

Department of Public Works, Highway & Transportation

1919 Alliant Energy Center Way Madison, Wisconsin 53713 Telephone: 608-266-4018

Fax: 608-267-1533

DANE COUNTY

November 9, 2010

REQUEST FOR PROPOSALS

No. 310036

You are invited to submit a proposal for Request for Proposals (RFP) No. 310036 to enter into a five year contract to provide engineering services related to the operation, monitoring and maintenance of the Truax Landfill and the landfill gas extraction system at the Truax Landfill. The Truax Landfill is a closed landfill located adjacent to the Dane County Regional Airport and is owned by the County of Dane. The services to be provided as are described in the materials issued with the RFP. No proposal bond or performance bond is required.

SUBMITTAL INSTRUCTIONS

Three complete copies of your proposal materials must be received by Dane County, at the address below, by 2:00 p.m. on December 2, 2011. Follow these instructions for submitting a proposal:

- 1. Under cover of a <u>signed</u> Signature Page in the form contained on page 3 below, attach the following documents under separate tabs.
 - (A) A signed Contract Compliance Program Worksheet, in the form shown on page 4 below.
 - (B) A signed Fair Labor Practices Certification, in the form shown on page 7 below
 - (C) A Statement of the Total Amount of Proposal, as described on page 9 below.
 - (D) A Schedule of Annual Charges, as described on page 9 below.
 - (E) A Schedule of Hourly Rates and Charges, as described on page 9 below.
 - (F) A Statement Identifying Subcontractors, Testing Lab(s), and Testing Methodology, as described on page 9 below.
 - (G) A Statement of Proposer's Qualifications, as described on page 9 below.
 - (H) A Statement of Comparable Work, as described on page 9 below.
 - (I) A Statement of Office Location(s) setting forth the address(es) of Proposer's office(s).
- 2. On the lower left-hand corner of a sealed envelope containing three copies of your proposal type or clearly print the following:

Proposal No. 310036

Engineering services related to the Truax Landfill and the landfill gas extraction system Submittal Deadline: 2:00 p.m., December 2, 2011

3. Mail or deliver the proposal so that it is received at the following address by 2:00 p.m., December 2, 2011:

Dane County Department of Public Works, Highway & Transportation 1919 Alliant Energy Center Way Madison, Wisconsin 53713

TABLE OF CONTENTS

RFP NO. 310036

<u>Page</u>	
1.	Introduction and Submittal Instructions
2.	Table of Contents
3.	Signature Page
4.	Contract Compliance Program Worksheet
6	Contract Compliance Program Definitions
5.	Vendor Registration and Equal Benefits Requirements
7	Fair Labor Practices Certification
8	Legal Notice as Published
9	Scope of Services to be Provided and Information Required to be Submitted with Proposal
10	Proposal Evaluation Criteria
11 to end	Example Purchase of Services Agreement, including Schedule A entitled Engineering Services To Be Provided, the following Exhibits 1 through 4 attached to Schedule A:
	(a) Exhibit 1. State of Wisconsin Department of Natural Resources document entitled Plan Modification To Reduce Groundwater And Gas Probe Monitoring Requirements At The Dane County Truax Landfill (#03306) FID 113183620, dated October 15, 2007.
	(b) Exhibit 2. Document entitled <u>Appendix E, Landfill Gas</u> <u>Management System Operating Plan</u> , dated February 1999.
	(c) Exhibit 3. Map entitled Gas Header Pipe Plan, dated December 2004.
	(d) Exhibit 4. Map entitled Existing Conditions Map and Monitoring

Locations, dated June 2001.

Signature Page



County of Dane DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

Room 425, City-County Building 210 Martin Luther King, Jr. Blvd. Madison, Wisconsin 53703 (608) 266-4131

COMMODITY / SERVICE: Engineering Services for Truax Landfill Gas Extraction System				
REQUEST FOR PROPOSAL NO.:	PROPOSAL DUE DATE: BIE	BID BOND:	PERFORMANCE BOND:	
310036	December 2, 2010	N/A	N/A	
PROPOSAL INVALID V	VITHOUT SIGNATURE			
THE UNDERSIGNED IS AUTH	ORIZED TO EXECUTE THIS PRO	POSAL ON BEHALF O	F THE BELOW NAMED	
PROPOSER AND SAID PROPO	SER HEREBY AGREES TO BE B	OUND BY ALL TERMS	, CONDITIONS, AND	
	VE REFERENCED REQUEST FOR			
UNDER COVER OF THIS SIGN	IATURE PAGE SHALL BE BINDI	NG UPON THE PROPOS	SER FOR A PERIOD OF	
NINETY DAYS AFTER IT IS SU	UBMITTED. IN THE EVENT THE	CONTRACT THAT IS	THE SUBJECT OF THIS	
PROPOSAL IS AWARDED TO	THE PROPOSER, THE PROPOSE	R COVENANTS AND A	GREES THAT IT WILL	
EXECUTE A CONTRACT IN SUBSTANTIAL CONFORMANCE WITH THE EXAMPLE PURCHASE OF SERVICES				
AGREEMENT THAT HAS BEE	N PROVIDED AS PART OF THE	REQUEST FOR PROPOS	SALS MATERIALS AND	
SHALL RENDER THE SERVIC	ES REQUIRED THEREUNDER FO	OR THE PRICE SET FOI	RTH IN THIS PROPOSAL.	
SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print) DATE:				
SUBMITTED BY: (Typed Name)	TELEPHONE	: (Include Area Code)	
Sephilips 21. (Typed Flame)	,	12221110112	· (menade i nea esae)	
COMPANY NAME:		I		
ADDRESS: (Street, City, State, Z	Cip Code)			
	/			

CONTRACT COMPLIANCE PROGRAM WORKSHEET

Dane County has an established a Contract Compliance Program that encourages the targeted enterprises identified below to do business with Dane County, and requires Dane County to actively solicit bids from these businesses. Information from your response to this worksheet will be entered in the Purchasing Division's Advanced Procurement System database to provide data that will be valuable to Dane County's Contract Compliance Program and will be used in establishing computerized bidder lists for future solicitations. All vendors completing the Contract Compliance Program Worksheet will be added to the database whether or not they qualify as targeted enterprises.

Following are the acronyms for the enterprises that are targeted under the Contract Compliance Program. See the following page for Contract Compliance Program definitions applicable to the targeted enterprises.

DBE

Disadvantaged Business Enterprise

MBE Minority Business Enterprise
WBE Women Business Enterprise

ESB	Emerging Small Business	
	e select the category or categories that best describe you column in the box provided at the bottom of the column:	·
мм	B African American H Hispanic American Native American / American Indian A Asian Pacific American I Asian-Indian American	L Male E ESB F Female
	by certify that all of the above information is true. Is signed business does not fall within the definition of	
	Proposer's Name:	
	Signature:	Date:
	Title:	

CONTRACT COMPLIANCE PROGRAM DEFINITIONS

<u>Disadvantaged Business Enterprise (DBE).</u> A DBE is a small business with at least fifty one (51) percent of the ownership or equity interest in the business held by one or more socially and economically disadvantaged individuals who control the management and daily operation of the business.

<u>Socially and Economically Disadvantaged Individuals.</u> The following persons are considered to be socially and economically disadvantaged:

- 1. Individuals with a current Section 8 (a) certification from the Small Business Administration.
- 2. Citizens or lawfully permanent residents of the United States who are in any of the following groups:
 - A. Women;
 - B. Black Americans, which includes persons having origins in any of the Black racial groups of Africa;
 - C. Hispanic Americans, which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - D. Native Americans, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - E. Asian-Pacific Americans, which includes persons whose origins are Burma, Thailand, Malaysian, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, the Philippines, Samoa, Guam, the Republic of Palua, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Commonwealth of the Northern Mariana Islands; or
 - F. Asian-Indian Americans, which includes persons whose origins are India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal.

<u>Minority Business Enterprise (MBE).</u> A MBE is an independent business with at least fifty one (51) percent of the ownership or equity interest in the business held by one or more minority individuals who control the management and daily operation of the business.

<u>Women Owned Enterprise (WBE).</u> A WBE is an independent business with at least fifty-one (51) percent of the ownership or equity interest in the business held by one or more women who control the management and daily operation of the business.

Emerging Small Business (ESB). An ESB must meet each of the following criteria:

- 1. It must have been operating as an independent business concern for at least one year;
- 2. It must be located in the State of Wisconsin;
- 3. It must be comprised of less than 25 employees:
- 4. It must not have aggregate gross sales over the preceding three years in excess of three million dollars; and
- 5. It must not have a history of failing to complete projects.

DANE COUNTY VENDOR REGISTRATION PROGRAM

Proposers wishing to be considered for a contract award must register with the Dane County Purchasing Manager and pay a vendor registration fee as required under Section 62.15 of the Dane County Code of Ordinances. Registration forms can be completed online at http://www.danepurchasing.com/registration or are available by calling (608) 266-4131. Your completed vendor registration form and registration fee must be received prior to the proposal opening or your proposal will not be considered.

DANE COUNTY EQUAL BENEFITS REQUIREMENT

By submitting a Proposal, the Proposer acknowledges that the contract awarded under Request for Proposals 310036 will require the contractor to provide equal benefits pursuant to Section 25.016 of the Dane County Code of Ordinances. For more information regarding Dane County's equal benefits requirement see www.danepurchasing.com/partner-benefit.aspx

Your Proposal must be received by the Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, No Later than 2:00 p.m. on December 2, 2011.

Dane County is an Equal Opportunity Employer

FAIR LABOR PRACTICES CERTIFICATION

The undersigned, for and on behalf of the Proposer named below (the "Proposer"), certifies as follows:

A. That he or she is an officer or agent of the Proposer authorized to execute this

	certification on behalf of the Proposer.		
В.	That the Proposer has (check one):		
	not been found by the National Lab Employment Relations Commission to have vio	lated any statute or regulatior	n regarding
	been found by the National Labor Relations Commission to have violated any state or relations in the seven years prior to the date of	ite or regulation regarding labor	
Sig	gnature of Authorized Officer or Agent	Date	
Prir	nted or Typed Name and Title of Signing Officer or Agent		
Prir	nted or Typed Name of Proposer		

NOTE: You can find information regarding the violations referenced in this certification at: www.nlrb.gov and werc.wi.gov.

For reference, Section 25.11(28)(a) of the Dane County Code of Ordinances provides as follows:

BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If the Proposer has been found by the National Labor Relations Board or the Wisconsin Employment Relations Commission to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date of this Certification, attach a copy of all relevant agency determinations.

Legal Notice

Invitation To Propose

Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

2:00 p.m., Thursday, December 2, 2010

Request for Proposals No. 310036

Engineering Services for Landfill Gas Extraction System

Truax Landfill

Madison, Wisconsin

Dane County is inviting proposals for engineering services related to the operation, monitoring, and maintenance of the Truax Landfill and the landfill gas extraction system at the Truax Landfill. Only firms with capabilities, experience and expertise with similar projects should request the documents for Request for Proposals 310036 and submit Proposals.

Request for Proposals 310036 may be obtained at Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, by calling 608-266-4018, or by accessing www.countyofdane.com/pwht/bid/logon.aspx. Please call Mike Kirchner, Project Engineer, at 608-246-3393, with questions or for additional information.

All Proposers must have completed a Dane County Vendor Registration form and paid the required annual registration fee before award of Agreement. A Dane County Vendor Registration Form may be completed at www.danepurchasing.com/registration or obtained by calling 608-266-4131.

Proposers interested in touring the Truax Landfill site should meet at the corner of Anderson Street and Pankratz Street, Madison, Wisconsin on Thursday, November 18, 2010, at 9:00 A.M. It is NOT required to attend the tour in order to submit a proposal under Request for Proposals 310036.

Publish: NOVEMBER 9 AND 16, 2010 - Wisconsin State Journal

NOVEMBER 9 AND 16, 2010 - The DAILY REPORTER

Scope of Services to be Provided and Information Required To Be Submitted RFP No. 310036

Scope of Services

Each proposal submitted in response to RFP No. 310036 shall state all costs and expenses to be charged to Dane County for the provision of engineering services including operations, maintenance, monitoring, analysis, record keeping and reporting as set forth in Schedule A, attached to the Example Purchase of Services Agreement provided with RFP No. 310036.

Information Required To Be Submitted With Proposal

Each proposal submitted in response to RFP No. 310036 shall contain the following information under separate tabs:

- (1) A Statement of the Total Amount of Proposal setting forth the total amount the proposer is proposing to charge Dane County for the provision of the services described in the above referenced Schedule A, attached to the Example Purchase of Services Agreement, for the entire five year term of the proposed Purchase of Services Agreement.
- (2) A Schedule of Annual Charges showing the amount the proposer is proposing to charge Dane County for the provision of the services described in Schedule A <u>during each year</u> of the five year term of the proposed Purchase of Services Agreement. The sum of the proposed annual charges must be equal to the amount designated in the Statement of the Total Amount of Proposal.
- (3) A Schedule of Hourly Rates and Charges identifying by position title proposer's employees who would provide the services described in the foregoing Schedule A and the hourly rate charged for such services. Include any changes in the specified hourly rates through the five year term of the proposed Agreement.
- (4) A Statement Identifying Subcontractors, Testing Lab(s), and Testing Methodology listing the name and address of any subcontractors and testing laboratories the proposer intends to use in performing the services described in the foregoing Schedule A and describing the testing methodology the proposer intends to apply.
- (5) A Statement of Proposer's Qualifications describing the proposer's qualifications, experience, business organization and resources. Include resumes of key staff and any consultants who will be providing the services described in this RFP.
- (6) A Statement of Comparable Work listing recent work done by the proposer involving monitoring, testing and maintaining landfill gas collection systems at closed landfills and the performance of tasks similar to those set forth in the above referenced Schedule A, including the date the work was performed, a brief description of the work, and the name, address and telephone number of the client for whom the work was performed.

For further information regarding this RFP contact Mike Kirchner, Director of Engineering, Dane County Regional Airport at (608) 246-3393. Dane County retains the right to reject any Proposal on grounds that the County at its sole discretion deems material. Dane County reserves the right to negotiate a final agreement after the successful proposer is selected. Selection will be based only on the Proposal submitted. Therefore, the Proposals must be complete. Submission of a Proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the Proposal opening.

PROPOSAL EVALUATION CRITERIA

Proposals submitted in response to RFP No. 310036 will be evaluated using the following criteria:

Past Experience With Similar Projects	40%
Project Personnel Qualifications and Experience	25%
Pricing / Cost Proposal	25%
Office Distance From Landfill Site	<u>10%</u>
Total	100%

EXAMPLE PURCHASE OF SERVICES AGREEMENT COUNTY OF DANE

RFP No. 310036

	NTY")	AGREEMENT, made and entered into by and between the County of Dane (hereafter, and (hereafter, "ENGINEER"), shall be effective as of the executed on behalf of each party.	
		WITNESSETH:	
purpos	ntional I e of mo	REAS COUNTY, whose address is c/o Dane County Regional Airport, 4000 Lane, Madison, Wisconsin 53704, desires to enter an agreement with ENGINEER for the onitoring and maintaining the Truax Landfill and the landfill gas extraction system landfill; and	
is able		REAS ENGINEER, whose address is	
-	hereina	THEREFORE, in consideration of the above premises and the mutual covenants of the after set forth, the receipt and sufficiency of which is acknowledged by each party, a ENGINEER do agree as follows:	
I.	<u>TERM</u> . The term of this Agreement shall commence as of ###1, 2011 and shall end as of ###, 2016, unless otherwise agreed to in writing by the parties or as set forth below.		
II.	SERVICES TO BE PROVIDED.		
	A.	During the term of this Agreement ENGINEER shall provide the services described in Schedule A, attached hereto. In the event COUNTY requests additional services, such services shall be provided by ENGINEER at the rates set forth in the Schedule of Hourly Rates and Charges attached hereto as Schedule B.	
	В.	ENGINEER shall secure at ENGINEER's own expense all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY or to have any direct contractual relationship with COUNTY.	
III.	PAYM	<u>IENTS</u> .	
	COUNTY shall make payments for ENGINEER'S performance under this Agreement in the amount and manner specified in the attached Schedule C. Notwithstanding any language to the contrary in this Agreement, including the attachments hereto, COUNTY shall not be required to pay to ENGINEER more than[the proposed amount] for performance under this Agreement.		

IV. ASSIGNMENT AND TRANSFER:

ENGINEER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due ENGINEER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to ENGINEER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. ENGINEER shall promptly provide notice of any such assignment or transfer to COUNTY.

V. TERMINATION.

- A. Failure or inability of ENGINEER to fulfill any of its obligations under this Agreement in a timely manner, or violation by ENGINEER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by providing to ENGINEER written notice thereof not less than 30 days in advance of the termination date set forth in said notice.
- B. Failure of the Dane County Board of Supervisors to appropriate sufficient funds to carry out COUNTY's obligations under this Agreement shall result in automatic termination of the Agreement as of the date funds are no longer available.
- C. The following shall constitute grounds for immediate termination of this Agreement:
 - ENGINEER's failure to comply with any applicable Federal, State or local law, regulation, rule or standard, including written directives issued by the Director of the Dane County Regional Airport.
 - ENGINEER's failure to acquire and maintain permits, licenses or certifications required for performance hereunder.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by ENGINEER in the performance of this Agreement shall at the option of COUNTY become the property of COUNTY, and ENGINEER shall be entitled to receive just and equitable compensation, subject to set off by COUNTY, for satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the foregoing, ENGINEER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by ENGINEER.

VI. <u>DELIVERY OF NOTICES AND OTHER COMMUNICATIONS</u>.

Notices, bills, invoices, reports and other communications between the parties hereto shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class

postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party of such change in writing within a reasonable time.

VII. INDEMNIFICATION AND INSURANCE.

- A. ENGINEER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of ENGINEER's acts or omissions in performing under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liability, loss, damages, costs or expenses caused by or resulting from the acts or omissions of COUNTY, its officers, employees, agencies, boards, commissions and representatives. The obligations of ENGINEER under this paragraph shall survive the expiration or termination of this Agreement
- В. In order to protect itself and COUNTY under the indemnity provisions of this Agreement, ENGINEER shall, upon execution of the Agreement, maintain comprehensive general liability insurance coverage and professional errors and omissions insurance coverage, each in a minimum sum of \$1,000,000 per occurrence. Insurance so provided shall be primary. ENGINEER shall maintain said insurance with insurer(s) authorized to do business in the State of Wisconsin and approved by COUNTY. All policies shall name COUNTY as an additional insured. Upon request, ENGINEER shall furnish COUNTY with certificates of insurance establishing that insurance policies as required herein are in full force and effect. Each of said policies shall contain a provision that the insurer shall provide to COUNTY written notice of cancellation or any material change in the policy at least 10 days in advance of the effective date thereof. Further, if insurance is underwritten on a claims-made basis, the retroactive date shall be prior to or coincide with the effective date of this Agreement and the certificate of insurance shall state that coverage is claims-made and indicate the retroactive date.
- C. In the event of sublet of work under this Agreement, ENGINEER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of ENGINEER.
- D. COUNTY, acting at its sole option and through its Risk Manager, may waive, in writing only, any and all insurance requirements contained in this Agreement. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

VIII. NO WAIVER BY PAYMENT OR ACCEPTANCE.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of ENGINEER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

IX. NON-DISCRIMINATION.

During the term of this Agreement, ENGINEER shall not discriminate against any person on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, political beliefs, cultural differences, ancestry, physical appearance, arrest record, conviction record, military participation, or membership in the national guard or state defense force or any other reserve component of the military forces of the United States. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service. ENGINEER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. During the term of this Agreement, ENGINEER shall not discriminate against any person on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, political beliefs, cultural differences, ancestry, physical appearance, arrest record, conviction record, military participation, or membership in the national guard or state defense force or any other reserve component of the military forces of the United States. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service. ENGINEER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.

X. CIVIL RIGHTS COMPLIANCE.

A. If ENGINEER has 20 or more employees and is being paid \$20,000 or more per calendar year through contracts with COUNTY, ENGINEER shall submit to COUNTY a current Civil Rights Compliance (CRC) Plan meeting the requirements of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981, and the Americans with Disabilities Act of 1990. ENGINEER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances, and shall provide COUNTY with a copy of its discrimination complaint form. Failure to provide the submittals required under this subsection within ten days of the effective date of this Agreement shall be a material breach and grounds for termination of the Agreement. If a plan required under this subsection has been received and approved by COUNTY during the year prior to the effective date of this

Agreement, submission of an update for such plan shall be sufficient hereunder. If ENGINEER has less than twenty employees, but is being paid \$20,000 or more per calendar year through contracts with COUNTY, it may be required by COUNTY to submit a CRC Action Plan to correct any problems discovered as the result of complaint investigation or CRC monitoring. If ENGINEER submits a CRC or AA Plan to the Wisconsin Department of Workforce Development, or a division thereof, or to the Wisconsin Department of Health and Family Services, or a division thereof, that is applicable to the services provided under this Agreement, a verification of acceptance by the State of the plan(s) is sufficient to satisfy the plan submission requirements under this subsection.

- B. ENGINEER shall comply with COUNTY's civil rights policies and procedures, including those applicable to civil rights monitoring and the examination of records and files maintained by ENGINEER that may relate to affirmative action and non-discrimination. ENGINEER shall cooperate with COUNTY in developing, implementing and monitoring corrective action in the event ENGINEER is not in compliance with COUNTY's civil rights policies and procedures
- C. ENGINEER shall post its discrimination complaint procedure and the name of its Equal Opportunity Coordinator in conspicuous places available to its employees, recipients of its services, and applicants for employment. The complaint process shall be in compliance with COUNTY's policies and procedures and made available in languages and formats understandable to ENGINEER's clients, customers and employees. Upon request, ENGINEER shall provide COUNTY's Contract Compliance Officer with a summary of all complaints alleging discrimination on the part of ENGINEER related to performance under this Agreement.
- D. ENGINEER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued by ENGINEER.

XI. LIVING WAGE.

- A. If this Agreement is a service contract as defined in section 25.015 of the Dane County Code of Ordinances, ENGINEER shall pay all of its employees providing services under this Agreement, whether full-time or part-time, no less than the living wage established under said section of the Dane County Code of Ordinances.
- B. Upon request, ENGINEER shall make available to COUNTY payroll records relating to workers providing services under this Agreement. If ENGINEER'S payroll records contain any false, misleading or fraudulent information, or if ENGINEER fails to comply with section 25.015 of the Dane County Code of Ordinances, COUNTY may withhold payments, suspend or terminate this Agreement and may suspend ENGINEER from participating in bidding on future COUNTY contracts.
- C. Prior to final payment under this Agreement, ENGINEER shall submit to COUNTY a certification stating that it has complied with the living wage requirements established under section 25.015 of the Dane County Code of Ordinances.

- D. ENGINEER shall display COUNTY's current living wage poster in a prominent place where it can be easily seen and read by persons employed by ENGINEER.
- E. ENGINEER shall ensure that any subcontractors it may use in performance hereunder comply with the provisions of this section.

XII. DOMESTIC PARTNER EQUAL BENEFITS.

If this Agreement is a service contract within the meaning of section 25.016 (2) of the Dane County code of Ordinances, ENGINEER is subject to the provisions of this section and shall provide the same economic benefits to its employees with domestic partners, as that term is used in the Dane County Code of Ordinances, as it does to employees with spouses, or the cash equivalent if any such benefit cannot reasonably be provided. ENGINEER agrees to make available for COUNTY inspection ENGINEER's payroll records relating to employees providing services under this Agreement. If ENGINEER's payroll records contain any false, misleading or fraudulent information, or if ENGINEER fails to comply with the provisions of section 25.016 of the Dane County Code of Ordinances, COUNTY may withhold payments, terminate, cancel or suspend the Agreement in whole or in part; and deny ENGINEER the right to participate in bidding on future COUNTY contracts. Final payment under this Agreement shall not be made until ENGINEER certifies to COUNTY, on a form provided by COUNTY, that it has complied with the requirements of section 25.016 of the Dane County Code of Ordinances during the term of the Agreement.

XIII. COMPLIANCE WITH FAIR LABOR STANDARDS.

- A. During the term of this Agreement ENGINEER shall report to COUNTY's Contract Compliance Officer any allegations filed with, or findings made by the National Labor Relations Board or Wisconsin Employment Relations Commission asserting or finding that ENGINEER has violated a statute or regulation regarding labor standards or relations. The foregoing report shall be provided COUNTY within 10 days of the filing of the allegations or, if the allegations were not filed during the term of this Agreement, within 10 days of the issuance of the findings regarding the allegations. If, after an investigation of the allegations or a review of the findings, COUNTY's Contract Compliance Officer determines that ENGINEER breached its obligations under this Agreement and recommends termination or suspension of this Agreement, COUNTY may take the recommended action.
- B. ENGINEER may appeal an adverse determination made by COUNTY's Contract Compliance Officer under this section pursuant to the procedures set forth in section 25.015(11)(c) through (e) of the Dane County Code of Ordinances.
- C. ENGINEER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation or union organizing."

XIV. SUBCONTRACTORS.

Services performed under this Agreement may be performed pursuant to subcontract only with COUNTY's prior written approval. [COUNTY approves the following as subcontractors to provide services required under this Agreement:

(If applicable, list subcontractors as proposed and approved and services being provided by each subcontractor, including lab and testing services)]

ENGINEER shall obtain COUNTY's written approval prior to implementing changes in subcontractors or subcontracted services.

XV. MISCELLANEOUS.

- A. <u>Controlling Law and Venue</u>. In the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- B. <u>Limitation Of Agreement</u>. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of the parties.
- C. <u>Registered Agent</u>. ENGINEER's registered agent for doing business in Wisconsin is:
- D. <u>Entire Agreement</u>. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. This Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. <u>Counterparts</u>. The parties may evidence their intent to be bound by the terms of this Agreement by execution of one or several counterparts of this instrument, which together shall constitute a single instrument.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, COUNTY and ENGINEER, by their respective authorized agents, have executed this Agreement on the dates indicated below.

FOR ENGINEER:		
Date Signed:		
Date Signed:		
	FOR COUNTY:	
Date Signed:		
	KATHLEEN M. FALK, Dane County Executive	
Date Signed:		
	ROBERT OHLSEN, Dane County Clerk	

SCHEDULE A

Engineering Services To Be Provided

Purchase of Services Agreement No. ####

Engineer shall provide the following engineering services under Purchases of Services Agreement No. ####:

- (1) Unless otherwise expressly provided in this Schedule A, Engineer shall provide services with respect to operations, maintenance, monitoring, analysis, record keeping and reporting as specified and required of Dane County in the following exhibits attached to this Schedule A:
 - (a) Exhibit 1. State of Wisconsin Department of Natural Resources document entitled <u>Plan Modification To Reduce Groundwater And Gas Probe Monitoring Requirements At The Dane County Truax Landfill (#03306) FID 113183620, dated October 15, 2007. **NOTE:**(i) The services described in the foregoing Plan Modification document at Paragraphs 1 and 2 in the section captioned Conditional Plan Approval have been intentionally struck and are not applicable. (ii) Table 1, attached to said Plan Modification document has been intentionally struck and is not applicable.</u>
 - (b) Exhibit 2. Document entitled <u>Appendix E, Landfill Gas Management System Operating Plan</u>, dated February 1999.
 - (c) Exhibit 3. Map entitled <u>Existing Conditions Map and Monitoring Location</u>, dated June 2001.
 - (d) Exhibit 4. Map entitled Gas Header Pipe Plan, dated December 2004.
- (2) Notwithstanding any requirement to the contrary contained in the above referenced exhibits, Engineer is not required to monitor or analyze groundwater at the landfill site. Groundwater data will be provided to Engineer by others for inclusion in reports prepared by Engineer as required under the foregoing exhibits.
- (3) Notwithstanding any requirement to the contrary contained in the above referenced exhibits, Engineer is not required to analyze gas for VOC scan.
- (4) Notwithstanding any requirement to the contrary contained in the above referenced exhibits, Engineer is not required to provide gas condensate sampling and analysis. Data derived from gas condensate analysis will be provided to Engineer by others for inclusion in reports prepared by Engineer as required under the foregoing exhibits.
- (5) In addition to the services specified in the attached exhibits, Engineer shall provide the following services:
 - (a) Lubricate blower bearings per manufacturer's recommendations.
 - (b) Inspect flare semiannually and clean ultra violet sensor as necessary.
 - (c) Inspect extraction wells, extraction trenches, and valves monthly for evidence of integrity failure.
 - (d) Inspect the condensate lift station and condensate levels monthly.
 - (e) Inspect and clean condensate management system annually.
 - (f) Perform gas extraction valve adjustments as necessary to minimize lateral subsurface gas migration.

- (g) Troubleshoot, adjust and restart the blower/flare system per the attached exhibits.
- (h) Monitor and report with respect to gas extraction wells N-4 and N-5 in the same manner that the attached exhibits specify as to gas extraction wells N-1, N-2, and N-3.
- (i) Record barometric pressure, air temperature, and barometric trend during all monitoring events required hereunder.
- (j) Report results of inspections and monitoring activities performed under this section (5) to the Dane County Regional Airport.
- (k) Monitor and report with respect to gas extraction well W-16 (as shown on attached Exhibit 3) in the same manner that that the attached exhibits specify as to gas extraction wells W-1 through W-15.
- (I) Respond to restart the flare, as specified under the attached exhibits, within twenty four (24) hours of notice of flame failure.
- (6) Engineer shall on an annual basis, by June 30th of each year under the term of Purchase of Services Agreement No. ####, prepare and submit to the Dane County Regional Airport an itemized projected budget estimate for operation, repair and maintenance tasks at the Truax Landfill that need to be performed during the next calendar year and are not included within the foregoing scope of services.
- (7) Engineer shall prepare and submit in an appropriate and timely manner all reports, plans, records, and documentation referred to in the above identified Exhibit 1 and Exhibit 2. All submittals required under this Agreement shall be in a format that is acceptable to the recipient agency and shall contain all data and documentation required by said agency(s).
- (8) Engineer shall provide to the Dane County Regional Airport copies of all reports, plans, records, and documentation submitted to any governmental agency on behalf of the Airport or Dane County.

Exhibit 1

BEFORE THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

PLAN MODIFICATION TO REDUCE GROUNDWATER AND GAS PROBE MONITORING REQUIREMENTS AT THE DANE COUNTY TRUAX LANDFILL (#3306) FID 113183620

FINDINGS OF FACT

The Department of Natural Resources ("Department") finds that:

- Dane County ("County") owns the Truax Landfill, a closed solid waste disposal facility located in the NE ¼ of Section 31, T8N, R10E, City of Madison, Dane County, Wisconsin.
- In 1972, the Department issued the City of Madison License #0306 for the Truax Landfill. In 1973, ownership of the landfill was transferred from the City of Madison to Dane County.
- 3. The facility is a non-approved facility under s. 289.01(24), Stats. Prior to 1990, the Department had not approved any plans for the landfill. In 1990, the Department assigned license number #3306 to the landfill and a facility identification number (FID #113183620).
- 4. The Department received a "Plan Modification Request to Reduce Groundwater and Gas Probe Monitoring Requirements" on August 20, 2007. The Plan Modification review fee was received September 10, 2007.
- The Department received an "Addendum to the [August 20, 2007] Plan Modification Request to Reduce Groundwater and Gas Probe Monitoring Requirements" on October 9, 2007.
- 6. In drafting this plan modification request, the Department considered the following documents and information:
 - A report entitled "Year 2004 Annual O&M Progress Report Truax Landfill (License #3306), submitted by RMT, Inc. and dated January 20, 2005.
 - b) A February 5, 2002 submittal from RMT, Inc. entitled "Addendum to Plan Modification for Environmental Monitoring Dane County Truax Landfill (Lic. #03306)."
 - c) A January 30, 2002 submittal from RMT, Inc. entitled "Evaluation of Information on 3 abandoned Kaufmann Wells (113, 128, 140) at Truax Landfill."
 - d) A report entitled Environmental Monitoring Plan Modification, Dane County Truax Landfill: June, 2001, submitted by RMT, Inc. on behalf of Dane County, and received by the Department on July 6, 2001.
 - A report entitled "Dane County Truax Landfill Groundwater Monitoring for Pesticides", submitted by RMT, Inc. and dated August 9, 2000.
 - f) A conditional plan approval, dated November 18, 1999, for environmental monitoring for the Dane County Truax landfill #3306, sent by the Department to Mr. Mike Kirchner,

BEFORE THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

PLAN MODIFICATION TO REDUCE GROUNDWATER AND GAS PROBE MONITORING REQUIREMENTS AT THE DANE COUNTY TRUAX LANDFILL (#3306)

FID 113183620

FINDINGS OF FACT

The Department of Natural Resources ("Department") finds that:

- Dane County ("County") owns the Truax Landfill, a closed solid waste disposal facility located in the NE ¼ of Section 31, T8N, R10E, City of Madison, Dane County, Wisconsin.
- In 1972, the Department issued the City of Madison License #0306 for the Truax Landfill. In 1973, ownership of the landfill was transferred from the City of Madison to Dane County.
- 3. The facility is a non-approved facility under s. 289.01(24), Stats. Prior to 1990, the Department had not approved any plans for the landfill. In 1990, the Department assigned license number #3306 to the landfill and a facility identification number (FID #113183620).
- 4. The Department received a "Plan Modification Request to Reduce Groundwater and Gas Probe Monitoring Requirements" on August 20, 2007. The Plan Modification review fee was received September 10, 2007.
- The Department received an "Addendum to the [August 20, 2007] Plan Modification Request to Reduce Groundwater and Gas Probe Monitoring Requirements" on October 9, 2007.
- 6. In drafting this plan modification request, the Department considered the following documents and information:
 - a) A report entitled "Year 2004 Annual O&M Progress Report Truax Landfill (License #3306), submitted by RMT, Inc. and dated January 20, 2005.
 - b) A February 5, 2002 submittal from RMT, Inc. entitled "Addendum to Plan Modification for Environmental Monitoring Dane County Truax Landfill (Lic. #03306)."
 - c) A January 30, 2002 submittal from RMT, Inc. entitled "Evaluation of Information on 3 abandoned Kaufmann Wells (113, 128, 140) at Truax Landfill."
 - d) A report entitled Environmental Monitoring Plan Modification; Dane County Truax Landfill: June, 2001, submitted by RMT, Inc. on behalf of Dane County, and received by the Department on July 6, 2001.
 - A report entitled "Dane County Truax Landfill Groundwater Monitoring for Pesticides", submitted by RMT, Inc. and dated August 9, 2000.
 - f) A conditional plan approval, dated November 18, 1999, for environmental monitoring for the Dane County Truax landfill #3306, sent by the Department to Mr. Mike Kirchner,

Dane County Regional Airport.

- g) An April 29, 1999 conditional plan approval, sent by the Department to Mr. Mike Kirchner, Dane County Regional Airport, approving Construction Documentation for the Final Cover and Gas Extraction System for the Truax Landfill Lic. #3306
- h) A November 26, 1997 grant of exemption issued by the Department to Mr. Thomas B. Sanford of Affiliated Commercial Companies, and to Mr. Mike Kirchner of Dane County, for construction of a portion of a golf course on the Dane County Truax landfill.
- i) A June 2, 1993 report entitled "Truax Landfill Environmental Contamination Assessment Report" with subsequent addenda, submitted by Dames & Moore on behalf of Dane County and the City of Madison.
- j) The Department's approval, correspondence, and plan files for the Dane County Truax landfill (Lic. #03306, FID #1133183620).
- k) Groundwater quality and landfill gas monitoring information in Department files and the Groundwater Environmental Monitoring System (GEMS) database for the Dane County Truax landfill (Lic. #03306, FID #113183620).
- 5. The Department considers the following facts to be significant in drafting this plan modification approval:
 - a) The Truax landfill does not have an engineered liner or leachate collection system, and contains approximately 1,000,000 cubic yards of municipal solid waste.
 - b) In 1999, an improved landfill cap was completed on the landfill and improvements made to the landfill grades. The cap consists of a two-foot clay barrier layer and a two-foot rooting zone.
 - In the March 1994 Environmental Contamination Assessment (ECA) report, Dames & Moore, Inc. documented exceedances of chapter NR 140, Wis. Adm. Code enforcement and preventive action limits at monitoring wells near the Truax landfill. Analytical results for samples collected at the landfill between January 1, 1994, and November 2001, indicate that groundwater continues to exceed ch. NR 140, Wis. Adm. Code Preventive Action Limits at many on-site monitoring wells.
 - d) City of Madison Municipal Well UW-7 is located approximately ½ mile from the Truax landfill.
 - e) Part of the Bridges Golf Course has been constructed on top of the Truax landfill above the rooting zone and barrier layers of the landfill cap. The June 2001, Environmental Monitoring Plan Modification request prepared by RMT, Inc., lists the fertilizers and pesticides used on the Bridges Golf Course in years 2000 and 2001.
- 6. Based on information submitted by RMT, MW-113 was destroyed during landfill cap construction, and MW-128 and MW-140 were destroyed during construction of the golf course. It is the Department's belief that monitoring wells MW-113, MW-128, and MW-140 have not been properly abandoned.
- The approval conditions listed below supersede all previous approval conditions of previous plan modification approvals for groundwater and gas probe monitoring the landfill.

8. The conditional plan approval set forth below is needed to continue to evaluate the impact of the Truax landfill on local groundwater, soil and air quality, and to assure compliance with the applicable portions and standards of chs. NR 500-538, 140 and 141, Wis. Adm. Code.

CONCLUSIONS OF LAW

The Department concludes that:

- 1. The Department has authority under s. 289.31(7), Stats. to impose monitoring requirements for a nonapproved facility, as defined under s. 289.01(24), Stats.
- 2. The Department has authority under ch. 289, Stats. to modify a plan approval if the modification would not inhibit compliance with applicable portions of NR 500-538, Wis. Adm. Code.
- The Department has authority under ch. 289, Stats. to approve a plan of operation modification with special conditions if the conditions are needed to ensure compliance with chs. NR 500-538, Wis. Adm. Code.
- The conditions of approval set forth below are needed to assure compliance with s. NR 140, Wis. Adm. Code, and applicable portions of NR 500-538, Wis. Adm. Code.
- 5. In accordance with the foregoing, the Department has authority under ch. 289, Stats. to issue the following conditional approval modifying a plan approval.

CONDITIONAL PLAN APPROVAL

The Department hereby approves the long-term monitoring plan for the Dane County Truax Landfill, subject to the following conditions and the applicable requirements of chapters NR 500-538, and chapters NR 140 and 141, Wis. Adm. Code:

Groundwater menitering

- L. Dane County shall monitor groundwater as detailed in Table 1, attached
- 2. Dane County shall submit the data described in Table 1 to the Department as required in NR 507.26, including both hard copy and electronic copy of the data in a format suitable for incorporation into the Groundwater Environmental Monitoring System (GEMS).
- 3. Dane County shall properly abandon wells MW-6, MW-8, MW-9, and TG-1 per the requirements of NR141.25.

Monitoring of Gas Systems

- 4. Dane County shall monitor landfill gas, the gas extraction system, and gas condensate as detailed in Tables 2 and 3, attached.
- Dane County shall submit the data described in Table 2 to the Department in hard copy along with the quarterly maintenance log for the blower/flare system, in addition to the electronic reporting required in Table 2. If the Department approves a written request, this additional hard

copy reporting can be stopped.

The Department reserves the right to require the submittal of additional information and to modify this approval at any time, if in the Department's opinion, modifications are necessary. Unless specifically noted, the conditions of this approval do not supersede or replace any previous conditions of approval for this facility.

NOTICE OF APPEAL RIGHTS

If you believe that you have a right to challenge this decision, you should know that Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed.

For judicial review of a decision pursuant to sections 227.52 and 227.53, Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the Department of Natural Resources as the respondent.

Dated: OCT 15 2007

DEPARTMENT OF NATURAL RESOURCES For the Secretary

Gene Mitchell, P.E.

Waste and Materials Management Team Supervisor

South Central Region

Tom Bennwitz, P.E.

Waste and Materials Management Engineer

South Central Region

James Kralick, P.G.

Waste and Materials Management Hydrogeologist

South Central Region

Attachments: Table 1: Groundwater Monitoring Schedule for Landfill Lic. #3306

Table 2: Gas Monitoring Schedule for Landfill Lic. #3306

Table 3: Gas Condensate Monitoring for Landfill Lic. #3306

	TABLE 1-Groundwater Dane County Truax L October 1	andfill (Lic. #3306)
Monitoring Point (DNR ID)	Frequency of Sampling	Parameters
Monitoring wells for water quality testing: MW-3 (007) MW-3A (009) MW-4A (013) MW-4B (015) MW-5A (019) MW-5B (021) MW-10 (031) MW-11 (063) MW-12B (073) MW-12C (077) MW-14 (071)	Semi-annual (March, September)	00010 Field Temperature in °C 00094 Field Conductivity @25 °C 00400 Field pH 00631 Dissolved Nitrate+Nitrite 00946 Dissolved Sulfate 01000 Dissolved Arsenic 01005 Dissolved Barium 01025 Dissolved Cadmium 01046 Dissolved Iron 01049 Dissolved Lead 01056 Dissolved Manganese 04189 Groundwater Elevation 22413 Filtered Hardness 39036 Filtered Alkalinity Note sample odor (00001), color (00002) and
Monitoring wells for water quality testing: MW-1 (001)	Annual (September) Annual (September)	turbidity (00003), if present VOC Scan EPA SW 846 Method 8260 [NR 507 Appendix 3 list of VOCs] 00010 Field Temperature in °C 00094 Field Conductivity @25 °C 00400 Field pH
MW-1A (003) MW-4 (011) MW-5 (017) MW-7 (025) MW-13 (067) MW-13A (069) MW-15 (079) TG-2 (035)		00631 Dissolved Nitrate+Nitrite 00946 Dissolved Sulfate 01000 Dissolved Arsenic 01005 Dissolved Barium 01025 Dissolved Cadmium 01046 Dissolved Iron 01049 Dissolved Lead 01056 Dissolved Manganese 04189 Groundwater Elevation 22413 Filtered Hardness 39036 Filtered Alkalinity
	et .	Note sample odor (00001), color (00002) and turbidity (00003), if present

TABLE 2: GAS MONITORING SCHEDULE FOR LICENSE #3306 Dane County Truax Landfill October 15, 2007				
Sampling Point (DNR ID)	Frequency	Parameters		
Gas Probes: GP-1SR (502) GP-1D (503) GP-2S (505) GP-2D (507) GP-3S (509) GP-3D (511) GP-10 (523) GP-12 (527) GP-17 (537) GP-18 (539) GP-19E North (543) GP-19E South (551) GP-30 (555)	Once Monthly (reported electronically semi-annually March, September)	85547 Methane Gas, volume percent 85550 Oxygen Gas, volume percent 46389 Soil Gas Pressure		
Gas Extraction Wells: (vertical system) N-1 (641) N-2 (643) N-3 (645) W-1 (611) W-2 (613) W-3 (617) W-4 (619) W-5 (621) W-6 (623) W-7 (627) W-8 (629) W-9 (631) W-10 (633) W-11 (635) W-12 (637) W-13 (639) W-14 (615) W-15 (625) S-1 (651) S-2 (653) S-3 (655) S-4 (657)	Monthly (reported electronically semi-annually March, September)	85547 Methane Gas, volume percent 85550 Oxygen Gas, volume percent 46385 Well-side pressure (inches water) 46388 Gas Temperature (Deg F) 46386 Flow rate (fl³/min) 46387 Valve setting (% open)		

TABLE 2: GAS	MONITORING SCHEDU Dane County Truax La October 15, 2007	LE FOR LICENSE #3306 ndfill
Gas Probes: GP-4 (513) GP-5 (515) GP-7 (519) GP-8R (522) GP-11 (525) GP-13 (529) GP-14 (531) GP-15 (533) GP-16 (535) GP-20 East (547) GP-20 West (549) GP-21 East (551) GP-21 West (553)	Gas Probes are to be left in place, but monitoring is suspended until further notice.	
Gas Extraction Valves (horizontal system):	Monthly (reported electronically semi-annually March, September)	85547 Methane Gas, volume percent 85550 Oxygen Gas, volume percent 46385 Well-side Pressure (inches water) 46387 Valve setting (% open)
TR-1 (700) TR-2 (702) TR-3 (704) TR-4 (706) TR-5 (708) TR-6 (710) TR-8 (712) TR-9 (714) TR10 (716) TR-11 (718) TR-12 (720) TR-13 (722)		*
Blower Inlets: Vertical system inlet (760) Horizontal system inlet (762)	Twice Monthly (reported electronically semi-annually March, September)	46385 Pressure (inches water) 46386 Flow rate (ft³/min)
Blower Outlet: Blower outlet (764)	Twice monthly: (reported electronically semi-annually March, September)	85547 Methane Gas, volume percent 85550 Oxygen Gas, volume percent 46385 Pressure (inches water) 46386 Flow rate (ft ³ /min)
Site Conditions: ID Number (900)	Recorded at each gas monitoring event (reported electronically semi-annually March, September)	00025 Barometric pressure 00011 Temperature, Air 46381 Pressure trend, barometric Ground conditions, report annually in the Operations and Maintenance report

Sampling Point (DNR ID)	Frequency	Parameters
Gas Condensate: Lift station (770)	Annually (September)	00310 BODs 00094 Field Conductivity @25°C 00400 Field pH 00410 Total Alkalinity 01027 Total Cadmium 00940 Chloride 01032 Total Chromium 00340 COD, Unfiltered 00951 Total Fluoride 00900 Total Hardness 74010 Total Iron 01051 Total Lead 01055 Total Manganesc 71900 Total Mercury 00610 Total Ammonia Nitrogen 00625 Total Kjeldahl Nitrogen 00929 Total Sodium 00945 Total Sulfate 00150 Total Suspended Solids VOCs (EPA Method 8260B) Base Neutral/Acid Extractable compounds (EPA Method 8270)
	Monthly (Report annually)	Report gas condensate liquid level and operational status of the wet well lift station in the annual Operations and Maintenance report.

Exhibit 2

APPENDIX E LANDFILL GAS MANAGEMENT SYSTEM OPERATING PLAN

TRUAX LANDFILL GAS SYSTEM

February 1999

All Rights Reserved



Table of Contents

Land	lfill G	as Man	agement System Operating Plan Monitoring Schedule Summary	iii
1.	Intro	duction	n	1-1
•••	1.1	Čac V	xtraction System Overview	1-1
	1.1	Duran	ose	1-1
	5036W			
2.	Gen	eral Saf	ety Precautions for Landfills	2-1
3.	Gas	Extract	tion System Operation and Maintenance Plan	
	3.1	Opera	ating Approach	3-1
	3.2	Syster	m Description	3-2
		3.2.1	Vertical Gas Extraction Wells	3-2
		3.2.2	Horizontal Gas Extraction Trenches	3-2
		3.2.3	Gas Header System	3-2
		3.2.4	Dripleg Assemblies	3-2
		3.2.5	Condensate Pumping Station	3-3
		3.2.6	Monitoring	3-3
		3.2.7	LFG Flaring System	3-4
	3.3	Opera	ation	3-4
	5.5	3.3.1	Blower Operating Mode	3-4
		3.3.2	Startup	3-4
		3.3.3	Balancing	3-5
		3.3.4	Monitoring	3-6
		3.3.5	Shutdown	3-7
	0.4	3.3.3	tenance Requirements	3-7
	3.4		Maintenance Schedule	3-8
		3.4.1	Troubleshooting	3-9
		3.4.2	ds and Reporting	3-11
	3.5		Inspection Reports	3-11
		3.5.1	Inspection Reports	3-12
		3.5.2	Maintenance Records	3_10
		3.5.3	Reporting Emergencies	2.15
		3.5.4	O&M Progress Reports	2 10
		3.5.5	Records Retention	3-12

List of Attachments

Guidelines for Protection of Construction Workers Attachment E.1

Attachment E.2

Monitoring Data Sheets Blower and Flare Information Attachment E.3



Landfill Gas Management System Operating Plan Monitoring Schedule Summary

Trench and Well Monitoring Ports

- Monitor frequently for the first two weeks of operation.
- Monitor monthly after system shakedown period for percent methane, percent oxygen, pressure, and temperature.
- Monitor if oxygen at blower increases above 3.0 percent.

Condensate Sump Pump

- Visually inspect warning lights twice monthly.
- Visually inspect the liquid level and pump operation monthly.
- Analyze condensate for pH, COD, TSS, and conductivity quarterly.
- Analyze condensate for priority pollutants annually.

Flare1

- Visually inspect windscreen at pilot outlet semiannually.
- Follow manufacturer's recommendations.

Blower and Related Equipment

Blower

- Monitor flow rate, pressure, percent methane, and percent oxygen twice monthly.
- Inspect blower wheel for foreign material or excessive wear annually.
- Visually inspect drive unit per manufacturer's recommendation.
- Visually inspect blower unit for excessive vibration monthly.

Gas Flow Valves

Record position during trench and well monitoring.

Refer to the manufacturer's detailed maintenance instructions supplied at time of installation.



Operate gas valves through full range of motion semiannually.

Note: Refer to attachment E-2 for monitoring forms.



Section 1 Introduction

1.1 Gas Extraction System Overview

The gas extraction system for the landfill includes 22 vertical gas extraction wells and 1.5 horizontal gas extraction trenches (trench sections). The wells and horizontal trenches are connected to a single-looped header pipe. Valves for the vertical extraction wells are located within manholes. Valve actuators for the horizontal extraction trench valves are located within riser pipes. All valves for the vertical and horizontal systems are adjustable from final grade.

The gas flow from both the trenches and vertical wells is conveyed to the blower/flare station after passing condensate driplegs located just west of the blower/flare station.

1.2 Purpose

The purpose of this report is to provide a comprehensive guide for the operation and maintenance (O&M) of the gas management system. This O&M Plan has been prepared to provide a usable document through the operating life of the gas extraction system.

Note: Application of the information presented in this report requires a certain level of experience and training which this manual is not intended to provide.

Exhibit 2



Section 2 General Safety Precautions for Landfills

This section highlights some of the hazards associated with landfill gas and typical safety precautions often used. It is not intended to be a comprehensive safety guide nor an authoritative guide to means and methods. Personnel performing operation and maintenance activities shall have appropriate training and experience in landfill gas safety, shall be responsible for the means and methods employed, and shall be responsible for their own health and safety.

Landfill gas (LFG) is typically composed of approximately 50 percent methane and 50 percent carbon dioxide. Methane is explosive when present in air at concentrations of 5 to 15 percent by volume, and combustible above concentrations of 15 percent by volume in the presence of air and an ignition source. This characteristic is extremely important when considering construction or maintenance on or near a municipal solid waste landfill.

LFG containing methane can collect at or in locations such as driplegs, valve boxes, sumps, and enclosed structures on or near buried waste. The collection system piping, above ground and below ground, may likely contain LFG whether or not the blowers are operating. When working in areas where the presence of LFG is suspected, the operator should use detection instrumentation, and avoid making a flame or spark (ignition source) available to combustible gas. Smoking shall not be permitted on the landfill or at the Blower Station. Operating personnel should use intrinsically safe flashlights or mirrors, never matches or lighters, to assist in visual inspection.

When making repairs, the operator should isolate the repair area from LFG by closing appropriate valves, plugging the pipes, and/or shutting down portions of the system. Portions of the header pipe can also be purged of LFG by closing wellhead valves and disconnecting one or more flex hose connections. After the flex hoses are disconnected, operating the blower in the manual mode will draw atmospheric air through the system and purge the landfill gas.

The "Guidelines for Protection of Construction Workers," located in Attachment E.1, should be followed where applicable for the type of repair work involved. Workers should remain alert to other nearby maintenance and construction activities that could damage the gas control system.



Section 3 Gas Extraction System Operation and Maintenance Plan

3.1 Operating Approach

The goal of operating the gas management system is to prevent off-site migration of LFG by extracting enough gas out of a well or horizontal trench section so that the zone of influence around neighboring wells or horizontal trench legs overlap <u>without</u> drawing atmospheric air through the cover of the landfill. Air intrusion occurs when the zone of influence extends above the landfill surface or into open phases of the landfill. This is influenced primarily by the integrity of the final cover. The final cover installed at the Truax Landfill should minimize the potential for air intrusion.

LFG is usually warm and saturated with moisture when it is in the landfill. As it enters the gas management system, the LFG cools and liquid condenses on the walls of the pipe. This condensate is primarily water, but there may be trace amounts of other compounds present. The gas extraction well system is designed so that condensate will travel to low points in the pipe network. There, it is conveyed from the gas extraction system to condensate driplegs where it either gravity drains to a condensate pumping station (which discharges to the City of Madison sanitary sewer system) or gravity drains directly into the City of Madison sanitary sewer system. Within the perforated pipe/trench system, condensate is allowed to drain back into the landfill.

The gas extraction system utilizes common negative pressure barometric driplegs to keep vacuum pressure within the main header and extraction well/trench components.

Accumulated liquids in the driplegs serve as a barometric seal.

Settlement will occur throughout the life of the landfill. Differential settlement, where one part of the landfill settles at a different rate than another, is common and is due to the varying composition, moisture, compaction, and depth of the refuse. Periodically, throughout the life of the gas extraction system, differential settlement may restrict condensate flow within the piping and cause a blockage. At that time, the settled portion of the piping or blockage must be located and repaired by restoring adequate pipe slopes to allow for drainage of condensate.

3.2 System Description

3.2.1 Vertical Gas Extraction Wells

The vertical gas extraction wells are constructed of 8-inch-diameter PVC pipe placed in approximately 36-inch-diameter boreholes, with the annular space around the perforated portion of the pipe consisting of a washed stone pack. The wells are installed to within approximately 5 to 10-feet of the base of the closed landfill.

Each wellhead assembly is within a manhole and includes a flexible connection to a 10-inch-diameter PVC gas header pipe to allow for differential settlement. A butterfly valve is provided at each well for controlling the gas flow rate. A valve extension which reaches to the valves from the landfill surface is used for adjustments. Manholes should not be entered by personnel unless they have been trained properly for confined space entry. Monitoring ports are extended through the manhole cover on each well for gas sampling.

3.2.2 Horizontal Gas Extraction Trenches

Horizontal gas extraction trenches consist of a 3-inch perforated HDPE pipe wrapped with a geotextile and placed within a trench backfilled with granular material and located a minimum of 5 feet below the surface of the waste. Each extraction trench is connected to the 6-inch-diameter HDPE header pipe. Vacuum and gas flow within the extraction trench is controlled by a butterfly valve at the connection of the perforated pipe and header pipe. A riser is located at each valve to allow for operation of the valve with an extension. Two monitoring hoses extend through the riser and are labeled "HEADER" and "TRENCH." The hose labeled "HEADER" is connected to a port on the header side of the control valve. The hose labeled "TRENCH" is located on the trench side of the control valve.

3.2.3 Gas Header System

The gas header system conveys the LFG from the extraction wells and trenches to the blower building. The 6-inch- and 10-inch-diameter header pipes are connected on the south side of the landfill by a butterfly valve to regulate the vacuum between the extraction wells and trenches.

3.2.4 Dripleg Assemblies

The condensate produced by the cooling of the saturated gas mixture in the header system is removed from the piping by dripleg assemblies placed along the western

portion 10-inch-diameter header system and at the blower house. The 10-inch-diameter header pipe slopes to drain condensate to the dripleg vault. A dripleg is located along the west side of the landfill and at the blower house. The west side dripleg discharges to a pumping station which then discharges to the City of Madison sanitary sewer system. Condensate from either the 6-inch- or 10-inch-diameter header pipes enters the dripleg vault near the blower house gravity-drains through a 6-inch-diameter pipe where it discharges into the City of Madison sanitary sewer system. The condensate drain pipe in the dripleg vaults are constructed with a 90° bend that extends a PVC pipe to the landfill surface, where the pipe end is plugged with a threaded cap. This surface access point provides cleanout access for the condensate drain pipe.

3.2.5 Condensate Pumping Station

The condensate manhole which is located between and west of gas extraction wells W8 and W9 consists of a reinforced precast concrete manhole. A submersible pump is provided to pump the accumulated liquid into a condensate conveyance pipe which discharges to the City of Madison sanitary sewer system. A dedicated control panel is located at the pumping station to control operation.

The condensate sump is controlled automatically by float switches which turn the pump on and off as liquid levels rise and fall. Additional float switches are provided at elevations above the pump-on switch and below the pump-off switch to provide redundancy. Visual alarms will be activated if liquid levels activate the redundant floats.

3.2.6 Monitoring

Provisions for monitoring LFG composition, and pressure throughout the LFG extraction system have been made at the wellheads, trench risers and selected locations in the gas header system. The wellheads within the manholes are fitted with hoses that extend through the manhole cover to monitor gas composition and pressure within each well. Butterfly valves are provided on each vertical extraction well and horizontal trench to adjust individual gas well or horizontal trench leg flow rates and pressure.

The total and separate flow rates from both the extraction trenches and wells can be determined with the flow meters provided at the blower house. The status of the flare can be monitored by observing the flare control panel. The indicator light is on when enough heat is present at the top of the flare to activate either the thermocouple at the pilot or on the main burner. A separate indicator light is activated when insufficient heat is present at the top of the flare.

3.2.7 LFG Flaring System

The flare is operated on a fuel source consisting of LFG and air. The pilot fuel source consists of bottled LP gas. The flaring system also includes ancillary piping, valves, controls, and safety equipment. For additional information on the flare system, refer to the manufacturer's Operation and Maintenance Manual in Attachment E.3.

3.3 Operation

3.3.1 Blower Operating Mode

Blower A and Blower B may be operated individually (i.e., the system can be operated with a single blower while the second blower is off-line for maintenance or normal off-line rotation), or in parallel. The blower operation mode will be dependent on gas flow achieved, the associated vacuum requirements, and the results of off-site gas probe monitoring. Normal operating conditions are expected to consist of one blower running at a time.

3.3.2 Startup

Startup of the gas management system will be necessary when the system has been shut down for an extended period of time. When the system is initially restarted, the wells will require a period of time to stabilize while the stored gas is depleted. Do not adjust wells during this stabilization period if the system had been operating satisfactorily prior to shutdown.

Before system startup, it is critical to check the level of condensate in the condensate driplegs. The condensate in the driplegs has to be at a depth to overcome the vacuum of the system. If the condensate is not at or above this depth, water is required to be added.

Detailed startup procedures are included in Attachment E.3. However, the following abbreviated procedures can be used for routine startup activities.

System Startup

If both blowers have been shut down, the entire system will need to be restarted. The steps discussed below should be followed.

If system shut down is due to an alarm condition, the corresponding alarm light will be activated on the control panel. Prior to restarting the system, the condition should be investigated and rectified, if possible. If an alarm light is activated, the flare will remain

locked out until it is manually reset. Push the reset button prior to initiating system startup. Select the blower or blowers (blower A and/or blower B) which are to be operated by turning the selected blower switch(es) to the "on" position.

To start the flare, turn the operation mode switch to "Auto." The controller will then automatically start the system proceeding through the following logic sequence:

- The pilot gas solenoid valve and pilot igniter timer will be activated.
- The pilot will ignite and raise the thermocouple temperature to the blower-on set point.
- At the blower-on set point, the controller will start the blower(s) and open the automated landfill gas header valve.
- The pilot will ignite the landfill gas and raise the thermocouple temperature to the pilot-off set point.
- At the pilot-off set point, the controller will shut off the pilot gas solenoid valve and activate the ultraviolet scanner.
- The flare will continue to operate until the supply of combustible landfill gas is interrupted to the point that the flame extinguishes.

3.3.3 Balancing

Whenever any part of the gas extraction system is shut down for more than 1 week, the entire system may need to be re-balanced. Changes in one part of the system will likely affect the rest of the wells. Careful monitoring is extremely important in operating a dynamic gas extraction system. To balance the system, the following steps should be taken:

- Adjust the wellheads to pre-shutdown settings, if they have been adjusted after shutdown.
- Start the blower following the system startup procedures listed in Subsection 3.3.2.
- Compare the measured pressure at each well and trench leg to a
 previously stabilized pressure, and adjust accordingly. If more or less
 vacuum is needed at a well or trench leg, adjust the well or trench leg
 valve to provide additional or reduced vacuum to the trench leg or well.
- Adjust each well/trench leg down the branch going away from the blower house to its previously stabilized pressure. Then, proceed back toward the blower house, readjusting each well/trench leg on that branch. This way, each well/trench leg is adjusted twice, except for the well/trench leg at the end.
- Monitor the header gas at the blower house for pressure, oxygen, and methane. If an oxygen concentration of more than 3.0 percent is present,

then monitor each vertical well and horizontal trench leg individually until each well/trench leg introducing oxygen is found. At each well/trench leg where oxygen is detected, check the well's/trench leg's integrity. Proceed to close the valve to reduce the well/trench leg vacuum approximately 1- to 2-inches water column (wc) from the previously stabilized vacuum pressure (make more positive). Recheck the well/trench leg for oxygen and pressure in approximately 24 hours. Repeat until oxygen is eliminated.

3.3.4 Monitoring

Periodically, the entire system must be monitored to maintain proper operation. Monitoring should only be performed by trained personnel and with the proper equipment (refer to Attachment E.2 for monitoring data sheets).

System Monitoring

The capability to monitor the system as a whole is provided by monitoring ports in the blower building. The methane, carbon dioxide, oxygen content, and pressure from the well field can be monitored throughout the system. Gas flow can be monitored in the header within the blower house. To monitor the entire system, perform the following steps within the blower house:

- Measure and record the methane, carbon dioxide, and oxygen content from the gas header pipes within the blower house.
- Measure and record the header gas flow rate.
- Measure and record the header gas temperature.
- Measure and record the header gas pressure.
- If the oxygen content is greater than or equal to 3.0 percent, proceed with branch monitoring.

Extraction Well and Trench Leg Monitoring

To monitor the individual extraction wells and trench legs, perform the following steps:

- From above the manholes (for the vertical wells), visually inspect the wells for loose bolts, hose clamps, pipe connections, cracks, etc. If leaks in the system are present, a hissing sound may be present.
- Attach the 0- to 10-inch water column (wc) Magnehelic pressure gauge to the hose which extends from the well or trench leg riser. Record the respective well/trench leg and header vacuum. In periods of cold weather, ice may form in the inside of the header pipe or hose preventing pressure monitoring.

 Use the sampling hose to also monitor the methane, carbon dioxide, and oxygen content.

3.3.5 Shutdown

The entire system or parts of the system should only need to be shut down when maintenance is required. It is important to recognize that gas will continue to be produced in the landfill after shutting down the gas extraction system.

System Shutdown

In the case where the blowers or flare must be shut down for maintenance or repair, the entire system may need to be shut down. To shut down the entire system, perform the following tasks:

- Push the emergency stop button in the control panel.
- Close the valves where the 6-inch- and 10-inch-diameter header lines enter the blower building.

Partial System Shutdown

In cases when maintenance is taking place over limited area of the landfill or if a single portion of the header is being maintained, it is more convenient to shut down the whole branch rather than a number of wells. In order to shutdown the wells or trench legs, proceed with the following steps:

- Close the valve within the blower house at the 6-inch- or 10-inch-diameter header connecting valve necessary to isolate the portion of the system to be shut down.
- Close the valve connecting the 6-inch- and 10-inch-diameter header lines located near extraction well S4.

Well and Trench Leg Shutdown

There will be times when an individual well or trench leg will need maintenance and must be disconnected from the rest of the gas extraction system. In order to shutdown an individual well or trench leg, close the gate valve located at the wellhead or trench riser.

3.4 Maintenance Requirements

Periodic maintenance is required for the gas management system to keep it running smoothly and efficiently. The gas management system is dependent on the integrity of the landfill cover

to prevent air infiltration. Additionally, because refuse in the landfill is continually decomposing, problems due to settlement may be a common maintenance item.

3.4.1 Maintenance Schedule

Gas Extraction Wells

Monthly

 Inspect wells for loose bolts; cracks in pipes; air leaks in pipes; broken valve handles; evidence of differential settlement, such as stretching of the flex hose; or other evidence of integrity failure.

Valves

Semiannually

 Operate the valves throughout the entire range of motion of the valve and set back to the original position.

Driplegs and Condensate Transfer Pipes

Annually

Clean out the driplegs and pipes (e.g., flush out sediment build-up).

Blower System²

Annually

- Inspect the blower wheel for foreign matter or excessive wear.

Twice Monthly

- Visually inspect the drive unit.
- Visually inspect the blower unit for excessive vibration.

² Refer to Attachment E.3 for manufacturer's blower maintenance and lubrication instructions.

Flare³

Annually

Inspect and clean the flame arrestor.

Semiannually

 Visually inspect the windscreen at the pilot outlet, and clean the filter assembly at the pilot gas venturi. Inspect the sparker at the top of the flare.

Gas Header System

The gas header pipe is not expected to require cleaning. However, during routine maintenance, if the gas system appears to be operating with widely fluctuating pressures/flows, the header alignment will be checked for excessive settlement, which may indicate that a portion of the header pipe has "watered out."

3.4.2 Troubleshooting

At times, the gas extraction system will react to a situation which was not previously recognized. This leaves the operator trying to determine the cause of the reaction along with finding a remedy for the situation. This section is included to provide a rationale for determining the cause of the situation. The most important tools in troubleshooting are the monitoring instruments. Therefore, the first thing to do when trouble arises is to check to see if all of the monitoring instruments are operating properly. After checking instrument operation and calibration, re-check all of the parameters to make sure that a number was not misread or that the situation has not rectified itself. Check the operation of the system first before spending a lot of time determining exactly what is happening.

- Verify equipment integrity
- Verify monitoring data
- Follow the outline presented below

³ Refer to Attachment E.4 for maintenance instructions.

SYMPTOM	INVESTIGATION/PROCEDURE
Loss of flow at blower	 Readjust valves within the blower house Check wells for frozen conditions. Check for fluctuating pressures within the header pipe (may be a liquid blockage).
Fluctuating pressure	 Check upstream and downstream for large pressure change to indicate location of liquid blockage.
	 Check driplegs for solids build-up and adequate liquid levels.
	Check surface of landfill for areas of pronounced differential settlement which may have caused a liquid blockage.
	Check for reduced liquid flow at the sumps.
	Remove manhole covers to listen for liquid splashing, and determine if liquid is in the header.
Sudden increase in vacuum	For vertical wells check for frozen conditions around valve and flex hose.
15	Reduce valve setting and check for vacuum recovery.
	Check for change in pressure and flow within the header pipes.
	Readjust well/trench leg vacuum.
Sudden decrease in vacuum in a well	Readjust well/trench leg vacuum.

SYMPTOM	INVESTIGATION/PROCEDURE					
Oxygen greater than 3 percent at blower	 Check monitoring instrument (hoses, battery, calibration). 					
:: : :::::::::::::::::::::::::::::::::	 Check oxygen at wells and trench legs. 					
	Check that all monitoring port valves are closed.					
	 Check to see if flex hoses are all attached at vertical wells. 					
	Check that all monitoring ports on gas wells/trench legs are closed.					
	 Check driplegs for air leaks or loss of liquid seal. 					
Oxygen greater than 3 percent at well/trench leg	Check monitoring instrument (hoses, battery, calibration).					
	 Check integrity of well/trench leg (monitoring ports, hoses, flanges, valves, etc.). 					
	Check for likely areas for air intrusion in soil (cracks, ruts, holes).					
*	 Reduce vacuum on well/trench leg (e.g., by 30 percent). 					

3.5 Records and Reporting

This section describes the facility records that will be kept, and the mechanisms and schedules for reporting, records retention, emergency reporting procedures, and progress reports related to the operation and maintenance of the landfill gas management system.

3.5.1 Inspection Reports

Landfill gas extraction system monitoring is described in Subsection 3.3.4. Copies of the monitoring reports (or data summaries) will be included in the O&M Progress Reports described in Subsection 3.5.4.

3.5.2 Maintenance Records

A summary of major maintenance activities performed on the gas extraction system (i.e., blower, header line clean-out, blockage repair, etc.) will be maintained and submitted with O&M Progress Reports.

3.5.3 Reporting Emergencies

Verbal notification will be provided to the WDNR as soon as possible in the event of any emergencies that would threaten human health or the environment (e.g., concentrations of gas migration greater than 25 percent of the LEL near occupied structures). Immediate notification does not apply to physical injury accidents unrelated to environmental concerns at the site.

The initial notification shall include an explanation of the nature and extent of the incident, any interim response actions taken or planned, and a description of the actions required to obtain additional information, if needed. Within 30 days of any such incident, a written report describing the above information and documentation of the cleanup or response remedy will be submitted to the WDNR. The report shall also discuss the need for design, monitoring, or maintenance changes, if necessary to prevent a recurrence of the incident.

3.5.4 O&M Progress Reports

Following construction, Annual O&M Progress Reports will be submitted to the WDNR. The reports will include a narrative describing O&M activities during the reporting period highlighting any problems encountered and the status of response actions. Progress reports will include summaries of project changes, WDNR correspondence, and personnel changes during the reporting period.

Specific information to be included within the O&M Progress Report are inspection reports, summaries of major gas extraction system maintenance activities, summaries of final cover care and maintenance activities, and facility monitoring data. The report will include an evaluation of the effectiveness of the gas extraction system and the final cover. A description of the projected work for the next reporting period will also be provided.

3.5.5 Records Retention

Facility records will be maintained by the Dane County Regional Airport.

ATTACHMENT E1

GUIDELINES FOR PROTECTION OF CONSTRUCTION WORKERS

NOTE: These guidelines were taken from "A Compilation of Landfill Gas Laboratory and Field Practices and Procedures," prepared by SWANA Landfill Gas Division, Health and Safety Task Force, August 1991. These guidelines are general in nature and do not include site-specific safety information. Site-specific safety procedures must be followed in accordance with any site safety plans that may be in effect.

GUIDELINES FOR PROTECTION OF CONSTRUCTION WORKERS

Any person performing construction or maintenance activities on or within 1,000-feet of a refuse-filled area should be aware of the existence of, or the potential for, the development of hazardous conditions. One-thousand-feet is used by some authorities as the maximum distance LFG will migrate through soil through underground conduits or where surface conditions interfere with normal venting through soil cover.

The hazard may be one or more of the following:

- Fires may start spontaneously or from exposed and/or decomposing refuse.
- Fires and explosions may occur if a spark is provided in the presence of LFG.
- LFG may cause an oxygen deficiency in underground trenches, vaults, conduits, and structures.
- Hydrogen sulfide, a highly toxic and flammable gas, may be present.
- Caving of trenches and excavations may occur over or in refuse fills.

Specific site conditions will determine what measures should be taken to protect the health and safety of the workers and the public. Some <u>typical</u> safety precautions for persons working in areas over and near decomposing refuse follow. These recommended precautions are not to be considered the only precautions necessary and are not a substitute for being alert, informed, and responsible. These precautions apply in addition to those safety requirements of agencies having jurisdiction.

The safety recommendations are given in two categories: (a) general safety procedures when working in the vicinity of the refuse landfill, and (b) safety procedures when working on refuse-filled areas.

General Safety Procedures

- Workers should be advised of the presence of LFG resulting from the decomposition of refuse buried at or near the job site, and precautions should be taken to ensure the safety of workers and the public.
- 2. A person trained in the use of gas instruments and safety equipment should be designated as Safety Monitor. The Safety Monitor should be present at all times with appropriate instruments to test for oxygen deficiency and for the presence of methane or hydrogen sulfide gas. A Gastech Gas Detector, or similar unit, should be available for this purpose. The Safety Monitor should periodically test the excavation areas, utility vault, structure, etc., for safe working conditions and should ensure that appropriate safety equipment is available at the site.
- Workers should not be allowed to work alone at any time in an excavation. Work parties
 of at least two should be mandatory, with one worker located outside of possible gas
 effects.
- Workers should not be permitted to enter excavations where there is an oxygen deficiency or a combustible mixture of methane.
- No welding should be permitted in trenches, enclosed areas, or over refuse-filled areas unless performed over ground mats or in areas of the site approved by the Safety Monitor.
- As construction progresses, all valves and conduit openings should be closed as soon as installed to prevent the migration of gases through the pipeline system.
- Smoking should be prohibited in or near open excavations and in the vicinity of pipelaying activities.
- No excavation or drilled hole greater than 2-feet deep should be left unattended or open overnight unless it is securely covered in a manner acceptable to the regulatory agency having jurisdiction.
- 9. Utility access manholes should be entered with extreme caution. Applicable Confined Space Entry Procedures must be followed. Sparks can occur from metal manhole covers and rings. The air in a manhole or enclosed space should be tested with a detector before entering. Positive ventilation is an excellent procedure to follow when working in any underground structure.
- 10. Fire extinguishers with a rating of at least A, B, and C should be available.

Safety Procedures When Working on Refuse Landfills

- Workers should be cautioned regarding the potential unstable soil and refuse material and
 the strong possibility of caving during drilling operations and in open excavations.

 Anyone working near the edge of drilling or deep excavations should be secured with a
 safety belt, harness, or short rope to permit rescue in the event of a worker falling into an
 excavation.
- In the event hydrogen sulfide (H₂S) odor is smelled or if H₂S gas is present in sufficient
 quantity to trigger the H₂S alarm on the gas detector, all persons should be evacuated from
 the area immediately.
- Electric motors used in refuse excavation areas should be explosion proof.
- The use of explosives should not be permitted.
- Inhalation of LFG should be avoided. Such gases (or oxygen-deficient air) may cause nausea and dizziness.
- Workers should not leave open wells or excavations unattended.
- Stockpile soil adjacent to operations in areas of exposed refuse for firefighting purposes.
 Soil is probably the most effective means of extinguishing landfill fires.
- Workers should avoid contact with exposed refuse as much as possible. Irritants or hazardous materials may be present.
- Smoking shall be prohibited on the landfill site.
- A Health and Safety plan addressing planned activities should be prepared and understood by all personnel working on the site.

ATTACHMENT E.2 MONITORING DATA SHEETS

FORM 1

BLOWER AND FLARE STATION GAS MONITORING TRUAX LANDFILL

Date:				Visually	Inspect Level	in Condensate MH:
Temperature:		°F	_	Were Co	ondensate MH	Warning Lights
Atmospheric Barometric			/E		d?:	
Weather Conditions:						ring is Required:
Ground Conditions:				Dates A Inspect	innual and Ser ions/Mainten	niannual ance are Required
Gas/O2 Meter Model: _				(Annua))	(Semiannual)
Gas/Oz Meter Serial No	A					
Date Last Calibrated:						
Gas Temperature:		•F				
Gas Flow:		cfm				
Location	Pressure	% GH4	% O2	% CQ3	Mow	Valve Settings/ Adjustments
Blower House						
The state of the s						
Trench Header		I .	1		1	
Trench Header Well Header			-			

Retinguion Wells	Pressure	% CH ₁	% O2	% COs.	Valve Settings/ Adjustments
N1					
N2					
N3					
W1 .			ļ		
W2					
W14					
W3			-		
W4			L.		
W5					
W6					
W15					
W7			-		
W8			-	-	
W9	Y				

Extraction Wells	Pressure	% CHi	% O;	A COS	Valve Settings/ Adjustments
W10					
W11					
W12					
W13					
S1					
S2.				ļ	
53					
54					

Extraction Transfile	9 *	. Рушките	1 % CH1	% O2	% CCa	Valve Settings/ Adjustments
R1	н					
12.15.	T					
R2	н		1			
	T					
R3	Н					
N	Т					
R4	н				l i	
R	T					
R5	н					
KJ	т					
R6	н					
Ko	Т					
R8	Н					
Ko	Т		1			
Do.	Н					1
. R9	Т					
R10	Н					
KIU	т					
R11	Н			The second		
	Т					
Dia	н					
R12	Т		900			
	н					
R13	T					

H = Header Monitoring Hose T = Extraction Pipe/Trench Monitoring Hose

ATTACHMENT E.3 BLOWER AND FLARE INFORMATION

Waste Gas Flare CANDLE FLARE Purpose and Operation

A. PURPOSE

This system has been designed and constructed to dispose of waste landfill gas by means of controlled combustion. During this disposal, the temperature is controlled to ensure efficient removal of pollutants, preventing their release into the atmosphere.

The major components of the system have the basic functions as follows.

MAIN CONTROL PANEL

The main control panel houses the components that control the operation of the flare and provides the signaling capability to other areas as to the status of the flare operation.

2. TEMPERATURE MONITOR (IF USED)

The temperature controller controls the operating temperature of the flare by regulating the operation of the cooling dampers.

3 TEMPERATURE RECORDER

The temperature recorder isolated in the main control panel. Its function is to provide a printed record of the temperature inside of the flare stack and landfill gas flow rate into the flare while it is in operation. The recorder also acts as the high temperature alarm instrument and condensate injection system minimum temperature limit.

4. COOLING AIR DAMPERS

The cooling air dampers operate upon command from the temperature controller to regulate the amount of cooling and combustion air allowed into the flare to maintain the proper operating temperature.

FLAME SAFEGUARD SYSTEM

The flame safeguard system consists of the flame safeguard control in conjunction with an ultra violet (U.V.) sensor. The flame safeguard controls the ignition system, pilot fuel solenoid, and landfill gas isolation valve. The U.V. sensor detects the presence of the flame and provides the signal to the flame safeguard for safe operation of the combustion process.

PILOT ASSEMBLY

The pilot assembly provides a flame source to prove the combustion process has been established and to ignite the main burner during flare operation.

7. LANDFILL GAS ISOLATION VALVE

This valve controls the flow of landfill gas to the burner. It operates pneumatically; is electrically controlled, and it operates fail-safe closed. The fail-safe operation assures that upon loss of operating power or air pressure, the valve will automatically close stopping the flow of landfill gas to the flare burner.

8. THERMOCOUPLE

The thermocouple is isolated in the upper portion of the flare stack and provides a temperature indicating signal to the temperature controller and temperature recorder.

BLOWER(S)

Blower(s) provide the means to evacuate the methane from the landfill field under negative pressure, compressing the gas and discharging it into the flare to be disposed of by controlled combustion.

10. KNOCK-OUT POT (K/O POT)

The K/O port provides moisture and particulate separation of the incoming landfill gas from the field.

11. K/O POT TRANSFER PUMP(S)

This/these pump(s) separates condensate from the K/O pot to the condensate storage tank. The pump(s) will operate automatically or can be manually operated.

12. CONDENSATE INJECTION SYSTEM

The condensate injection system stores condensate from the K/O pot and injects it into the flare during operation. This evaporates the water and disposes of the contaminates by means of incineration.

B. OPERATION

This system operates in the following manner and sequence.

- When the main control panel power is turned to the "ON" position, this
 allows the control system to be electrically powered, and the temperature
 controller and the temperature recorder become operational automatically.
- When the flare operation selector switch is turned to the automatic ("AUTO") position, the flare system will automatically turn on. The flame safeguard becomes powered allowing the pilot solenoid to open and the ignitor coil to energize. the pilot then ignites and the U.V. sensor detects and proves the establishment of the pilot flame.
- When the pilot flame has been established and proven by the U.V. sensor, the flame safeguard will allow power to be supplied to the blower motor starter, starting the blower. The motor starter energizing closes contact to allow the landfill gas isolation valve to open.
- The landfill gas blower and isolation valve is controlled by the flame safeguard system.
- The pilot flame ignites the landfill gas being released and the combustion of the landfill gas causes the temperature to rise in the flare stack. As the temperature rises, the thermocouple senses the temperature and transmits a signal to the temperature controller indicating the temperature inside the flare stack. The temperature controller, in turn, signals the damper motors located on the base of the flare. The dampers adjust (open or close) to maintain the required temperature as regulated by the temperature controller. The temperature setting for the temperature controller is programmable and may be set as needed to meet the specified temperature requirements.
- 6. The flare will continue to operate until the system is manually shut down.
 The system will automatically shut down if the methane supply is depleted or if it malfunctions.
- the flame from the pilot and/or the main burner is monitored at all times by the U.V. sensor. If the signal from the U.V. sensor verifying the presence of the flame is lost, at any time while the flare is in operation, the flame safeguard system will automatically shut down the system. After shutdown, the flame safeguard will reset, and the purge delay will reactivate the system re-start. The pilot solenoid and ignition coil will again energize, causing the pilot to re-light. If the U.V. sensor verifies the

presence of the pilot flame, the system will turn on the and operate as described above.

8. In the event of flame failure where the pilot energizes, but the U.V. sensor does not verify the presence of the pilot flame during the energizing process, the flame safeguard system will shut down and lock out the operation of the flare system. When the problem is resolved, the flame safeguard is reset.

Manual Operation

When the flare control is set in the "MANUAL" operation mode, the flare system will operate in the same manner as described above EXCEPT AS FOLLOWS:

Once the pilot flame has been proven by the flame safeguard, the "MANUAL BLOWER START" button will then have to be pushed and the selected blower will start. With the blower in operation, push the Manual Landfill Gas "ON" button and the landfill gas isolation valve will open. In this "Manual" operation mode, the burner will stay in operation with all of the same safety features of the automatic operation.

BURNER ADJUSTMENT for CANDLE STYLE FLARE

The "NEW KIND OF CANDLE" flare has been designed to provide a very high efficiency of combustion on a wide fuel range. This unit will operate with a low methane content of 12% with an oxygen content of 12%. In order to operate over a very wide fuel range of 50% to 12% methane, the fuel to air ratio must be adjusted to achieve the desired combustion characteristic.

SHUTTER ADJUSTMENT

- A. The lower the methane content the less combustion and cooling air is required. (close shutters)
- B. The higher the methane content the combustion and cooling air must be increased. (open shutters)

TO ADJUST THE SHUTTERS

- SHUT DOWN THE FLARE AND LOCK OUT THE ELECTRICAL CONTROL SYSTEM. ALLOW THE FLARE TO COOL.
- Install a ladder to reach the bottom side of the flare head and the location of the shutters. Tie off the ladder carefully to stabilize the ladder.
- Loosen the two retaining nuts on the shutter and adjust the air gap as needed. Use anti seize compound on the shutter retaining nuts when re installing the shutters each time they are adjusted.

ADJUSTMENT INDICATIONS

Open the shutters when:

- A. The flare is operating at an excessive temperature
- B. There is visible yellow flames above the flare during operation
- C. Drastic increase in landfill gas flow or an increase of 15% or more in the methane content may require shutter adjustment.

Close the shutters when:

- A. The flare is operating at a lower temperature than desired.
- B. The flare vibrates during operation (loud pounding combustion noise). This would be caused by to high of air to fuel ratio causing premature detonation of the landfill gas causing sever vibration.
- C. Drastic decrease in landfill gas flow or a decrease of 15% or more in the methane content may require shutter adjustment.

TROUBLE SHOOTING INSTRUCTIONS for CANDLE STYLE FLARE

Many malfunctions can be isolated by mounting the panel lamps and their relationship to the components on the electrical schematic.

In addition to those causes listed below, loose or broken wiring and blown fuses should also be considered where applicable.

For repair instructions, refer to the appropriate manufacture's information.

MALFUNCTION - POSSIBLE CAUSE

- Failure of pilot to light.
 - A. Grounded spark rod, disconnected cable.
 - B. One or more safety limits ahead of safeguard may be open.
 - C. Faulty solenoid valve.
- Pilot light will light but will not prove.
 - A. Pilot flame is too short, possibly due to insufficient gas pressure or plugged spud.
 - B. Malfunctioning U.V. flame detector.
 - C. U.V. flame detector lens is fogged or dirty.
 - D. Faulty safeguard.
- 3. If the system is in full operation and the indicated temperature remains low for more than three (3) minutes after the burner on lamp lights, check the following:
 - A. The air control shutters need to be adjusted or of one or more of the following:
 - Dirty, damaged or improperly installed thermocouple
 - Insufficient land fill gas flow to maintain temperature.
 - Failed temperature monitor.
 - B. Main gas valve is closed.
 - 1. Open circuit to actuator.
 - 2. Faulty gas valve actuator

- C. The thermocouple is grounded or shorted.
- D. Plugged spuds.
- E. Insufficient BTU content of landfill gas.
- Over temperature condition (actuator or indicted.)
 - A. Thermocouple is open.
 - B. The air control shutters open to far or:
 - 1. The landfill gas flow (Btu loading) is beyond the capacity of the flare.
 - 2. The methane content of the landfill gas has increased. Adjust shutters
 - 3. Faulty temperature monitor

5. Pilot Gas Low Pressure

Indication: "Low Pressure Fuel" Red Alarm light will Illuminate.

Effect: If the flare is not in operation at the time. The system will not start.

Cause: Insufficient fuel pressure.

Action: Open fuel valve(s), or re-fill propane tank.

High Temp Alarm

Indication: "High Temp Alarm" Red Alarm light will Illuminate.

Effect: Will cause Flare Shut Down & will activate auto dialer (IF USED) activates timed delay relay, which will shut down the system after a field adjustable timed delay relay times out.

Cause: Improperly adjusted air shutters, failed thermocouple, failed temperature monitor, excessive landfill gas flow rate or BTU loading.

Action: Adjust air control shutters, Repair or Replace Malfunctioning Equipment.

7. High Temp Shutdown

Indication: "High Temp Shutdown" Red Alarm light will Illuminate.

Effect: Will cause Flare Shut Down.

Cause: Same as High Temperature Alarm.

Action: Remedy malfunction then push "High Temperature Reset" button to restart the system.

8. Low Temperature Alarm

Indication: "Low Temp Alarm" Red Alarm light will Illuminate.

Effect:

- A. After a field selectable timed delay (STDR), the supplemental fuel system will activate, if turned on. (IF SUPPLIED WITH SYSTEM) This will increase the BTU input to the flare and raise the operation temperature.
- B. If supplemental fuel is not activated (OR SUPPLIED)the system will shut down & activate the auto dialer. (IF SUPPLIED)

Cause: Insufficient Landfill Gas flow, (low BTU loading), improperly adjusted air control shutters, failed temperature monitor.

Action: Increase Landfill Gas flow, adjust air control shutters, replace Temperature Monitor, check thermocouple..

Condensate Tank High Level Alarm (IF SUPPLIED)

Indication: "Condensate Tank High Level Alarm"

Red Alarm light will Illuminate.

Effect: Auto Dialer activated, field selectable timed relay activates and the flare system will shut down.

Cause: High Condensate Level in Storage Tanks (Sump) closes High Limit switch sending signal to Main Control Panel.

High level Alarm

Indication: Auto Dialer Activated

Red Alarm light will Illuminate.

Effect: Flare System Shutdown

Cause: Low Temperature Alarm
High Temperature Alarm
Flame Failure
K.O. Pot High Level Alarm (IF SUPPLIED)
Condensate High Level Alarm (IF SUPPLIED)
High O2 Alarm (IF SUPPLIED)

Action: Respond to alarm & re-start system.

O2 High Level Shut Down (IF SUPPLIED)

Indication: "O2 High Level Alarm"

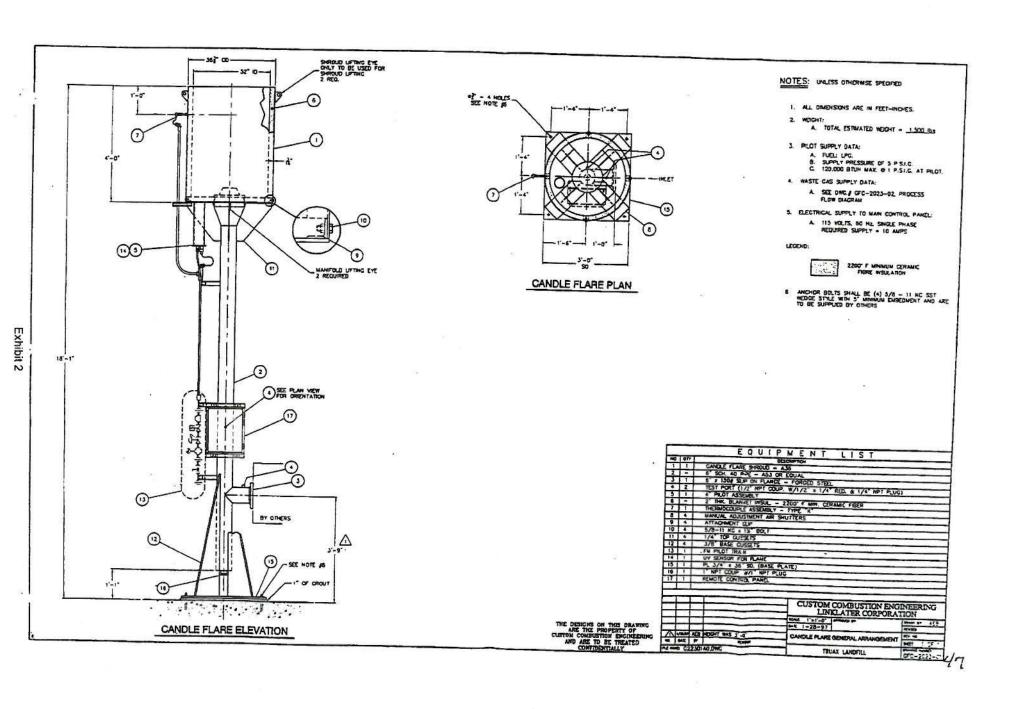
Red Alarm light will Illuminate.

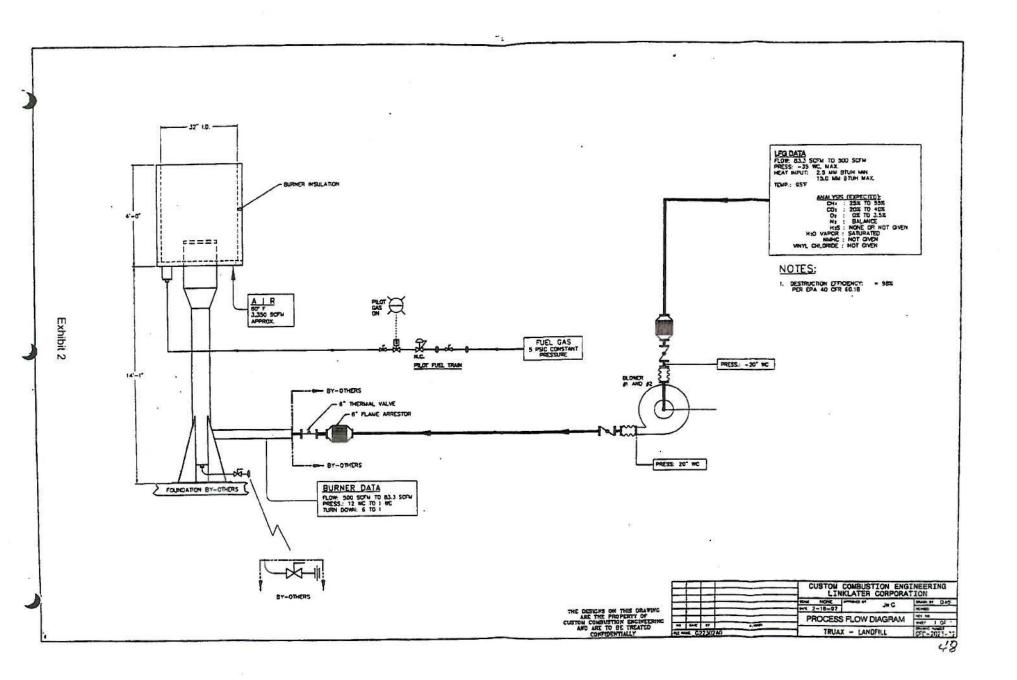
Effect: Auto Dialer activated, field selectable timed relay activates () is activated and the flare system will shut down.

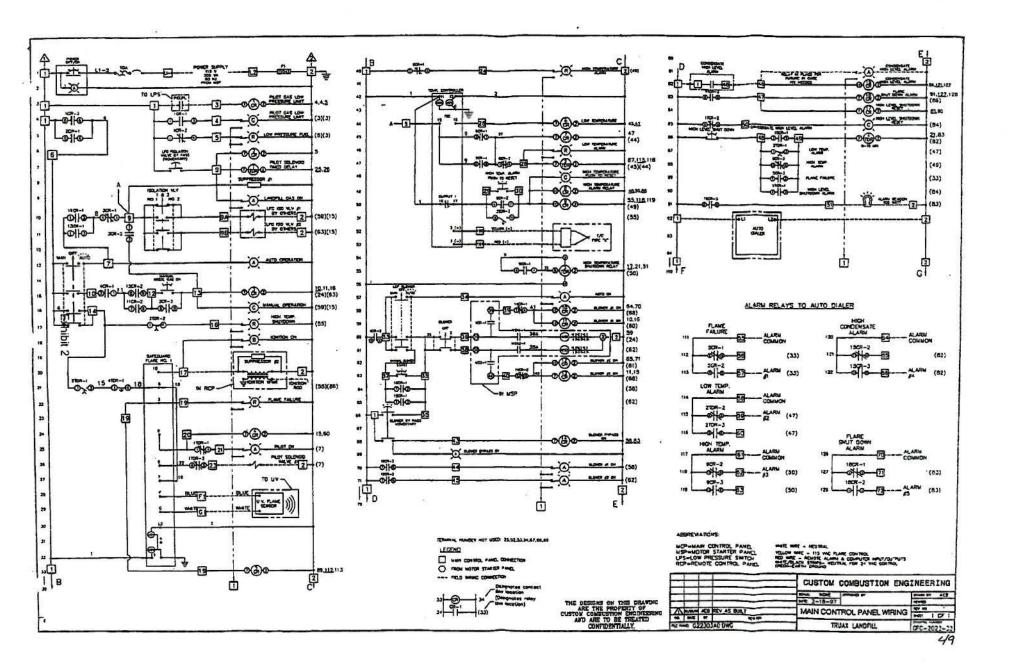
Cause: High O2 content in Landfill Gas, broken or open Landfill Gas
Lines, Excessive Vacuum on Landfill Fields, valve open in landfill
Gas Lines.

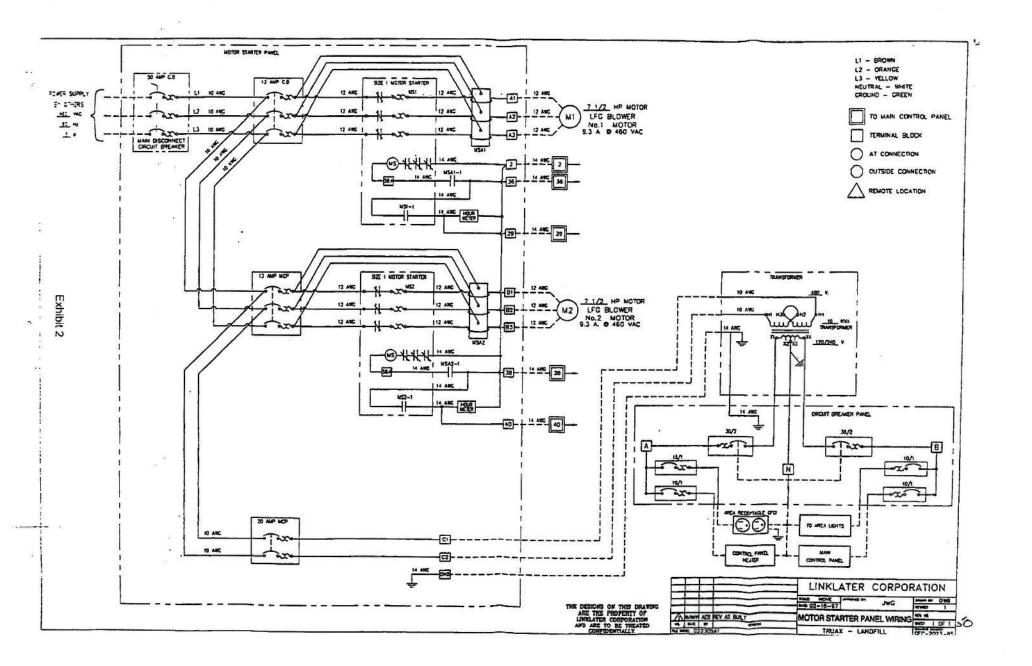
Action: Reduce Landfill Gas flow rate, located and repair leaks in Landfill Gas piping.

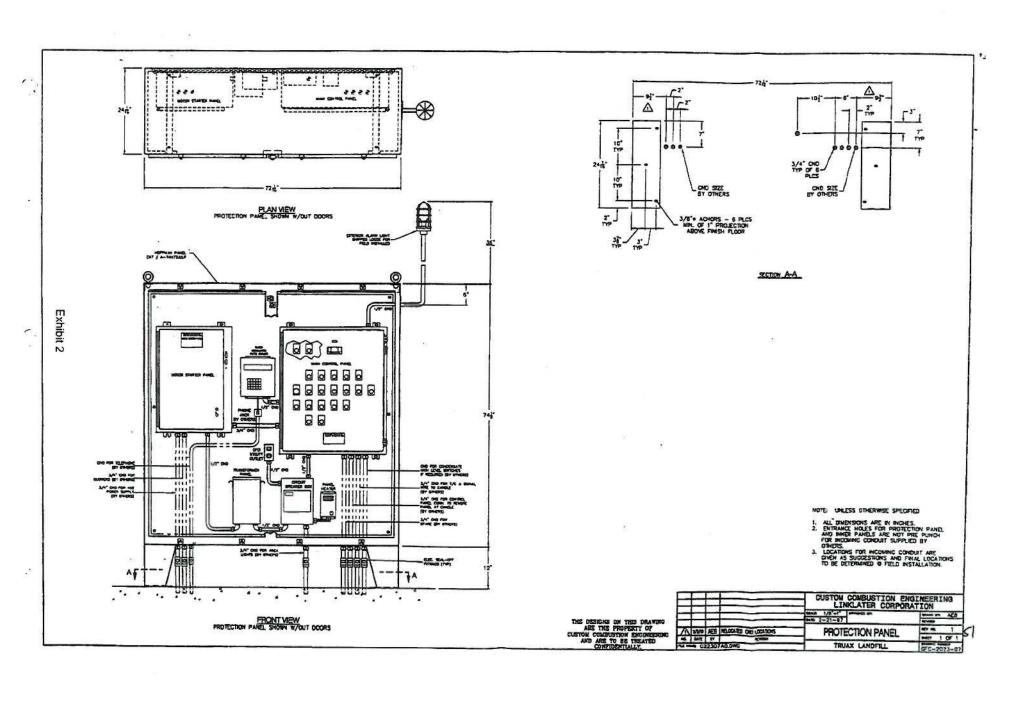
Note: Refer to Electrical DWG. & or Timer Log for times settings for relays.

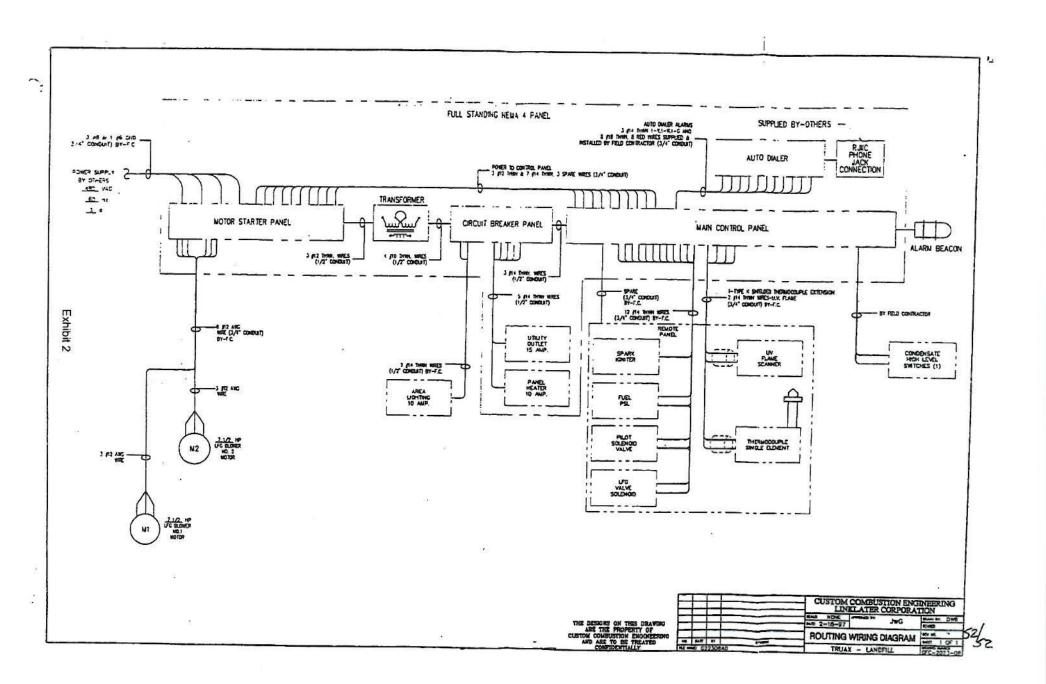


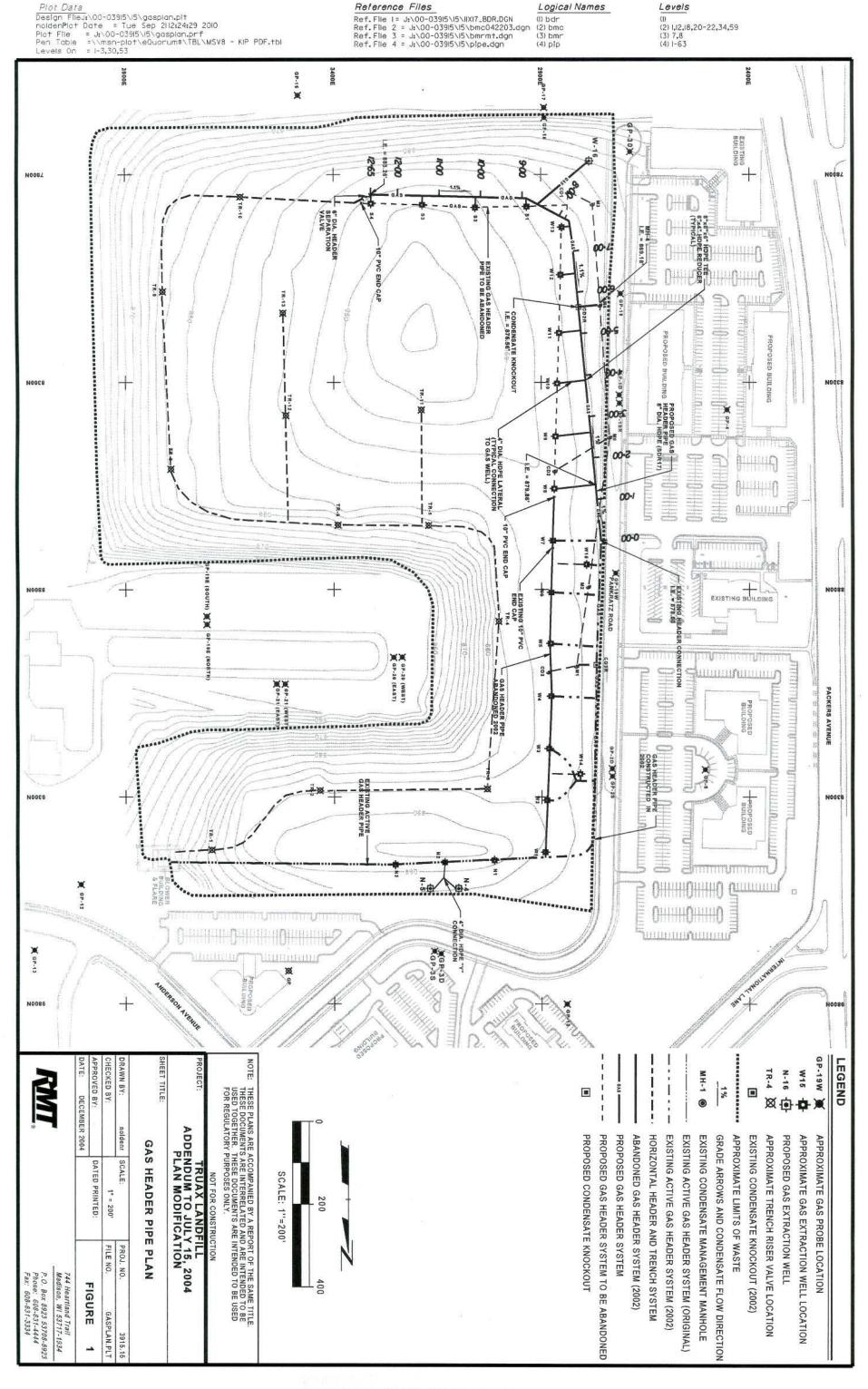


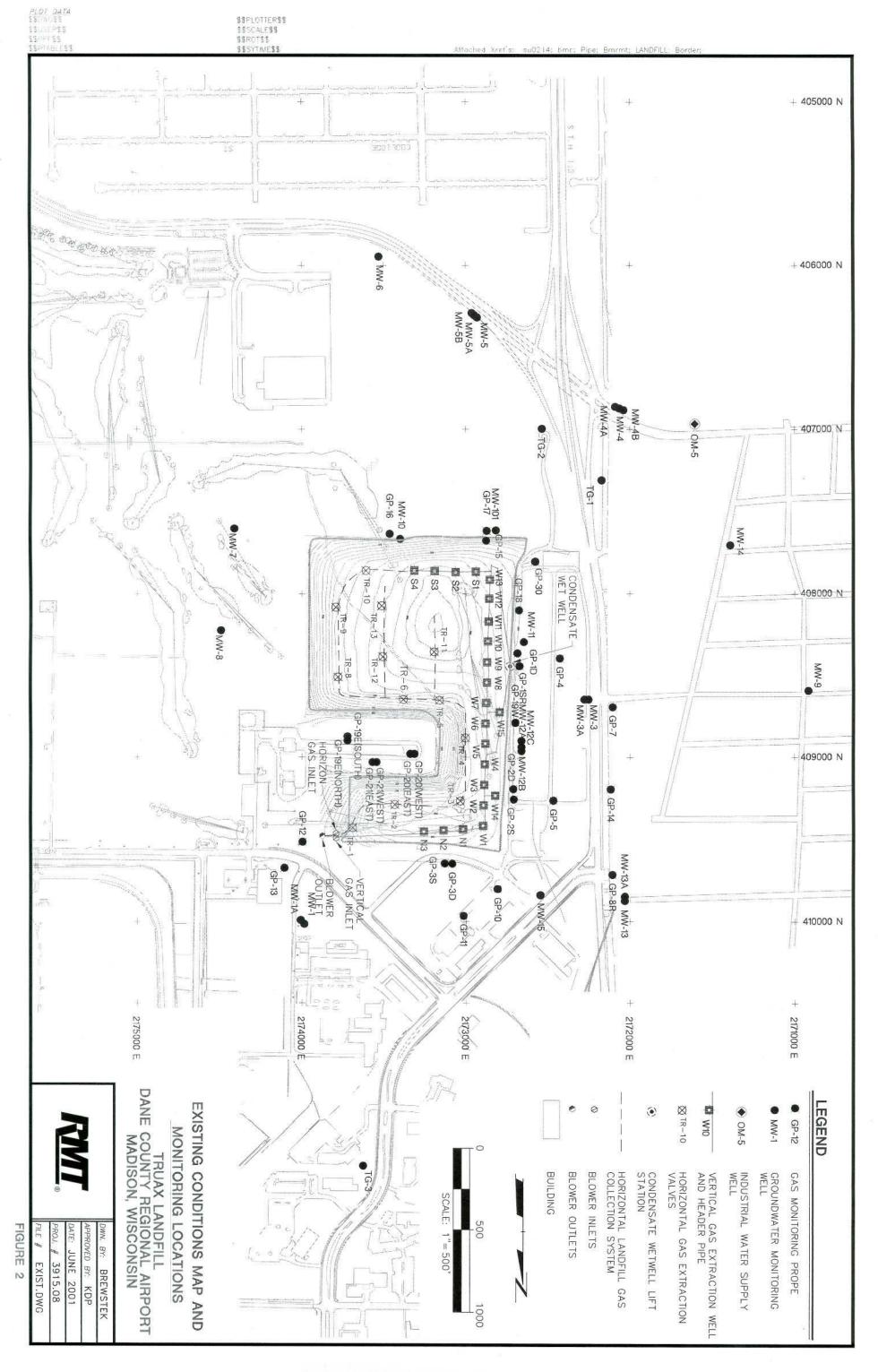












SCHEDULE B

[Schedule B shall incorporate the Schedule of Hourly Rates and Charges as set forth in the accepted proposal]

SCHEDULE C

[Schedule C shall incorporate the Statement of the Total Amount of Proposal and the Schedule of Annual Charges provided in the accepted proposal and will set forth the payment schedule]