

REQUEST FOR PROPOSALS

Development and Implementation of Training Sessions on Operational Optimization of Landfills and Landfill Gas Systems in China

Proposals are invited from environmental engineering consulting or similar organizations, which specialize in landfill gas, to hold two 2-day training sessions in China. The deadline of submission of proposals is March 24, 2011.

I. Background Information

California State University, Fullerton (CSUF or University) is expecting to receive an award for a one-year project from the United States Environmental Protection Agency's (USEPA) Global Methane Initiative (GMI). The GMI is an international initiative designed to advance cost-effective, near-term methane recovery and utilize it as a clean energy source. The goal of the GMI is to reduce global methane emissions.

One main task of this project is to have technical presentations in China to leaders of municipalities and operators of landfills. Two-day training sessions are planned; each session will consist of training presentations and workshops. The topics will cover the legal, technical, and financial aspects of LFG recovery and energy utilization as well as operational strategies and operational optimization. A total of two consecutive training sessions/workshops are envisioned.

It should be noted that the USEPA has awarded similar contracts twice to CSUF in the past few years and both projects were successfully completed. This proposed project would be built on experiences and lessons learned from the previous workshops. The workshop locations will be carefully chosen to raise awareness and improve local expertise and knowledge of a larger audience in China. New lectures will be added and the existing lectures will be updated, modified, and more tailored to the needs of these regions. The lectures will address the concerns and suggestions that were mentioned in the Methane to Markets (M2M) Partnership Landfill Subcommittee's Action Plan and in their most recent meeting minutes. For example, the lectures will be more China-specific and provide useful information on how to access financing and how to take a phased approach to LFG projects. The presentation will be unique, practical, comprehensive, and China-specific. It would include the practical experiences from both China and the United States with emphasis on the needs of Chinese attendees. The main focus of the presentation is to introduce LFG collection concepts, general design consideration, LFG utilization, project commercial elements (preparation of bid documents, assessment of bid submittals, and preparation of contractual agreements) and funding mechanisms. In-country examples of construction and operation LFG projects will also be covered. Posters of example projects will be prepared and exhibited. New lectures will be prepared and given on operational strategies, data analysis and operation adjustments, and case studies of landfill gas-to-energy (LFGTE) project operational optimization.

To achieve the above-mentioned objectives, the project team will consist of three partners. The CSUF group, lead by Jeff Kuo, a professor at the Civil and Environmental Engineering Department, who serves as the Principal Investigator (PI) of this project and will provide academic input and overall project management. The Chinese group, consisting of Mr. Haiyun Xu of China Academy of Urban Construction and Professor Zhihong Wei of Tsinghua University will provide first-hand local information, knowledge, and support. The third partner is an environmental engineering consulting or similar organization (the "Subcontractor") that specializes in landfill gas (LFG) projects. The

subcontractor should be well-versed in the operational issues related to the collection and utilization of LFG and has experiences on these types of systems at many landfill sites in China and Asia. This request for proposal (RFPs) is to solicit proposals from well-qualified organizations to work as the subcontractor of this project to provide necessary assistance.

II. Subcontractor Scope of Services

The subcontractor will develop and implement the training sessions with the assistance and under the overall management of CSUF, and support CSUF in the preparation of the reports to the USEPA. The subcontractor will also provide translation between English and Chinese documents, as requested by CSUF.

The specific tasks that the subcontractor needs to accomplish are described below:

Task 1 – Initial Survey on Training Locations

- Identify potential attendees from lists of attendees at previous conferences and workshops, professional contacts, and the subcontractor's contacts in China;
- Survey some of the identified potential attendees to gauge the level of interest in a training session on energy recovery and emission reduction of landfill gas to be held at certain proposed locations; and
- Evaluate results and prepare a summary report for recommendation of training locations.

Task 2 – Preparation for Training Presentations and Workshops

- Engage two Chinese experts (Mr. Xu and Professor Wei) to assist with various tasks.
- Prepare training presentations and workshop content (in Chinese). New topics will be added as appropriate to reflect the workshops shifted focus on more advanced aspects of LFG system O&M and optimization.
- After the presentations are finalized, make electronic copies on CDs for distribution to attendees at training sessions;
- Contact national and local government/trade associations to solicit input regarding training locations, and to obtain cooperation and support for the training sessions;
- Evaluate and finalize training locations;
- Secure venues and negotiate deals (room and equipment rental, support personnel, reception, meals, lodging);
- Issue announcement/invitation to potential attendees;
- Prepare up to four (4) posters related to LFG system operational optimization of collection efficiency in China;
- Formulate measurements of output and outcome for the training session.

Task 3 – Implementation of Training Sessions

- Prepare the list of attendees;
- Summarize feedback received from attendees;
- Review and edit the digital audio records of the presentations and workshop;
- Provide information to the appropriate party for entering the project into the Global Methane Initiative project database; and
- Perform measurement of output and outcomes of the project.

Task 4 – Evaluation and Follow Up

- Prepare list of attendees;
- Summarize feedback from attendees and prepare a brief report;
- Review and edit, if necessary, the digital audio records of the presentations and workshop;
- Provide information in digital format to CSUF; and
- Perform measurement of output and outcomes of the project.

Task 5 – Management and Reporting

- Management of the subcontractor's staff and resources to execute the scope of work; and
- Furnish information to CSUF as necessary to prepare progress reports, draft final report and final report to the USEPA.

III. Workshop Locations and Schedule

Although the final training locations will be selected, two sites that are being considered by the PI are Beijing and one other city in the southern part of China based on the survey results from Task 1, responses from local governments and trade associations, and input from our team of Chinese experts.

The workshops are to be held in the late May and/or early June of 2011.

IV. Project Term

April 1, 2011 to March 31, 2012.

V. Maximum Amount of Funds Available

The maximum amount of funds available to the Subcontractor is USD \$73,000. This amount covers all the labor, travel and lodging, and all the other relevant and appropriate expenses, including but not limited to Subcontractor's administrative costs and related fees for all tasks/services described in Section II; rental and all the other expenses for using the workshop facilities; and the labor, travel and lodging, and all the other relevant and appropriate expenses of the two Chinese experts as well as other guest speakers invited for the workshops.

VI. Additional information

Please contact Jeff Kuo (jkuo@fullerton.edu) if you have questions regarding this RFP. If you would like to be considered, please email a seven-page (maximum) proposal including a proposed budget and proposed course topics and schedule for the workshops to Jeff Kuo (jkuo@fullerton.edu) by March 24, 2011. The CSUF will select a subcontractor, by the end of March 2011, after reviewing all the proposals.