

REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL CONSULTING SERVICES
REGIONAL RECYCLING SYSTEM FEASIBILITY STUDY
FREMONT COUNTY / WESTERN GREATER YELLOWSTONE CONSORTIUM
BUILDING SUSTAINABLE COMMUNITIES

On behalf of the Western Greater Yellowstone Consortium, Fremont County is hereby soliciting proposals from qualified firms interested in providing the professional engineering and environmental services as described in this RFP.

Proposal Due Date: **November 2nd, 2012**
No. of Copies: One (1) original plus one (1) electronic copy in PDF format on a CD / detachable drive.

Submit to: Fremont County Planning and Zoning
Attention: Stephen Loosli
125 N. Bridge Street
St. Anthony, ID 83445

Fremont Co. Contact: Stephen Loosli
(208) 624-4643
E-mail questions to sloosli@co.fremont.id.us

Primary Consortium Contact: Heather Higinbotham
Sustainability Programs Manager
Yellowstone Business Partnership
(406) 600-6617
E-mail questions to heatherh@yellowstonebusiness.org

SUMMARY

This Request for Proposal (RFP) is to provide a basis for developing a regional recycling strategy and system that will be part of the 4-county Regional Plan for Sustainable Development (RPSD).

The Western Greater Yellowstone Consortium (WGYC) has been awarded a Sustainable Communities Regional Planning Grant to support regional planning efforts that integrate housing, land-use, economic and workforce development, transportation, and infrastructure developments in a manner that empowers regions to develop sustainable economies. This study effort will engage stakeholders in understanding current conditions, establishing regional priorities and objectives, and establishing a strategy to meet those objectives.

REGIONAL RECYCLING SYSTEM FEASIBILITY STUDY

Recycling is difficult in the Greater Yellowstone region because of its rural nature and distance to markets. Each small community lacks the individual population base to warrant investing in sorting facilities. As a result, many community recycling programs handle limited materials. The greatest potential for landfill-bound waste diversion has not yet been realized. This 18-month project will:

1. Evaluate the economic and technical viability of multi-state recycling systems to serve the participating four counties, and ultimately the greater Yellowstone-Teton region, and
2. Collect economic / technical data from existing entities that may be used to promote recycling and coordinate operations.

BACKGROUND

The Western Greater Yellowstone Consortium (WGYC) supports metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact. The economic development strategy places a priority on investing in partnerships, including nontraditional partnerships (e.g., arts and culture, recreation, public health, food systems, regional planning agencies and public education entities) that translate the Livability Principles into strategies that direct long-term development and reinvestment, demonstrate a commitment to addressing issues of regional significance, use data to set and monitor progress toward performance goals, and engage stakeholders and residents in meaningful decision-making roles.

The WGYC consists of the following entities

Counties:

Fremont, Madison, Teton, Idaho and Teton, Wyoming

Cities:

Ashton, Driggs, Island Park, Rexburg, St. Anthony, Victor

Nonprofit Organization Partner:

Yellowstone Business Council

Federal and State Agency Partners

US Bureau of Land Management, US Forest Service, Idaho Department of State Lands

Funding Agency:

U.S. Department of Housing and Urban Development

Study elements will provide the WGYC the information needed to meet the HUD objectives for the study and for local municipalities to meet comprehensive planning requirements set by the state and goals and policies established locally.

The final deliverable from the entire grant will be a Greater Yellowstone RPSD which will include the Greater Yellowstone Framework for Sustainable Development, a four-county Comprehensive Resource Plan and Sustainability Strategy, and a model development code for use by cities and counties. The Plan will be developed by the WGYC utilizing the reports, findings, and recommendations from all the focus area studies.

LIVABILITY PRINCIPLES

When developing region specific objectives and the associated strategies and work plans within each of the study focus areas, it is imperative that these efforts are consistent with the Sustainability Partnership's Livability Principles which are:

- Transportation Choices,
- Supporting Existing Communities
- Equitable, Affordable Housing
- Coordinating and Leveraging Federal Policies and Investment
- Economic competitiveness
- Value communities and neighborhoods

INFORMATION AVAILABLE FOR CONSULTANT

Proposal submittal information and other information regarding the grant program and studies is available at

<http://sustainableyellowstone.org/>

REGIONAL RECYCLING STUDY - SCOPE OF WORK

Required Components

- A. Overall assessment of the region's waste streams including diversion rates, commodities collected, waste volumes/weights, infrastructure, distances to markets, disposal locations, and sustainability / life span of current means of disposal.
- B. Economic feasibility analysis including a description of the current financial / economic requirements or conditions within the regional recycling market, cost benefit analysis of waste management options, necessary capital and operational costs (including infrastructure) for a regional recycling system, and the potential net value of a regional recycling system. Net value would include cost recovery and job creation analyses.
- C. Technology and Industry assessment including current technologies/needs, current processors/needs, status and ability to implement new technologies, and new and potential markets in the region.
- D. Final recommendations, including summarized analysis, business model and operations plan, facility/site planning, infrastructure and location recommendations.
- E. Plan for implementation: draft an operations plan for regional approval that can be put into effect by local entities, including potential funding sources for implementation.

Cross-Boundary Coordination and Public Outreach

Because the ultimate objective of this effort is regional coordination, a primary element of the study effort will be to develop and utilize a coordination strategy. This will include multiple levels and elements of coordination including coordination with grant/contract administration (Fremont County), consortium entities, and other stakeholders such as utilities, existing recycling providers, city and county departments (P&Z, public works), state and federal regulators and public land managers.

Central to the coordination strategy will be a public outreach program. The consultant will develop and utilize an outreach strategy that maximizes stakeholder engagement, facilitates the identification and resolution of issues, and results in functional objectives and strategies.

DELIVERABLE: Coordination and Outreach Plan

Budget Allocation

- \$45,000 budget is inclusive of labor, travel overhead for the study phase

SCHEDULE

Describe the schedule you would propose to accomplish the work described herein, including the availability and present/expected workloads of key team members. Discuss a schedule for additional tasks you would propose that are not addressed in the Required Components specified herein.

PROPOSAL REQUIREMENTS

Proposals shall be submitted containing the following information in the order outlined, the format described, and according to the proposal submittal requirements. Proposals not meeting these requirements may be considered non-responsive and rejected.

Information to Be Submitted

1. Cover page (Not included in the page count) with title submitting firm name, key contact, address, phone
2. Qualifications of Consultant Team
 - a. Firm description: history, years in operation, office locations, annual revenue
 - b. Describe specialized experience of team with study focus area
 - c. Experience with local stakeholders and governing agencies associated with the region
 - d. Project Experience: Include summary of maximum of five (5) related projects. For each project list:
 - i. Staff proposed for this project who worked on the project
 - ii. Project scope and consultant fee on project
 - iii. Project client reference; name, phone number, email, and physical address.
 - e. Project Manager
 - i. Description of qualifications
 - ii. Current work load including projects this individual is managing, and the project size, location, and percent complete.
 - f. Project Team Members
 - i. Description of qualifications
 - ii. Individuals shall be listed with specific project responsibilities and they shall not be removed or replaced without County approval
3. Approach and Methodology
4. Proposed Schedule. The desired schedule is submittal of draft report within 15 months of contract award and final report within 2 months after receipt of comments on the draft report. Please provide a proposed schedule. If the proposed schedule does not meet these anticipated deadlines, provide justification.
5. Provide Project Manager and Team Member resumes as an appendix (not in page count). Limit resumes to two page
6. Other Proposal Elements in Appendix
 - a. Provide Proof of Insurance, as applicable
 - b. Provide proof of license to conduct business in Idaho and Wyoming

Proposal Format

1. Proposals shall contain the required information discussed above, in the general order listed, not exceeding ten (10) pages in length (not including the Appendix) with all pages standard letter size (8.5x11 inches).
2. Front and back cover pages are not included in the page count
3. Font shall be not smaller than 10 point.

Proposal Submittal

1. Submit proposal to Fremont County by 5:00 p.m. on November 2, 2012, to:
Fremont County Planning and Zoning - Attention: Stephen Loosli
125 N. Bridge Street, St. Anthony, ID 83445
The County will not consider proposals received after the deadline.
2. Questions pertaining to this request for proposals must be submitted by email and shall be directed to Heather Higinbotham at heatherh@yellowstonebusiness.org . All questions shall be submitted before midnight on **October 22, 2012**. List of questions and answers will be published on the consortium website (www.sustainableyellowstone.com) not later than **October 26, 2012**.

2012 PROPOSAL EVALUATION SCHEDULE

| | |
|--|----------------------|
| 1. RFP released | October 11 |
| 2. Question due date | October 22 |
| 3. Proposal due date | November 2 |
| 4. Proposal reviews and interviews, if needed | November 3-16 |
| 5. Contract award date | December 1 |
| 6. Finalize agreement, scope and fee | December 31 |

PROPOSAL SELECTION

The successful consultant selected based on qualifications and in accordance with County procurement policy. The Consortium reserves the right to complete oral interviews after proposal evaluation. Proposals will be ranked according to the following submittal sections and associated weight.

1. Qualifications of the Consultant Team (50%)
 - a. Experience and Understanding of Project Issues (20%)
 - b. Experience and Understanding of Local Conditions and Issues (15%)
 - c. Experience, Qualifications and Availability of Project Management (15%)
2. Approach and Methodology; 40%
3. Proposed Schedule; 5%
4. Firm responsiveness / compliance with RFP / quality of presentation; 5%

Final contract fees will be negotiated. If the Owner and consultant cannot successfully negotiate a contract, the Owner will enter negotiations with next highest ranked consultant.

ADDITIONAL INFORMATION

1. The issuance of this RFP does not constitute an assurance by Fremont County that any contract will actually be entered into by the County and Consortium, and expressly reserves the right to:
 - a. Delay or deny approval of the work if in Consortium's best interest
 - b. Waive any immaterial defect or informality in any response or response procedure
 - c. Reject any and all proposals
 - d. Reissue the Request for Proposals
 - e. Invite additional respondents to the proposal
 - f. Request additional information and data from any or all respondents
 - g. Extend the date for submission of responses
 - h. Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
 - i. Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
 - j. Disqualify any respondent on the basis of any real or apparent conflict of interest.
2. By responding to this solicitation, each respondent agrees that any finding by the County of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.
3. **NO OBLIGATION TO PAY.** The County and Consortium has no obligation, express or implied, to reimburse or pay applicants for any expenses associated with preparing or submitting a response to this request. Applicants understand that proposals are prepared and submitted at their own expense.
4. **PROPOSALS PUBLIC KNOWLEDGE.** All proposal documents are considered public knowledge. Any information considered to be a trade secret, confidential, or privileged, which is not be made public must be clearly identified as such.
5. **CONFLICT OF INTEREST.** The Consultant agrees to ensure that, at the time of contracting, the Consultant has no direct or indirect conflict of interest and employs no person or subcontractor with any such known interest.