

**Sumter County Public Works
Solid Waste Facility
Preparation of Operation Manual and Permits
For Waste Tire and Waste Processing Facility
Springstead Engineering, Inc.**

Scope of Services and Fee Estimate

Background

Up until 2004, Springstead Engineering, Inc. had worked with Sumter County over a period of years providing the engineering and design services required to obtain, renew, and maintain many different types of solid waste permits for the solid waste facility. Springstead Engineering has performed similar type of solid waste permitting for many facilities in Lake, Sumter, Hernando, Citrus and Marion counties.

Springstead Engineering performed engineering and permitting for Sumter County which included generating a facility Operation Plan when the current Community Drop-off Area was constructed about 10 years ago. Since that time, the county has had others updating and modifying the OP.

Springstead Engineering has prepared this Scope of Services to provide services for the Sumter County Solid Waste Facility to apply for a Waste Tire and Waste Processing Permit for a new Community Drop-off Area.

Scope of Services

Task 1 – Obtain Facility/Site Information

The services required to perform the work requested will require several items which are needed for both the waste tire and the waste processing facility permits. These items include but are not limited to:

- A site plan identifying the facility location, acreage, water bodies, wetlands on or within 200 feet of the site and potable water wells within 500' of the site. We will have to obtain this from the county. It is my understanding that the county has an engineering firm completing the site plan. The site plan may need to be modified for the permits and in conjunction with the DEP's comments.
- Proof for DEP that the drainage of the site has been permitted by them or SWFWMD. We will have to coordinate this with the firm which performed this work for the county.
- A description of the operations, handling and functions of all equipment located on site expected to be used in the storage and processing of the waste.

- Location, maximum volume, handling of the waste tires and all wastes taken in at the facility
- A new Operation Plan for the facility which includes description of the facilities, staffing, equipment, training, emergency preparedness, and much more. This document also includes the closure plan.
- A new Closure Plan describing the removal, transportation and disposal of the maximum amount of material allowed on site, as described in the Operation Plan. The closure plan also describes the shut down process and security of the facility after closure.
- A financial cost estimate for closure which requires valid proposals from 3rd party contractors/haulers for the cost to remove and dispose the maximum amount of material and wastes allowed at the facility, as described in the closure plan, including waste tires.
- Coordination with the site facility consultant for the new CDA pad area

This work is required to supplement both of the permit applications. This will be critiqued by DEP in their review process and will have to be modified based on each set of review comments.

I have lumped together costs which will apply to both permits and split the total 30-70 (waste tire-waste processing) to obtain the respective costs for the joint work. The balance of the work will be applied to the respective permitting.

Task 2 - Waste Tire Permit Application

The waste tire permit application requires the information stated above in addition to information specific to a fire safety survey performed for this application and an emergency preparedness manual.

The county will need to address any deficiencies noted in the fire safety survey in order to get a positive letter from the fire chief supporting the application. The emergency preparedness manual is separate from the Operation manual, but addresses many similar issues.

The waste tire permit application and support documentation will be a stand alone permit. This permit should be fairly straight forward assuming the documentation in Task 1 and supporting documentation is sufficient.

Task 3 – Waste Processing Permit Application

The waste processing permit application will require the information prepared in Task 1 in addition to more specific details to assure DEP that proper handling of each type of waste received, handled, stored, and/or processed is in accordance with the procedures approved by DEP for that particular waste. Information will need to be provided to DEP

for handling and emergency handling for authorized, unauthorized and special wastes which could be left at the facility.

The permit application requires specific descriptions for receiving, processing, sorting, materials storage; if each process takes place inside or outside, if proper ventilation is provided, how litter control is provided; if leachate control is provided and how is leachate handled; how is leachate isolated from stormwater; how will incoming waste be evaluated and by whom; are the evaluators and operators properly trained; is fire protection adequate; a closure plan for the facility; and many other details.

The information provided for each of these requirements will be scrutinized along with the site plan until the application and supporting documentation provides sufficient reinforcement so that the reviewers can issue a permit.

The waste processing permit will not be a straight forward permit. It has been my experience that the waste processing permit will require multiple responses to comments from DEP. In addition, at least one meeting will likely be needed to review the permit application material with the reviewers.

Task 4 – Response to DEP Comments and Support Application

As discussed above, the operation plan, closure plan, closure cost documentation and application information will need to be revised several times based on DEP comments prior to the issuance of a permit. Each cycle of review will reduce the concerns of the DEP reviewers. It is my guess that at least two sets of comments and one meeting will be needed to complete the application process. Each response to comments requires detailed answers and modification of the documents which will be used by the facility to operate.

Springstead Engineering will respond to the comments in an appropriate manner after discussing the implications of the comments with Public Works. It is my experience that the responses comments may stimulate additional comments by DEP up until a point of comfort is reached by DEP reviewers.

Schedule and Deliverables

Springstead Engineering, Inc. is prepared to begin work described in this Scope of Services upon receipt of approval of the scope and fee. The schedule and associates deliverables are as described below.

1. Prepare support documentation and application materials. - SEI will generate the number of hard and digital copies of the original applications as required by DEP and one hard copy and a digital copy of the applications for the owner within 60 days of receiving authorization to proceed. The county will be notified of the cost of the application fees to DEP and will provide the appropriate fee and application signatures.

2. Prepare responses to DEP comments. - response to each set of DEP comments will be addressed within 30-45 days of receiving the comments from DEP. SEI will generate the number of hard and digital copies required by DEP in addition to one hard copy and a digital copy for the owner.

Fee Estimate

Springstead Engineering proposes to complete the work detailed in this Scope of Services for the not-to-exceed price of \$33,460. A fee summary is provided below.

Task	Fee
Task 1 - Develop Support Documentation – Ops Plan/Closure Plan/Cost Est	\$9,100.00
Task 2 - Waste Tire Permit Application and Response to Comments	\$6,835.00
Task 3 - Waste Processing Permit Application and Response to Comments	\$17,525.00
Total	\$33,460.00

Exclusions and Conditions

The following exclusions and conditions apply to this proposal; however these items can generally be provided at additional costs:

1. Permit application fees are not included.
2. Should DEP have comments regarding the design of the drop-off area, re-design of the drop-off area is not included.
3. Survey costs are not included.
4. Geotechnical investigation/materials testing costs are not included.
5. Stormwater design is not included.
6. Groundwater monitoring plan/groundwater testing is not included.
7. Traffic analysis study is not included
8. Threatened or endangered species survey is not included.
9. Historical resources survey is not included.
10. Leachate storage and/or treatment design is not included.
11. Public Works will provide all documentation which is site specific for receiving, waste handling, waste removal, vendors, storage volumes, containment, etc. as needed to prepare the documents required for permitting.
12. Springstead Engineering has the right to rely on the information provided by the client in the execution of performing these services.



A handwritten signature in black ink, followed by the date "9/14/11" written below it.



Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

DEP Form #: 62-701.900(25)_
Form Title: Waste Tire Collection Center Permit Application
Effective Date: January 6, 2010
DEP Application No. _____ (Completed by DEP)

WASTE TIRE COLLECTION CENTER PERMIT APPLICATION

A Waste Tire Collection Center Permit allows up to 1,500 waste tires to be stored at the facility at any on time. If this quantity is exceeded, a Waste Tire Processing Facility Permit is required.

Permit No. _____

Renewal Modification Existing unpermitted facility Proposed new facility

Part I-General Information:

A. Applicant Information:

1. Applicant Name: _____
2. Applicant Street Address: _____
3. City: _____ County: _____ Zip: _____
4. Applicant Mailing Address: _____
5. City: _____ County: _____ Zip: _____
6. Contact person: _____ Phone: () _____ FEID No: _____

7. Have any enforcement actions been taken by the Department against the applicant relating to the operation of any solid waste management facility in this state? This includes any Complaint, Notice of Violation, or revocation of a permit or registration, as well as any Consent Order in which a violation of Department rules is admitted. It does not include a Warning Letter, Warning Notice, Notice of Noncompliance, or other similar document which does not constitute agency action.

Yes _____ No _____ If yes, attach a history and description of the enforcement actions.

B. Facility Information:

1. Facility Name: _____
2. Facility Street Address (Main Entrance): _____
3. City: _____ County: _____ Zip: _____
4. Facility Mailing Address: _____
5. City: _____ State: _____ Zip: _____
6. Contact Person: _____ Phone: () _____

Facility Location Coordinates:

7. Section: _____ Township: _____ Range: _____
8. Latitude: _____ Longitude: _____
9. Anticipated date for starting construction _____ and for completion of construction _____
10. Anticipated date for receipt of tires _____

Mail completed form to
the appropriate District office
listed below

Northwest District
160 Government Center
Pensacola, FL 32501-5794
850-595-8360

Northeast District
7825 Baymeadows Way, Ste. 200 B
Jacksonville, FL 32256-7590
904-807-3300

Central District
3319 Maguire Blvd., Ste. 232
Orlando, FL 32803-3767
407-894-7555

Southwest District
13051 N. Telecom Pky
Temple Terrace, FL
813-632-7600

South District
2295 Victoria Ave., Ste. 364
Fort Myers, FL 33902-2549
239-332-6975

Southeast District
400 North Congress Ave.
West Palm Beach, FL 33401
561-681-6600

C. Land Owner Information (if different from applicant):

1. Owner's name: _____
2. Land owner's mailing address: _____
3. City: _____ State: _____ Zip: _____
4. Authorized Agent: _____ Agent's phone: () _____
5. Current lease expires: _____

D. Facility Operator Information (if different from applicant):

1. Operator's name: _____
2. Operator's mailing address: _____
3. City: _____ State: _____ Zip: _____
4. Contact person: _____ Phone: () _____

E. Preparer of Application:

1. Name of person preparing application: _____
2. Mailing address: _____
3. City: _____ State: _____ Zip: _____
4. Phone: () _____
5. Affiliation with facility: _____

Part II Operations:

A. Describe the general operation of the collection center _____

B. Describe how and where the waste tires will be used, sold, or disposed of _____

Part III-Attachments:

Please attach the following information to this application:

- A. A plot plan of the collection center showing:
 - 1. Boundaries of the area being permitted, easements, and rights of way.
 - 2. All wetlands and water bodies in or within 200 feet of this area
 - 3. The waste tire storage area.
 - 4. All structures including buildings, fences, roadways, stormwater control devices, and water wells.
- B. A copy of a fire safety survey of the collection center
- C. A copy of the emergency preparedness manual.
- D. A letter from the landowner (if different from applicant) authorizing the use of the land as a waste tire collection center.
- E. A check for the application fee.

NOTE: The record keeping requirements of 62-711.400(5) apply to collection centers. However, reports to the Department are not required.

Part IV Certification:

To the best of my knowledge and belief, I certify the information provided in this application is true, accurate, and correct. I have attached all documents and/or authorizations that are required.

Print Name of Authorized Agent Signature of Authorized Agent Date



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

DEP Form #: 62-701.900(4), F.A.C.
Form Title: Application to Construct, Operate, or Modify a Waste Processing Facility
Effective Date: January 6, 2010
Incorporated in Rule: 62-701.710(2), F.A.C.

APPLICATION TO CONSTRUCT, OPERATE, OR MODIFY A WASTE PROCESSING FACILITY

GENERAL REQUIREMENT: Solid Waste Management Facilities shall be permitted pursuant to Section 403.707, Florida Statutes (F.S.) and in accordance with Florida Administrative Code (F.A.C.) Chapter 62-701. A minimum of four copies of the application shall be submitted to the Department District Office having jurisdiction over the facility. The appropriate fee in accordance with Rule 62-701.315(4), F.A.C., shall be submitted with the application by check made payable to the Department of Environmental Protection (DEP). Complete appropriate sections for the type of facility for which application is made and include all additional information, drawings, and reports necessary to evaluate the facility.

Please Type or Print in Ink

A. GENERAL INFORMATION

1. Type of facility (check all that apply):

Transfer Station

Materials Recovery Facility:

C&D Recycling

Class III MRF

MSW MRF

Other Describe: _____

Other Facility That Processes But Does Not Dispose Of Solid Waste On-Site:

Storage, Processing or Disposal for Combustion Facilities (not addressed in another permit)

Other Describe: _____

NOTE: C&D Disposal facilities that also recycle C&D, shall apply on DEP FORM 62-701.900(6), F.A.C.

2. Type of application:

Construction/Operation

Operation without Additional Construction

3. Classification of application:

New

Substantial Modification

Renewal

Intermediate Modification

Minor Modification

4. Facility name: _____

5. DEP ID number: _____ County: _____

6. Facility location (main entrance): _____

B. ADDITIONAL INFORMATION

Please attach the following reports or documentation as required.

1. Provide a description of the solid waste that is proposed to be collected, stored, processed or disposed of by the facility, a projection of those waste types and quantities expected in future years, and the assumptions used to make the projections (Rule 62-701.710(2)(a), F.A.C.).
2. Attach a site plan, signed and sealed by a professional engineer registered under Chapter 471, F.S., with a scale not greater than 200 feet to the inch, which shows the facility location, total acreage of the site, and any other relevant features such as water bodies or wetlands on or within 200 feet of the site, potable water wells on or within 500 feet of the site (Rule 62-701.710(2)(b), F.A.C.).
3. Provide a description of the operation and functions of all processing equipment that will be used, with design criteria and expected performance. The description shall show the flow of solid waste and associated operations in detail, and shall include (Rule 62-701.710(2)(c), F.A.C.):
 - a. Regular facility operations as they are expected to occur;
 - b. Procedures for start up operations, and scheduled and unscheduled shut down operations; and
 - c. Potential safety hazards and control methods, including fire detection and control.
4. Provide a description of the loading, unloading, storage and processing areas (Rule 62-701.710(2)(d), F.A.C.).
5. Provide the identification and capacity of any on-site storage areas for recyclable materials, non-processable wastes, unauthorized wastes, and residues (Rule 62-701.710(2)(e), F.A.C.).
6. Provide a plan for disposal of unmarketable recyclable materials and residue, and for waste handling capability in the event of breakdowns in the operations or equipment (Rule 62-701.710(2)(f), F.A.C.).
7. Provide a boundary survey, legal description, and topographic survey of the property (Rule 62-701.710(2)(g), F.A.C.).
8. Provide a description of the design requirements for the facility which demonstrate how the applicant will comply with Rule 62-701.710(3), F.A.C.
9. Provide an operation plan which describes how the applicant will comply with Rule 62-701.710(4), F.A.C. (Rule 62-701.710(2)(h), F.A.C.).
10. Provide a closure plan which describes generally how the applicant will comply with Rule 62-701.710(6), F.A.C. (Rule 62-701.710(2)(i), F.A.C.).
11. Unless exempted by Rule 62-701.710(10)(a), F.A.C., provide the financial assurance documentation required by Rule 62-701.710(7), F.A.C. (Rule 62-701.710(2)(j), F.A.C.).
12. Provide documentation to show that stormwater will be controlled according to the requirements of Rule 62-701.710(8), F.A.C.
13. Provide documentation to show that the applicant will comply with the recordkeeping requirements of Rule 62-701.710(9), F.A.C.
14. Provide a history and description of any enforcement actions by the applicant described in subsection 62-701.320(3), F.A.C. relating to solid waste management facilities in Florida. (Rules 62-701.710(2), F.A.C. and 62-701.320(7)(i), F.A.C.)

C. CERTIFICATION BY APPLICANT AND ENGINEER OR PUBLIC OFFICER

1. Applicant:

The undersigned applicant or authorized representative of _____

is aware that statements made in this form and attached information are an application for a _____

_____ Permit from the Florida Department of Environmental Protection and certifies that the information in this application is true, correct and complete to the best of his/her knowledge and belief. Further, the undersigned agrees to comply with the provisions of Chapter 403, Florida Statutes, and all rules and regulations of the Department. It is understood that the Permit is not transferable, and the Department will be notified prior to the sale or legal transfer of the permitted facility.

Signature of Applicant or Agent

Mailing Address

Name and Title (please type)

City, State, Zip Code

E-Mail address (if available)

(_____) _____
Telephone Number

Date

Attach letter of authorization if agent is not a governmental official, owner, or corporate officer.

2. Professional Engineer registered in Florida (or Public Officer if authorized under Sections 403.707 and 403.7075, Florida Statutes):

This is to certify that the engineering features of this waste processing facility have been designed/examined by me and found to conform to engineering principles applicable to such facilities. In my professional judgment, this facility, when properly maintained and operated, will comply with all applicable statutes of the State of Florida and rules of the Department. It is agreed that the undersigned will provide the applicant with a set of instructions of proper maintenance and operation of the facility.

Signature

Mailing Address

Name and Title (please type)

City, State, Zip Code

Florida Registration Number
(please affix seal)

E-Mail address (if available)

(_____) _____
Telephone Number

Date