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3400 SOUTH WALNUT STREET • BLOOMINGTON, IN 47401



## **Request for Proposal**

**For**

### **Mixed Waste Processing Facility Feasibility Study**

**Issued:** January 13, 2017

**Proposals Due:** February 21, 2017 at 1:00 p.m. Eastern Standard Time (EST)

**Contact Person:** Tom McGlasson Jr., Executive Director  
Monroe County Solid Waste Management District  
3400 S. Walnut Street  
Bloomington, IN 47401  
[tmcglass@mcswmd.org](mailto:tmcglass@mcswmd.org)  
(812) 349-2020 (phone)  
(812) 349-2872 (fax)

## I. OVERVIEW

The Monroe County Solid Waste Management District (District) is seeking sealed proposals to consider contracting with a consultant for an assessment study of the feasibility for the District to construct and operate a Mixed Waste Processing Facility (MWPF). The District wishes to consider a MWPF with multiple capabilities including: processing segregated recyclables, processing single stream recyclables and recovering recyclables from the waste stream, or any suitable combination thereof.

The District seeks the services of a consulting firm to offer guidance on the fiscal sustainability and the requirements for constructing and operating a MWPF.

## II. BACKGROUND

The District is a multi-faceted unit of local government established in 1991, whose primary mission is to reduce the amount of material going to final disposal in a landfill. The District provides recycling services, waste disposal and waste management education to the local community. Recycling drop-off services are provided at five (5) locations throughout Monroe County, Indiana, four (4) of which also accept bagged municipal solid waste (MSW) and large bulky items for disposal. All five (5) locations accept Electronic Waste (e-Waste) and one (1) location accepts Household Hazardous Waste (HHW). Additionally, the District operates its Green Business Network, providing recycling collection services for Monroe County businesses, as a fee based service.

The recycling drop-off facilities require users to separate recyclables into the following categories: cardboard, office paper, mixed paper, aluminum, steel cans, other scrap metal, clear glass and colored glass. Currently, all materials collected are processed through vendors. MSW is transported to a local transfer station, recycling is transported to a Materials Recovery Facility in Indianapolis, Indiana and HHW and e-waste are handled by a variety a vendors located throughout central Indiana.

## III. INSTRUCTIONS TO OFFERORS

All proposals must be delivered to the Monroe County Solid Waste Management District, c/o Tom McGlasson Jr., Executive Director, 3400 South Walnut Street, Bloomington, IN 47401. Proposals must be received by the District no later than 1:00 p.m. Eastern Standard Time (EST) on February 21, 2017.

Proposals must be sealed and clearly marked "Mixed Waste Processing Facility Assessment Proposal". Proposals will be accepted via US Postal Service, hand delivery, private delivery or courier service on or before the above listed date and time. Proposals submitted via facsimile transmission, telephone, telegraph or electronic mail (e-mail) will **not** be accepted. All late proposals will be returned unopened.

Offeror must submit four (4) paper copies and one (1) electronic copy in .pdf format (matching the paper proposal exactly) on one (1) usb flash drive. One (1) of the paper copies must include original signatures. If the paper proposal and electronic copy differ, the original paper copy with original signatures shall be the proposal of record.

All proposals will be opened and read aloud in the order received at a public meeting February 22, 2017 at 1:00 p.m. EST at the District office, 3400 South Walnut Street, Bloomington, IN 47401.

A Surety Bond duly executed by authorized officials of a surety authorized to do business in the State of Indiana, a certified check or letter of credit from an accredited United States banking institution, in an amount equal to 10% of the proposed project cost, must accompany each proposal.

Offeror may not withdraw its proposal within ninety (90) calendar days after the proposal due date of February 21, 2017. Withdrawal within that time frame or after its acceptance by the District shall constitute grounds allowing for forfeiture of the Surety Bond to the District among other remedies available to it.

#### **IV. CONDITIONS**

Offeror shall be experienced with and knowledgeable of waste processing facilities, materials recovery facilities and solid waste management.

Offeror shall have the availability, ability, personnel and experience to satisfactorily complete the assessment.

Offeror shall familiarize themselves with the waste and recyclable materials generated, waste characteristics, waste and recycling facilities, and service providers of Monroe County, Indiana and surrounding area.

Offeror shall familiarize themselves with and take into account the State of Indiana laws governing solid waste management district and the legal requirements and financial constraints of a solid waste management district constructing and operating a solid waste management facility per Title 13, Article 21, of the Indiana Code (IC 13-21).

Offeror shall provide certification that they are authorized to do business in the State of Indiana and in accordance with Title 23, Article 1 of the Indiana Code (IC 23-1) and are not disqualified per Title 5, Article 22, Chapter 16.5 of the Indiana Code (IC 5-22-16.5) which disqualifies contractors dealing with the government of Iran.

Offeror shall provide a list of all consulting work completed within the past five (5) years on similar projects, including an outline of each consulting project and contact information for each client.

Offeror shall provide a copy of its proposed contract.

Offeror shall provide a time frame not to exceed eight (8) months to complete the scope of work and provide a final written report to the District.

Offeror must submit a completed Non-Collusion Affidavit (Page 8) with proposal.

Offeror must submit a completed Equal Employment Opportunity/ADA Statement (Page 9) with proposal.

The District reserves the right to negotiate final contract conditions with the offeror whose proposal, at the discretion of the District, has been determined to be the most responsible, responsive, reasonable and best able to meet the needs of the District.

Any contract entered into shall be construed in accordance with and governed by the laws of the State of Indiana

## **V. SCOPE OF WORK**

- A. The scope of this assessment includes, but is not limited to:
1. Waste and recyclable characterization study for Monroe County, Indiana and contiguous counties (including, but not limited to, the City of Bloomington, Indiana and the Bloomington campus of Indiana University).
    - a. Identify test method(s) to be used in the study.
    - b. Study should include volume of recyclable material present in waste stream.
  2. Identification of the maximal geographic extent the proposed facility could service and related costs and benefits of inclusion of areas outside the unincorporated area of Monroe County, Indiana.
  3. Assessment of recycling and waste management services currently offered in Monroe County, Indiana and identified potential service area.
  4. Assessment of need for the proposed facility based on existing facilities and services within the identified expected service area for the proposed facility.
  5. Estimate of minimum volume of materials necessary for proposed facility.
  6. Estimate of maximum volume of materials proposed facility could expect to receive.
  7. Description of equipment necessary to sort and process material.
  8. Estimate of square footage requirements to accommodate operations for estimated volumes from 5 and 6 above.
  9. Estimate of staffing requirements for proposed facility based on estimated volumes.
  10. Discussion of financial market trends and other factors that relate to the fiscal sustainability of the operation of the proposed facility.
  11. Consideration of alternate solution which would also allow the District to increase recycling and reduce solid waste going to final disposal.
  12. Any other material and/or information offeror deems pertinent and relevant to the Districts decision making process.

13. Consultant will submit a written interim report of the waste and recyclable characterization study to the District four (4) months from the effective date of the contract, which the District will review
  14. Consultant will submit a draft written report of conclusions and recommendations within six (6) months of the effective date of the contract.
    - a. District shall have thirty (30) days to review and offer comments on this draft written report.
  15. Upon receipt of the District's comments, the consultant will submit a written final report of conclusions and recommendations to the District within eight (8) months of the effective date of the contract.
- B. The scope of this assessment shall not include:
1. Site identification and assessment
  2. Facility design

## VI. PROPOSAL SUBMITTAL REQUIREMENTS

Please submit your proposal, addressing each of the following items **in the order outlined below**. Offerors should provide only the information requested, and present it in a clear and concise manner.

1. Completed and signed Non-Collusion Affidavit (Page 7).
2. Completed and signed Equal Employment Opportunity/ADA Statement (Page 8).
3. Surety, as described in Section III, paragraph 5 on page 3.
4. Brief summary of the proposal, including Statement of understanding showing familiarity of with the Scope of Work.
5. Explain your firm's qualifications and experience in providing the services described in this RFP and include the following:
  - a. Past experience performing recycling and waste processing facility feasibility studies.
  - b. Copies of two (2) completed reports for similar projects performed within the past five (5) years.
6. Organizational chart and resumes of all key professional staff, including technicians and core staff that will be involved with providing these services.
  - a. Identify the person who will act as the primary contact person for the District.
7. Describe how these services will fit into the consultant's workload.
  - a. The firm should clearly identify any other contractual obligations for similar projects and identify how concurrent or multiple obligations will be supported.
8. Consultants approach to the work outlined in the Scope of Work.

9. Proposed project work schedule and time frame for completion.
10. Proposed project cost.
  - a. Include itemization for all staff identified as being involved with providing these services of billable rates and proposed hours to be spent on project.
11. Statement of firm's intention to sublet portions of the work.
  - a. Include the name and qualifications of proposed sub-consultant(s).
12. List of all consulting work completed within the past five (5) years on similar projects, including outline of each consulting project and contact information for each client.
13. Copy of proposed contract.

## VII. PROPOSAL EVALUATION PROCESS

Proposal submittals will be individually evaluated by the District. The District will endeavor to identify the most responsible, responsive and reasonable proposal using the criteria below.

<b>Criteria</b>	<b>Standard</b>
<b>Cost</b>	<ul style="list-style-type: none"> <li>▪ Is the firm's pricing/fee structure competitive, reasonable and deemed most advantageous to the District?</li> </ul>
<b>Firm Capability</b>	<ul style="list-style-type: none"> <li>▪ Is the firm experienced with adequate resources to perform the Scope of Work?</li> <li>▪ Is the firm qualified to complete the Scope of Work?</li> <li>▪ Do the firm's previous clients provide positive evaluations of the firms work product?</li> </ul>
<b>Consultant and Key Staff Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Do the consultants have the qualifications to complete this project?</li> <li>▪ Do the consultant's key personnel have the experience needed to complete this project?</li> <li>▪ Do the consultants completed projects include studies that compare well with the proposed project?</li> </ul>
<b>Approach</b>	<ul style="list-style-type: none"> <li>▪ Does the consultant's proposal describe an understanding of the project and a comprehensive approach to completing the project?</li> <li>▪ Does the consultant's approach allow the District to determine how the respondent will best meet the needs of the District?</li> <li>▪ Is the consultant's approach well-reasoned and thorough?</li> <li>▪ Does the consultant's approach accomplish project objectives?</li> </ul>
<b>Firm Availability</b>	<ul style="list-style-type: none"> <li>▪ Does the consultant have the availability and commitment of key staff members and other staff and resources needed to complete the project in a timely fashion?</li> <li>▪ Does the proposal schedule meet the District's requirements?</li> </ul>

The District may request interviews with the offeror of any proposal under consideration and reserves the right to contact previous clients to assist in the decision for award.

## **VIII. METHOD OF AWARD**

The proposal that is the most responsible, responsive and reasonable that is deemed the most advantageous to the District will be recommended to the District Board of Directors at the completion of the evaluation process. The District Board of Directors will take all duly received proposals under consideration and will vote on the acceptance of any proposal at a public meeting.

The District reserves the right to reject any or all proposals in whole or in part, and to waive any irregularities or informalities if doing so is deemed to best serve the interests of the District. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the offeror to whom it is proposed to make an award of a contract.

Upon acceptance of a proposal, the District will negotiate in good faith to enter into a contract with the offeror of the accepted proposal for the services described within the accepted proposal. No proposal shall be binding upon the District until an agreed upon contract for services is signed by both parties.

## **X. PUBLIC DISCLOSURE OF PROPOSALS**

All proposals received in response to this Request for Proposal shall become the property of the Monroe County Solid Waste Management District. All proposals shall be regarded as public records with the exception of those parts of each proposal which are appropriately defined and specified by the offeror as proprietary or confidential information or trade secrets provided that said parts are submitted in an envelope, and under separate file on the flash drive, and clearly identified as "Trade Secret", "Confidential", or "Proprietary". Neither the District nor its Board of Directors shall be liable or responsible for anything that may result from the disclosure of any Request for Proposal or any part thereof. Submission of a proposal acknowledges agreement with this provision and affirms understanding that all items submitted in response to the Request for Proposal, or related thereto, are public records, except when properly defined and marked "Trade Secret", "Confidential", or "Proprietary". The Offeror solely shall be responsible for defending any challenge to the "Trade Secret", "Confidential", "Proprietary", or similarly labeled material.





## **EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT**

During the performance of the contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or disability. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability. Such action shall include but not be limit to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for the training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of the nondiscrimination clause.
2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American's with Disabilities Act and the rules and regulations promulgated thereunder.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the labor union workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contractors.

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AUTHORIZED SIGNATURE

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PRINTED NAME

TITLE

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COMPANY NAME

DATE