts shall be structured to be unit price bids, per quantities prepared by the Consultant.
- Assist with the advertisement for bids.
- Conduct a pre-bid meeting and prepare follow up documents, and issue Addenda as needed.
- Assist in bid opening, evaluation of bids and recommendations to the Authority of lowest responsive bidder.
- Oversee/assist in Notice of Award, review of required Agreement documents from Contractor, and Notice to Proceed.

Task 10 – Meetings and Project Administration

This task is intended to include all the meetings and project administration costs necessary to complete the project. Consultant shall include within its proposal all anticipated meetings required to complete Tasks 1 through 8 above and shall state within its proposal what meetings cannot be reasonably included at this time. The following meetings, at a minimum shall include:

- Kick-off meeting
- Conceptual Plan Review Meeting (Task 2)
- Public Meeting (Task 3)
- Facility Master Plan Review Meeting (Task 4)
- Preliminary Design Review Meeting (Task 6)
- Final Design Review Meetings (Task 7), with progress meetings at the 30%, 60%, and 90% complete intervals.

- PADEP Pre-Application Meeting (Task 8)
- Pre-Bid Meeting (Task 9)

PROJECT SCHEDULE

The selected Consultant shall be expected to begin work within two weeks of contract signing. Contract signing is anticipated to take place within two (2) weeks following selection of successful firm by Authority Board of Directors.

The Consultant should submit a proposed project schedule that includes the tasks outlined above, and any intermediate tasks, necessary to perform the work. Proposed project milestones that should be accounted for are listed below.

- Notice to Proceed (NTP) – May
- Public Meeting
- Draft Submission – Transfer Station #1 – Solid Waste Permit Modification Application
- Draft Submission – Transfer Station #3 – Solid Waste Permit Modification Application
- PADEP Submission – Transfer Station #1 – Solid Waste Permit Modification Application
- PADEP Submission – Transfer Station #3 – Solid Waste Permit Modification Application
- Final Design Package Submission – Transfer Station #1 – Winter 2023
- Final Design Package Submission – Transfer Station #3 – Winter 2023
- Bid-Phase Engineering Services – Transfer Station #1 – Spring 2024
- Bid-Phase Engineering Services – Transfer Station #3 – Spring 2024
- Construction of New Transfer Station #1 – 2024/5
- Construction of New Transfer Station #3 – 2024/5

Proposed project schedule should be submitted in Microsoft Projects format.

QUALIFICATIONS:

Consultants shall demonstrate experience and qualifications to provide the requested services. Consultants shall also demonstrate the ability to furnish qualified and experienced staff. Proposals that fail to demonstrate the ability to furnish the necessary experience, personnel and equipment required for the project will be considered non-responsive. At a minimum, the Consultant must demonstrate that it meets or exceeds the following qualifications (all items showing compliance with the following bullet points shall be included in the proposal):

- Five years of recent Planning, Permitting, Design and Construction Phase engineering experience performing similar engineering efforts at Transfer Station sites.

- Two engagements performing similar engineering services, and permitting with PADEP, during the last seven years.
- PA Licensed Professional Engineers on team.
- Registered Architects on team.
- LEED Certified professionals on team (optional).

SUBMITTAL REQUIREMENTS:

Proposals shall include the following and shall be organized using each of the below required elements as section headings:

- A. Firm Description – provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. Project Team – Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The Project Manager shall be clearly identified, and a description of relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading public meetings shall be clearly identified.
- C. Statement of Project Understanding – The Consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. Scope of Services and Schedule – Describe in narrative form the Consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and add clarity to the tasks listed in the RFP; however, the Consultant shall not delete any requested scope tasks unless explicitly noted during subsequent addenda. The Consultant shall submit a schedule for completing the scope of work for design.
- E. Three (3) references, including contact name, email and phone number for similar projects.

Any questions pertaining to this Request for Proposals must be submitted to _____ by 5:00 PM on _____, 2023. Telephone inquiries will not be entertained. Applicants shall refrain from contacting or soliciting any staff member or official of the Authority regarding this Request for Proposals until the time of award. Failure to comply may result in disqualification of the applicant.

All responses become the property of the Authority. Responses may identify proprietary or confidential information for purposes of meeting an exception to the Pennsylvania Right-To-Know Law; however, the Authority is not bound by the identification of such information as

proprietary or confidential and will provide copies of materials provided hereunder in response to a right-to-know request as required by Pennsylvania law.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Organization - pertinent knowledge and experience of the personnel which will be assigned to the Project. (20 points)
2. The relevant experience and demonstrated ability of the firm with refuse storage, processing facilities, and transfer station projects. (20 points)
3. An intimate knowledge of the regulatory agencies and their permitting processes; with particular emphasis on experience with obtaining permits and addressing the concerns of stakeholders. (25 points)
4. The direct and demonstrated knowledge of the project history. (10 points)
5. Cost Proposal. (20 points)
6. Sustainability Innovation – experience with designing LEED certified facilities or sites with sustainability features addressing energy, water, waste, EVs, etc. (5 points)

SELECTION PROCESS

The Authority will designate a committee to review proposals, conduct interviews, and recommend award of a contract. The Authority intends to select one qualified firm to provide the services requested and enter into a contract with that firm. The Authority reserves the right in its sole discretion to reject any, or all, proposals, or to re-publish this Request for Proposals, and may determine to contract outside of a request for proposals process. This Request for Proposals is not subject to the competitive bidding process, and any contract entered into as a result of any response submitted will not be based on the concept of the ‘lowest responsible bidder’.

ATTACHMENTS

Attachment A – CEC Feasibility Report and Environmental Investigation Reports (2022/2023)

Attachment B – Current Operating/Solid Waste Permits for Transfer Stations #1 and #3

Attachment C – Delaware County’s draft 2023 Solid Waste Management Plan (Zero Waste Plan)

ISSUE PAPER

Issue: Cooperative Purchasing

Background: DCSWA is a member of two Cooperative Purchasing Programs, COSTARS and the Keystone Purchasing network (KPN). There are several other purchasing coops that serve public entities that would be beneficial for us to join, they are Sourcewell (sourcewell-mm.gov) based in Minnesota and HGACBuy (hgac.com) based out of the Houston-Galveston area.

Discussion: Membership in the purchasing coops has allowed to procure both goods and services in an extremely efficient, cost effective and timely manner. Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.

Sourcewell is the leader in national cooperative heavy equipment purchasing and offers many contracts for smaller equipment such as pumps, generators, lifts etc.

HGACBuy is used throughout the country for various equipment purchasing.

Purchasing with Cooperative Programs permits DCSWA the flexibility to procure equipment, supplies and services in compliance with the Authorities Act and reduces the costs and time of bidding ourselves.

Recommendation: It is recommended that the Board approve future purchasing from the listed Cooperative Programs.

Approved: _____

Jim McLaughlin, Chairman

DRAFT

Request for Proposal Landfill Gas-to-Energy Project Rolling Hills Landfill

Delaware County Solid Waste Authority
583 Longview Road
Boyertown, Pennsylvania 19512



1521 North Providence Road
Media, Pennsylvania 19063
(610) 892-9620

SCS ENGINEERS

02222834.00 | March 2023

53 South Main Street
Medford, New Jersey 08055
(609) 654-4000

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- Appendix A LFG Collection System Drawing
- Appendix B Gas Management System Monitoring, Operating & Maintenance Plan
- Appendix C Southern Area Landfill Expansion Permit Drawings
- Appendix D Landfill Gas Data
- Appendix D-1 LFG Recovery Projections
- Appendix D-2 LFG Laboratory Data

1.0 EXECUTIVE SUMMARY/INSTRUCTIONS TO BIDDERS

This Request for Proposals (RFP) has been issued by the Delaware County Solid Waste Authority (DCSWA) to solicit qualifications and proposals for the development (i.e., finance, own, permit, design, build, operate) of a landfill gas-to-energy (LFGE) project for the Rolling Hills Landfill (RHLF or the landfill) located in Boyertown, Berks County, Pennsylvania. The DCSWA operates the RHLF in accordance with its Pennsylvania Department of Environmental Protection (PADEP) Solid Waste Permit No. 100345 and Title V Permit No. 06-05081.

A third-party energy developer previously operated a LFGE project that included Landfill Gas (LFG)-fired turbines to generate electricity for sale. Subsequently, the DCSWA operated an LFG beneficial use project which was comprised of LFG-fired boilers for leachate evaporation. The aforementioned LFGE and LFG beneficial use projects ceased operation in 2007 and 2016, respectively.

The DCSWA is now considering other possible LFGE projects at the landfill, and is seeking proposals that will manage the LFG in an environmentally responsible and safe manner which will provide consistent, long term revenue streams to the DCSWA. The beneficial use of LFG to generate electricity for sale using LFG-fired reciprocating engines coupled with generators is the preferred option. However, proposals for other LFG beneficial use options will be considered. For example, another options could be refinement of the gas into renewable natural gas (RNG) for export into a nearby natural gas pipeline operated by DTM Birdsboro Pipeline, LLC (DTM). Each proposal will be reviewed on a case-by-case basis.

The DCSWA anticipates the project will be developed on its property i.e., within the RHLF property boundary, with appropriate land lease terms, including the interconnection with the electric utility (Met-Ed). Additionally, the DCSWA prefers that the proposed LFGE project be located adjacent to the DCSWA owned blower/flare station within an existing building where the leachate evaporators and associated boilers were previously operated. Furthermore, the DCSWA encourages the proposers to utilize the existing leachate evaporator building, the substation, and other infrastructure associated with the previous LFGE projects. If proposed by the developer, DCSWA may consider an alternate location for the project during project negotiations.

Revenue benefits to the DCSWA are to be proposed for the sale of LFG for beneficial reuse to the responding entity (Developer herein). The Developer will be responsible for costs to design, build, permit, own and operate the facilities and will be responsible for and receive the benefits of sale of the electricity, and appropriate renewable energy credits. The revenue to the DCSWA may include fixed or revenue sharing components as outlined in the price proposal section of this RFP. The term of an agreement is anticipated to be **20 years** but alternative terms may be proposed.

Proposals shall be submitted to DCSWA **with one paper copy and one electronic copy in Adobe PDF format, to be delivered to Mr. James Warner, Interim CEO at JWarner785@gmail.com and delivered to DCSWA, 1521 North Providence Road, Media, PA 19063.**

Proposals are due Friday, April 28, 2023 by 4:00 p.m. At the termination of the time for receipt of proposals no other proposals will be accepted. The proposals received will be publicly opened and read aloud.

The DCSWA anticipates creating a shortlist of two to four respondents based on an initial review of the proposals. The DCSWA will then enter into further discussions with the shortlisted firms which may include requests for additional information, clarification or interviews. Proposals that are not complete or that do not conform to the requirements of this RFP may be rejected by the DCSWA. The DCSWA reserves the right to reject any or all proposals or to negotiate or accept alternate terms as it deems in its best interest.

A **Pre-Proposal Meeting** will be held on **April 13, 2023 at 10:00 a.m.** at the RHLF Administrative Building, 583 Longview Road, Boyertown, PA 19512 followed by a facility tour. All potential proposers and potential subcontractors are encouraged to attend. Attendance is not mandatory; however, it is strongly recommended. Statements made by the DCSWA, DCSWA staff or other representatives during this meeting and site visit are non-binding. Any issue that may affect the proposals will be clarified in an addendum issued by the DCSWA.

Questions or requests for clarifications shall be emailed to Mr. David Moser, Environmental Manager, RHLF at DMoser@dcswa.net and Mr. Paresh Desai, P.E., SCS Engineers, at PDesai@scsengineers.com. **The last day for requests for clarifications will be April 24, 2023.**

2.0 SITE INFORMATION

2.1 LANDFILL

DCSWA owns and operates the RHLF formerly known as Colebrookdale Landfill, which is located in Boyertown, Berks County, Pennsylvania. RHLF is a lined Subtitle D facility which began operation in 1981 and has accepted municipal solid waste (MSW), construction and demolition (C&D) waste, municipal wastewater sludge, other non-hazardous wastes regulated as solid waste, asbestos and Waste to Energy (WTE) incinerator ash. The waste disposed within the RHLF currently is predominantly or approximately 60 percent WTE ash.

The site originally began operations in the early 1950s as an unlined open dump. In 1981, the operations were changed to a controlled lined landfill. Wastes from the old unlined dump area were excavated and relocated to the lined landfill. The excavated areas of the unlined landfill were also developed into a lined landfill. The landfill was permitted in several phases in 1988, 1990, and 1998. Refer to **Appendix C - Southern Area Landfill Expansion Permit Drawings, Sheets 6A and 6B** which shows the existing disposal area limits. The existing disposal area limits shown on Sheets 6A and 6B represent all previously permitted lined landfill areas (referred hereafter as the Existing Landfill). A vertical or piggy-back expansion was approved by the PADEP in 2021 which is known as Southern Area Landfill Expansion (referred hereafter as the Expansion).

According to the facility waste acceptance records, the average waste acceptance rate for the facility from 1989 through 2022 was approximately 550,000 tons per year. According to the facility's 2021 Annual Operations Report (AOR) the landfill's remaining capacity is approximately 13.5 MM tons and the remaining life of the landfill is estimated to be 22 years.

The GCCS is currently installed throughout the existing RHLF waste mass, with the main header system and several subheaders tying into approximately 90 vertical LFG collection wells. Construction of the Phase 1 of the expansion was completed in **2021** and waste disposal commenced in **2022**.

Both disposal areas (Existing and Expansion) are underlain by a dual liner system that includes a primary liner with a leachate collection system and a secondary liner with a leachate detection system. The drainage layers vary between different cells, but the liner system generally includes the following layers from top to bottom:

- 18-inch protective cover or aggregate leachate collection layer
- 16-oz/sy. non-woven cushion geotextile
- 60-mil textured HDPE (Expansion) or 50-mil smooth PVC (Existing RHLF) primary liner
- Geosynthetic clay liner
- Leachate detection layer geocomposite
- 60-mil textured HDPE (Expansion) or 50-mil smooth PVC (Existing RHLF) secondary liner
- 6-inch subbase layer
- 16-oz/sy. non-woven cushion geotextile (Existing RHLF only)

The final cover system for the Landfill includes the following components (from top to bottom):

- 6-inch topsoil layer
- 18-final cover soil
- Geocomposite drainage layer
- 30-mil (Existing RHLF) or 40-mil textured (Expansion) textured LLDPE geomembrane*
- *some portions of existing RHLF cap also include 30-mil smooth PVC liner
- 12-inch intermediate cover soil

2.1.1 Existing Landfill Gas Collection and Control System (GCCS)

A comprehensive LFG collection system is installed in the Landfill, which includes approximately 90 vertical extraction wells and 5 horizontal collectors (which were recently decommissioned), interconnected by a lateral, subheaders and header pipe network. The landfill also installs temporary wells or horizontal collectors to provide additional gas collection and odor control if needed. The LFG collection system will be expanded as waste filling continues or as otherwise required to recover LFG to control surface emissions/odors. A drawing of the existing LFG collection system is included in **Appendix A**. Additional information on the GCCS can be found in the facility's Gas Management System Monitoring, Operating & Maintenance Plan provided under **Appendix B**.

2.1.2 Vertical Extraction Wells

There are approximately 90 existing vertical extraction wells installed throughout the Landfill. The wells are constructed of 6-inch, schedule 80 PVC pipe (or CPVC pipe for wells in areas of high LFG temperatures). Vertical well depths range from **30 to 90 feet** and are generally drilled to within 10 to 15 feet of the Landfill waste base grades.

Each well is provided with a wellhead assembly. The wellhead includes a valve to permit the adjustment of the LFG flow rates and built-in monitoring ports designed to allow the measurement of LFG temperature and composition. The valve assembly is generally 4 inches in size to allow for LFG flow throttling. There are approximately **80 LFG extraction** wells at the landfill that operate in the 131 to 205° temperature range in accordance with approvals granted by PADEP. The LFG wells operating at temperatures >131°F are equipped with brass valves and high temperature rubber hosing. The remaining wells are equipped with PVC valves.

2.1.3 Horizontal Collectors

Horizontal collectors are generally utilized in areas that will not or did not reach final grade within 5 years of initial waste deposition. Horizontal collectors are utilized to collect LFG once a sufficient amount of waste is placed above the collector to reduce the potential for air infiltration. Horizontal collectors are also installed for odor controls.

As depicted on the LFG collection system drawing under **Appendix A**, 5 horizontal collectors were installed prior to 2021, however they were decommissioned and replaced with vertical wells in 2022. The DCSWA may install horizontal collectors as and when needed. The horizontal collectors are constructed with 6-inch slotted or perforated SDR 11 HDPE pipe, connected to 6-inch solid SDR 17 HDPE pipe. The slotted piping is surrounded by stone, and sloped to drain into stone drain pits or directly into the waste mass. The solid wall pipe is connected to the header or subheader using a wellhead. The wellheads on horizontal collectors

include a valve to permit the adjustment of the LFG flow rates, and built-in monitoring ports designed to allow the measurement of LFG temperature and gas composition. The wellhead valve sizes are generally 4 inches to allow for effective throttling.

2.1.4 Header and Lateral Collection Piping

The header and lateral collection piping are constructed of fusion-welded SDR 17 HDPE pipe. Header and lateral collection piping are generally installed below grade, except where the laterals connect to above-grade wellheads.

The header system in the Landfill is generally comprised of 12- to 18- inch diameter pipes. The lateral and subheaders are generally 4- to 10-inches in diameter and connect the vertical extraction wells, and other collection devices to the blower system via the header.

2.1.5 Header Isolation Valves

Header isolation system valves are constructed of PVC bodies and are equipped with seals which are resistant to the corrosive effects of LFG. Both the seals and valve bodies are suited for the specified application.

2.1.6 Condensate Management

Condensate that forms in the gas collection system piping within the landfill is discharged to the leachate collection system. Condensate that drains through the header to the blower/flare station is collected in a sub-grade sump/condensate knockout pot, which includes a pneumatically-operated condensate pump. This pump moves collected condensate through a force main to the leachate collection system. The condensate returned to the leachate collection system is treated and disposed with the landfill leachate.

2.1.7 Control System

DCSWA has installed a control system which includes a 2,000 scfm enclosed flare manufactured by Callidus Technologies and a blower system manufactured by XXXXXXXX. The blower system is comprised of two (2) multistage centrifugal blowers with a 2,000 scfm capacity @ 40-inch w.c. differential pressure which are used to apply vacuum to the LFG header system.

LFG is sent to the enclosed flare for control that incorporates the following features:

- Automatic pilot ignition using an auxiliary fuel.
- Thermocouples monitor flame temperatures for flame confirmation and safety.
- Flame arrester prevents backwards propagation of flame into LFG header system.
- Flare inlet thermocouple monitors for backwards flame propagation, before it reaches flame arrester.
- Pneumatically-operated, fail-safe shut-off valves provide positive closure of LFG supply to the flare upon flare shutdown, based on control system logic (e.g., low flame temperature, high flare inlet temperature).

2.1.8 Existing Landfill and Site Information

Mapping of the Existing and Expansion landfill site is provided in **Appendix C - Southern Area Landfill Expansion Permit Drawings**, refer to Sheets 6A and 6B. The drawing shows existing property and existing solid waste permit boundary. Note that the proposed permit boundary shown on the drawing is now approved therefore it is considered as existing solid waste permit boundary. In addition to other landfill infrastructure features, Sheet 6A also shows facility features pertinent to the subject RFP for LFGE project: this includes, DCSWA recommended area for the proposed LFGE plant i.e., Existing Building adjacent to the blower/flare station; existing substation used for the old LFGE plant; existing blower/flare station; and, the facility main entrance.

Sheet 6A also include limited areas of wetlands that have been previously mapped for different purposes, but is not in any way a comprehensive mapping of wetlands for the property. Developers will be required to meet all wetlands requirements, including updating all wetlands delineations in all areas to be impacted.

2.1.9 Landfill Development Plan

The proposed landfill development plan is presented in **Appendix C - Southern Area Landfill Expansion Permit Drawings**. As shown on Sheets 6A and 6B the Existing landfill liner system is already constructed. Phase 1 of the Expansion was also constructed and is currently used for waste disposal. Future Phases 2 and 3 limits are shown on Sheet 6C and RHLF's final grading plan is shown on Sheet 6D, for detailed phase development plans refer to Sheets 9A through 9D provided under **Attachment C**.

2.2 GAS QUALITY AND QUANTITY INFORMATION

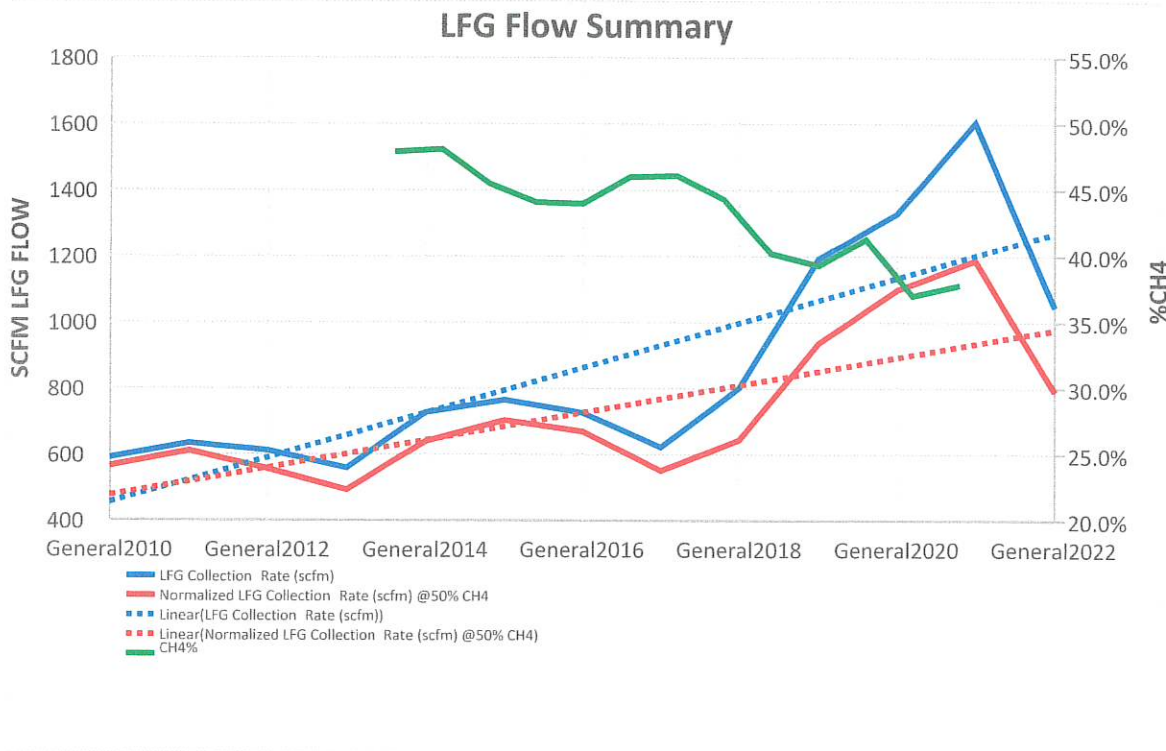
Information regarding gas quality and quantity information included in this section. **Figure 1** below provides twelve years of LFG flow data and a chart for this data is provided as **Figure 2** below. Future LFG Recovery Projections were completed by SCS Engineers (SCS) using their proprietary LFG recovery model. Please refer to SCS LFG Recovery Model Report provided under **Appendix D-1**. According to the SCS report, the LFG recovery potential range is estimated to be approximately 1,100 scfm in 2021 to 1,600 scfm in 2035.

Figure 1. LFG Flow History (Data)

Year	LFG Collected (scf)	CH4%	GCCS Operating Hours	LFG Collection Rate (scfm)	CH4 Collection Rate (scfm)	Normalized LFG Collection Rate (scfm) @50% CH4
2010	307,255,840	47.9%	8,672	591	283	566
2011	326,856,887	48.1%	8,584	635	305	611
2012	322,350,032	45.5%	8,784	612	278	557
2013	293,927,877	44.1%	8,760	559	247	493
2014	346,321,595	44.0%	7,938	727	320	640
2015	387,909,379	46.0%	8,448	765	352	704
2016	379,110,669	46.1%	8,694	727	335	670
2017	322,037,215	44.3%	8,625	622	276	551

2018	405,003,000	40.2%	8,417	802	322	645
2019	614,324,000	39.3%	8,592	1192	468	937
2020	678,783,000	41.3%	8,510	1329	549	1,098
2021	843,220,000	37.0%	8,760	1604	594	1,187
2022	612,285,000	37.8%	9,760	1046	395	790

Figure 2. LFG Flow History (Chart)




2.2.1 Landfill Gas Samples

LFG samples were collected by SCS on July 26, 2022 from the main header at the blower/flare station at the RHLF and sent to Acculabs Environmental for analysis. LFG sample test results were received by SCS on August 25, 2022. The laboratory test report is provided under **Appendix D-2** and summary of average test results for the two samples analyzed is provided below in **Figure 3** below.

Figure 3. LFG Test Result Summary

Analyte	Average Test Result
Total VOC	106 ppmV
Total Sulfur	787 ppmV
Total Siloxane	1.8 ppmV
Oxygen	4.1%
Nitrogen	47.3%



Carbon Dioxide	9.8%
Methane	34.2%
Hydrogen	3.3%

3.0 PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

The evaluation criteria will follow the categories and scoring as follows:

- **Similar Projects/References** (20% of overall score);
- **Project Approach and Schedule** (30% of overall Score);
- **Qualifications/Financial Resources** (20% of overall score); and
- **Price Proposal** (30% of overall score).

Additional information on the specific content requested for the RFP for each of these categories is provided below.

3.1 SIMILAR PROJECTS/REFERENCES

The Developer must include a minimum of three similar projects/references in their proposal. The written submittal should fully describe these projects and include the following information:

- Identify employees at referenced projects that would be involved with the DCSWA's project development and what their roles would be;
- If the project utilizes LFG, identify whether the wellfield for that project is subject to NSPS requirements, and in what capacity the Developer operates the wellfield? Also, if the wellfield is required under NSPS, how does the Developer assure compliance while balancing that compliance with the LFGE project's needs;
- How is condensate managed for the project;
- If the project involves refining LFG into high BTU natural gas, discuss whether nitrogen removal is included at the plant and what the wellfield operating tolerances are;
- How long has the project been operational; and,
- Contact information for the Owner of the facility where the project is located.

3.1.1 Project Approach and Schedule

For this portion of the proposal, the Developer should provide a detailed discussion on the permitting, design, construction, operation, technology, and maintenance for the proposed LFGE project. The Developer should discuss the LFGE usage selected for the project and why that use was selected. The Developer should also discuss how the DCSWA's gas recovery projections will make the project possible and support the values included in the price proposal. A sufficient description must be included to convey an understanding of the project, including the proposed technology. The feasibility of the proposed project will be factored into the scoring analysis, including both the viability and history of the proposed technology, and examples of functioning technology in the United States.

The approach must include sufficient detail of the proposed process, how the gas will be processed for its beneficial use, the ultimate distribution of electricity (or RNG), and the marketing strategy, if applicable. A process flow diagram must be provided to illustrate the

proposed process, as well as a schedule that shows development milestones for the proposed project.

Details to be included in the project approach that will impact the DCSWA directly should include the following:

- Estimated area required for the facility;
- Annual assumed future value of electricity sales (or RNG), Renewable Identification Numbers (RINs), and Renewable Energy Certificates (RECs) through the project period;
- Specifics regarding facility access and utility needs for the project (e.g., water, wastewater, electrical, etc.);
- Specific challenges to the project based on Developer's review of the information provided;
- How the Developer will address potential environmental impacts, including but not limited to stormwater, air quality, ambient noise and odor levels, traffic conditions, and surrounding areas and visual screening;
- Specify what safety and security measures will be implemented;
- Identify all waste products from the process and how they will be managed;
- Permits that must be obtained (including all permits required from PADEP, and/or EPA);
- How the Developer will maintain a working relationship and communicate with the DCSWA;
- The proposed location of the flow and methane meters for payment;
- How the Developer proposes to manage LFG that may have high hydrogen sulfide values; and
- A proposed project schedule identifying major milestones

The Developer must outline the proposed project team that will be utilized for the project including all subcontractors. An organizational chart must be included showing this structure along with key personnel.

3.2 QUALIFICATIONS/FINANCIAL RESOURCES

For this portion of the proposal, information on the Developer's qualifications must be included. A minimum of five years of experience with the type of proposed technology working in the United States must be demonstrated as a minimum qualification. In addition to other information the Developer believes will be useful to the DCSWA in its evaluation, the following information must be included:

- Years and summary of experience operating the proposed type of LFGE facility in the United States (can provide a separate summary for international operations as applicable);
- Directly relevant experience for the proposed project (for the type of LFGE project proposed) outside of the referenced projects;
- Relevant indirect experience for other types of LFGE projects;
- Years and summary of experience in operation, monitoring, and maintenance of LFGE facilities;
- Experience in marketing and negotiating energy and environmental attribute sales agreements;
- Summaries of experience of relevant key personnel;
- Summaries of and qualifications of subcontractors included on the project team; and
- Years and summary of experience operating LFG collection and control systems and experience operating wellfields under NSPS control requirements.
- To evaluate the financial resources and ability of the Developer to perform as set forth in the proposal, the following information is required:
 - Information for the DCSWA to judge the financial strength and stability of the company and its ability to perform and to meet the long-term obligations set forth in the proposal;
 - Discuss how the Developer will satisfy closure and post-closure financial assurance requirements;
 - Discussion of the ability of the Developer to secure financing, maintain letters of credit, or other guarantees as required by the DCSWA; and
 - Discussion of material lawsuits or litigation within the past 5-years.

3.3 PRICE PROPOSAL

This criterion will be scored based on the values populated in the price proposal form (see **Section 4**) and based on the DCSWA's evaluation of supplemental information provided by the Developer.

As part of the evaluation of this criterion, the Developer must also provide a proposed sample contract for the DCSWA's review.

4.0 PRICE PROPOSAL FORM

The form on the following page must be utilized by the Developer for their response to this RFP. The Developer should take note of the footnotes on the price proposal form as well. Additional information can also be provided if needed for clarification, or to set forth additional options for the DCSWA's consideration; however, any such information will not be in lieu of the attached price proposal form. The Developer must ultimately agree to make payments to the DCSWA based either on metered quantities and measured quality of LFG delivered and/or based on some mutually agreed upon revenue sharing arrangement.

The scope of services and pricing should assume that the Developer will be responsible for all planning, permitting, financing, design, construction, operations, maintenance, and environmental monitoring services for facilities associated with the LFGE facility. DCSWA will be responsible for the operation and maintenance of the LFG collection system and any upgrades and subsequent wellfield expansions of the LFG collection system (including future wellfield expansions for NSPS compliance). Any landfill permitting that might be required for changes to the gas system will be the DCSWA's responsibility; although all permitting related to the LFGE facilities will be the Developer's responsibility. The pricing should also assume that the Developer will utilize their own flare to combust off-spec or waste gas (the DCSWA's combustion devices will only be used to combust unprocessed LFG when the LFGE project is not able to receive it).

The form assumes a 20-year project period for consistency among responses. The initial columns indicate the amount of gas anticipated to be used, and not used. The modeled recovery potential (**Appendix D-2**) should be utilized as an upper limit when the Developer determines a recovery quantity to ensure that inflated projections are not utilized to show more revenue than might be possible.

Columns are provided to show the proposed unit quantity royalty payments on both a fixed and indexed basis. Columns are also provided to show the total annual compensation along with various categories or revenue. A range of options is provided to accommodate various LFGE project types.

As noted, the DCSWA is also open to a revenue sharing agreement as well to guarantee the Developer a reasonable return on investment, but also share in the potential revenue as opposed to a royalty payment. The DCSWA's evaluation of proposals that include this option will include an assessment of the risks associated with future electricity (or natural gas) and environmental attributes. Respondents are to provide their forward annual price assumption for electricity (or natural gas), including the electricity (or natural gas) index price deemed most appropriate by the respondent.

4.1 EXCEPTIONS

If the Developer takes exception to any of the terms included in the RFP and supporting documents, they must be clearly identified in this section of the proposal. Any such exceptions must also be clearly defined with respect to the revenue impact, if any, to the DCSWA. If any proposed change would increase the DCSWA's revenue, then the Developer must clearly describe and quantify the nature and scope of this increase. It should be noted that, regardless of any exceptions, the Developer's proposal must still include a proposal with the DCSWA's conditions as set forth in this RFP.

PRICE PROPOSAL FORM
Rolling Hills Landfill LFGE Project¹

Year	Anticipated LFG Used by Project ² (scfm)	Anticipated Excess LFG Not Used by Project (scfm)	Total Guaranteed Royalty Payment ³		Portion of Payment by Category ⁵										Total Annual Royalty Payment (Compensation) to DCSWA (\$) ⁵	
			Fixed Landfill Gas Purchase Price/MMBtu (\$/per million Btu)	Indexed Landfill Gas Purchase Price/MMBtu ⁴ (\$/per million Btu)	Portion of Annual Royalty Attributed to Power Sales (\$)		Portion of Annual Royalty Attributed to RECs (\$)		Portion of Annual Royalty Attributed to Gas Sales (\$)		Portion of Annual Royalty Attributed to RINs (\$)		Portion of Annual Royalty Attributed to Other Sources (\$)		Fixed	Indexed
					Fixed	Indexed	Fixed	Indexed	Fixed	Indexed	Fixed	Indexed	Fixed	Indexed		
2023																
2024																
2025																
2026																
2027																
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2041																
2042																

¹ All dollar values are to be presented in 2023 dollars, assuming an annual inflation rate of 4 percent. This form assumes that landfill gas will be compensated for equally by category. If this is not the case the Developer must indicate otherwise in their response and provide information on each category for each gas stream.

² The value of gas utilized or not utilized should not exceed the recovery potential from the applicable models provided in **Appendix D-2**.

³ If other unit of payment is preferred, please specify unit provided, but this sheet must still be populated.

⁴ Indexed price assumes a base price that would be adjusted monthly (increase or decrease in \$/MMBtu) to match the change in Henry Hub or other specified natural gas index pricing on the last day of the prior month for which a price was published.

⁵ The individual components in these columns should match the Total Guaranteed Royalty Payment.

5.0 CONTRACT TERMS

The DCSWA has an interest in ensuring that the LFG is beneficially used when entering into this agreement, and also has an interest in continuity of ownership to achieve this goal. As such the DCSWA is putting forward the following provisions to be included in the contract negotiations for any final agreement. Please note that, per **Section 3.3** of this RFP, the Developer must provide a copy of the proposed sample contract for the DCSWA's review.

The DCSWA intends to negotiate with the selected Developer to complete terms of a final contract based on the proposals received and the below terms.

- The DCSWA is considering a contract period of 20 years from the date of the start of operations of the project. The price proposal included in **Section 4** shall be based on a 20-year term to allow for comparison of proposals. Alternate contract periods may be proposed but shall be clearly identified.
- The DCSWA will be compensated for all LFG that is metered into the facility's inlet meters. If, and at the DCSWA's sole discretion, it observes a significant amount of flow being directed to the DCSWA's combustion devices for an extended period of time (and not being beneficially reused), the DCSWA reserves the right to initiate one or more projects to use the gas for a more advantageous beneficial use than flaring.
- At all times, the DCSWA retains the right to terminate the contract for failure to perform as required. Default of the Developer may include, but is not limited to: (a) failure to operate and maintain the facility and project in full compliance with all applicable laws and environmental compliance requirements; (b) operating the facility and project in a manner that creates a non-compliance event for the landfill; (c) operating the facility and project in a manner that creates a nuisance condition or environmental hazard; (d) failure to make timely and full payments to the DCSWA; or (e) failure to operate the facility and project in a manner that beneficially uses all but an insignificant portion of the LFG.
- If the Developer utilizes less than 50 percent of available gas quantities (or other value stipulated in a contract resulting out of a negotiations phase following this RFP process) made available by the DCSWA, as measured on a 12-month rolling average, the DCSWA retains the right to either sell excess gas to another entity (excess to be defined as the average quantity of gas not utilized over the 12-month period), or if revised terms cannot be negotiated with the Developer, terminate the contract. For the initial year after commencement of operations, the calculation of the 12-month rolling average of quantities shall supplement the data recorded by the Developer's meters with historic data recorded by the DCSWA's measuring and monitoring equipment.


6.0 LIMITATIONS

This Scope of Work and its contents has been prepared in accordance with the care and skill generally exercised by reputable LFG professionals, under similar circumstances, in this or similar localities. No other warranty, express or implied, is made as to the professional opinions presented herein.

The content in this scope of work was prepared for the use of the DCSWA's Rolling Hills Landfill Site. Other parties use this report at their own risk. SCS Engineers assume no responsibility for the accuracy of information obtained from, or provided by, third-party sources.

Any future LFG recovery projections provided are conceptual projections that were derived from information provided to SCS by the DCSWA, including available records of landfill waste receipts and in-situ waste. SCS has not made an independent verification of the accuracy of these records. Through this scope of work, SCS is not making any representations of the accuracy of the data obtained to develop the LFG recovery projections nor providing any guarantees as to the quality and/or quantity of gas available for extraction from the landfill. Further, these recovery projections are not intended to be used for New Source Review (NSR) submittals or any permit-related emissions estimates.

Lastly, certain assumptions have been made in this scope of work which are subject to change, and any assessments are for informational purposes only and is not intended to be legal, budgetary, or tax advice. Therefore, SCS Engineers make no guarantees of the potential revenue, tax credits, or incentives that may ultimately be realized from potential recovery.



Appendix A
LFG Collection System Drawings




Appendix B

Gas Management System Monitoring, Operating & Maintenance Plan




Appendix C

Southern Landfill Expansion Permit Drawings




Appendix D

Landfill Gas Data



Appendix D-1
LFG Recovery Projections



Appendix D-2
LFG Laboratory Data

This Amendment to the Host Community Agreement (“The Agreement”), made and entered into this 20th day of March, 2023, by and between the Delaware County Solid Waste Authority, Pennsylvania (the “DCSWA”) and the Township of Earl, Pennsylvania (the “TOWNSHIP”).

WITNESSETH:

WHEREAS, DCSWA and the TOWNSHIP entered into a Host Community Agreement dated February 14, 1991; and

WHEREAS, DCSWA and the TOWNSHIP have amended the Host Community Agreement on numerous occasions since its’ approval; and

WHEREAS, by Amendment to the Host Community Agreement dated April 19, 2016, DCSWA and TOWNSHIP have agreed to allow DCSWA to accept a total of 40,000 tons per year of Sludge Derivative Synthetic Soils from Passaic Valley, Newark, New Jersey for one (1) year; and

WHEREAS, the Township requested the DCSWA consolidate all prior existing amendments to the agreement into one agreement that would terminate annually on March 31, of each year; and

WHEREAS, the DCSWA and the Township entered into a consolidated agreement dated March 13, 2017, which expired on March 2018; and

WHEREAS, by Agreements dated March 2018, March 2019, March 2020 and March 2021, DCSWA and Township agreed to extend the amendment to the Community Host Agreement, as amended, for the additional year, until March 2019, March 2020, March 2021 and March 2022, respectively; and

WHEREAS, DCSWA desires to continue to accept a total of 40,000 tons per year of Sludge Derivative Synthetic Soils from Passaic Valley, Newark, New Jersey; and

WHEREAS, the Township desired to agree to the amendment to the Community Host Agreement provided for herein to DCSWA to continue to accept a total of 40,000 tons per year of Sludge Derivative Synthetic Soils from Passaic Valley, Newark, New Jersey; and

WHEREAS, except as provided for herein, the terms of the March 2017 Amendment to the Community Host Agreement shall be considered null, voided and terminated; and

NOW, THEREFORE, in consideration of the foregoing recitations, and intending to be legally bound hereby, the parties agree as follows:

- 1.) The definition of "Acceptable Waste" was amended on April 19, 2016 by an Amendment to the Host Community Agreement and incorporated into the March 2017 Amendment to authorize DCSWA to accept a total of 40,000 tons per year of Sludge Derivative Synthetic Soils from Passaic Valley, Newark, New Jersey.
- 2.) DCSWA may continue to accept a total of 40,000 tons per year of Sludge Derivative Synthetic Soils from Passaic Valley, Newark, New Jersey.
- 3.) There shall be a host fee of \$3.00 per ton for Sludge Derivative Synthetic Soils.
- 4.) DCSWA further agrees that the host fee stipulated in paragraph 4 of this agreement will change to \$5.00 per ton for Sludge Derivative Synthetic Soils accepted under this Agreement if DCSWA violates any provision of this Agreement. The \$5.00 shall be charged and calculated for all Sludge Derivative Synthetic Soils accepted from the date this Agreement is executed and shall continue to be charged until this Agreement is terminated.
- 5.) DCSWA shall Pay all the TOWNSHIP'S legal fees associated with preparing and enforcing this agreement.
- 6.) DCSWA further agrees to provide the TOWNSHIP access to any and all records requested by the TOWNSHIP, Technicon Enterprises Inc. and the Landfill Advisory Council members for the purpose of monitoring compliance of this Agreement.
- 7.) TOWNSHIP shall have the authority to terminate this Agreement with 10 days written notice to DCSWA.
- 8.) All other provisions of the March 2017 Amendment to the Community Host Agreement are terminated.
- 9.) This Agreement shall terminate March 31st, 2024.

IN WITNESS WHEREOF, the TOWNSHIP and DCSWA have caused this Agreement to be executed in their respective names, have caused their respective corporate seals to be hereto affixed, and have caused this Agreement to be attested, all by their duly authorized officers and representatives, and the TOWNSHIP and the DCSWA have caused this Agreement to be dated as of the date and year first written above.

TOWNSHIP OF EARL,
COUNTY OF BERKS, PENNSYLVANIA

Attest: _____

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

DELAWARE COUNTY SOLID WASTE
AUTHORITY

Attest: _____

By: _____

Title: _____

DELAWARE COUNTY SOLID WASTE AUTHORITY

POLICY NO. _____

CONFLICT OF INTEREST POLICY

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Conflict or Conflict of interest shall mean use by a Board member or Authority employee of the authority of their office or employment, or any confidential information received through their holding public office or employment, for the private pecuniary benefit of themselves, a member of their immediate family or a business with which they or a member of their immediate family is associated. The term does not include an action having a *de minimis* economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or Authority employee, a member of their immediate family or a business with which they or a member of their immediate family is associated.

***De minimis* economic impact** shall mean an economic consequence which has an insignificant effect.

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of *de minimis* economic impact.

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the Chair of the Board, the Chief Executive Officer and any awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Authority shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Authority staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.

DELAWARE COUNTY SOLID WASTE AUTHORITY

POLICY NO. _____

POLICY ON PUBLIC PARTICIPATION

The Authority shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law.

At the discretion of the Presiding Officer, each commenter shall:

- Comment during the public comment period specified on the meeting agenda or during the time as offered by the President Officer at the meeting.
- Direct their comments to the Presiding Officer;
- Speak from their seat, the podium or into a microphone designated by the Presiding Officer;
- State their name for the record;
- State whether they are a rate-payer or a non-rate-payer.¹
- Have a maximum of three (3) minutes to make their comments. Each commenter when speaking to a specific agenda item, is to keep their comments relevant to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Delaware County Solid Waste Authority, Delaware County, PA;
- Be seated after speaking or upon the request of the Presiding Officer;
- Not engage in debate, dialogue or discussion;
- Not disrupt the public meeting; and
- Exercise restraint and sound judgment in avoiding the use of profane language, and the maligning of others.

¹ NOTE: It is not permissible to require a commenter to give their address.