



REQUEST FOR PROPOSALS (RFP) **Mobile County-Wide Recycling Feasibility Study**

1.0 Introduction

The City of Mobile, in partnership with the Cities of Bayou La Batre, Chickasaw, Creola, Dauphin Island, Semmes, Saraland, and Satsuma, and Mobile County, are seeking competitive proposals to select a Consultant to determine the feasibility of expanding recycling across the County. This feasibility study is funded by a grant from the Alabama Department of Environmental Management (ADEM) to promote the collaboration of Mobile County municipalities in this initiative.

1.1 Background

The City of Mobile surveyed residents to determine their interest and commitment to recycling and found that 90.6% of city residents believe it is somewhat or very important to recycle. The need is to understand the available options for expanding recycling opportunities as well as the costs and logistics associated with each option. Working across multiple jurisdictions, the Consultant will be called to find economies of scale, research incentives for increasing recycling, evaluating the need for and the opportunity to bring in a Material Recovery Facility and/or Curbside Recycling. The Consultant will also explore funding opportunities for the various options evaluated.

2.0 Scope of Work

2.1 Task 1 – Assessment of Current Conditions

CONSULTANT will perform an assessment of current conditions across the cities and Mobile County as outlined in the following subtasks:

Subtask 2.1.a – Waste Generation Estimates

CONSULTANT will review and compile publicly available solid waste generation data by city and county (e.g., the most current ADEM data) and provide a breakdown by waste stream material type (e.g., paper, plastic, metal, glass, yard trash, etc.), sector (e.g., residential single-family, residential multi-family, and commercial) and disposition (e.g., recycled, composted, landfilled, etc.) to determine the recyclable volume potential with a fully implemented recycling program.

Subtask 2.1b – Recycling Needs Analysis

CONSULTANT will project the waste streams by city and county for the next 20 years using information such as current waste generation rates, population growth, economic development initiatives, land use planning, and any other factors such as future population locations and tourism/transitory residency. The projections will be categorized by residential, nonresidential, separately and collectively. In addition, projections will be presented as quantities for each individual waste type to aid in determining if recycling opportunities exist for a specific waste type, including estimates of how much of each waste type will be recycled and/or disposed. Most economically viable recycling types should also be presented.

Subtask 2.1c – Review of Recycling Legislative Trends and Regional Programs

To help inform the analysis, CONSULTANT will identify factors that may affect the future recyclable materials stream, such as local and state policies and legislation. CONSULTANT will also review policies/ordinances, incentive programs, and education programs across the region that could strengthen recycling in the cities and county.

Subtask 2.1d – Regional Processing Facilities

CONSULTANT will research and provide a graphical presentation (i.e., map) of all recycling facilities in the region (e.g., within 180 miles of Mobile County that may be available to accept recyclable materials from the cities and county for processing and beneficial use). The map will be supported by facility details including per ton cost for disposal, location, distance from the city/county centers, total capacity, available capacity for new material, reliability of operation, percentage of materials recycled, estimated life expectancy, a description of general operations including processing fees and any significant environmental impact that may result from use of that facility.

Subtask 2.1e - Benchmarking with other Communities in the Region

CONSULTANT will prepare up to two (2) recycling program case studies from cities with a comparable size and economy to cities in Mobile County and Mobile County. The purpose of the case studies is to benchmark comparable project attributes and identify lessons learned.

Task 2 – Feasibility Analysis

CONSULTANT will assess the technical and financial feasibility of options to manage residential recyclable materials generated in the cities and county over the short term (i.e., 1-3 years) and longer term (4+ years). The Consultant will include existing recycling programs in this assessment that will remain as well as part of a County-Wide approach. Specifically, CONSULTANT will analyze the feasibility of the recycling program and alternative scenarios including, at a minimum, all costs related to:

- Send all recyclables to the landfill
- Hauling recycling from a drop-off site(s) to ECUA
- Hauling to the next closest facility MRF
- Develop a transfer station to haul to ECUA
- Develop a transfer station to haul to the next closest facility MRF
- Outsourcing curbside collection
- Expanding drop-off opportunities where curbside is not feasible
- Establishing a MRF within Mobile County (whether public or PPP)
- Preliminary Costs of private owned and operated (long-term) contracts

In addition, CONSULTANT will identify potential options for regional cooperation that may enable the cities and county to achieve “economies of scale” that would improve the feasibility of a scenario or scenarios.

Task 3 – Presentation of Findings

CONSULTANT will prepare a preliminary report that summarizes the data, analysis, and findings based on the activities detailed in Tasks 1 – 2 and present the recommendations for Mobile County-Wide Recycling Committee review and direction. Following receipt and adjudication of the comments, CONSULTANT will prepare a final summary letter report for the cities and County use. In addition, CONSULTANT will prepare a summary presentation including frequently asked questions. CONSULTANT will prepare one draft visual presentation for review by Mobile County-Wide Recycling Committee. We expect that the committee will provide one set of consolidated comments on the presentation, and CONSULTANT will revise the presentation to address the comments as appropriate.

A. Deliverables

- a. Preliminary (in .docx format) and final Recycling Options Analysis summary letter report (in .pdf format).
- b. Draft (in .docx format) and final frequently asked questions (in .pdf format).
- c. Draft and final Findings and Recommendations Presentation (in .ppt format).
- d. Up to two (2) 1-hour project coordination teleconferences.
- e. Delivery of presentation to each participating city and Mobile County.
- f. Assist the City of Mobile in preparing performance reports for submission to ADEM by supplying data as requested.

B. Desired Qualities - Selected Consultant must:

1. Possess attention to detail, organization, and time management skills which are fundamental requirements in serving in the role of the Consultant.
2. Be diverse and multi-disciplined with experience in municipal resiliency, community engagement, and analytical study.
3. Exhibit excellent written and oral communication skills.
4. Possess effective public speaking and adaptability skills to cater the presentation to the public.

3.0 PROPOSAL REQUIREMENTS

Consultant interested in performing the work will be considered based on a written response to the Request for Proposals (RFP). Please limit the Project Approach and Methodology Section to no more than 10 pages. All proposals should be organized in the following manner:

3.1 Cover Letter

The Proposal must include a cover letter and acknowledge receipt of any issued amendments to the RFP. The letter should be addressed to:

**MOBILE COUNTY-WIDE RECYCLING COMMITTEE REVIEW TEAM
CITY OF MOBILE OFFICE OF RESILIENCE
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

1. The letter should indicate a primary contact for the Proposal and that person's title, address, phone number, and email address.
2. The letter should introduce the Consultant's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
3. The letter should include a general statement of prior relevant experience and proposed approach for this project.
4. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.

3.2 Project Approach and Methodology (10-page limit):

Describe the Technical Approach that will be used to complete the items identified in the Scope of Work, including:

1. A detailed project time schedule, showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.)
2. A cost breakdown that will not exceed the allotted grant funding through the Alabama Department of Environmental Management's Alabama Recycling Fund of \$100,000 should be submitted with the proposal.
3. The Consultant's plan to reach the defined components of the Scope of Work.

3.3 Experience and Background

Consultants interested in performing the work will be considered based on a written response to the RFP. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

1. Statement of registration of the firm.
2. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience and qualifications.
3. Statement as to professional standing including any pending lawsuits and/or controversies. If none exists, such a statement should be made.
4. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Provide proposed staff names and specific experience.
5. Statement of experience within the local jurisdictions and knowledge of local standards and specifications.
6. Statement of experience with conducting the technical research needed for this type of project. Please include specific examples of successful feasibility studies in a similar field.
7. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
8. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
9. Statement as to whether or not the firm is operating on a sound fiscal basis.
10. Statement of where the work will actually be accomplished.

3.4 Project Team and Level of Participation

The Proposal shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

1. Identify Key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the study.
2. Identify Key Project Team members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process. (See attached additional information regarding the City of Mobile's DBE requirements).
3. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability, and decision-making hierarchy.

4.0 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Proposals should be directed to: **Office of Resilience** at callaway@cityofmobile.org by **10/20/2022**. Proposals are due not later than **4:30pm CST on 10/31/2022**.

Please limit Project Approach and Methodology to 10 pages.

Please submit three (3) copies of your proposal and a flash drive to:

**Mobile County-Wide Recycling Feasibility Study SUBMISSION
CITY OF MOBILE OFFICE OF RESILIENCE
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any items submitted as part of a response to this RFP shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal.

The following is a tentative schedule for the selection process. The schedule is subject to change.

09/27/2022	Request for Proposals posted and emailed
10/14/2022	Q&A Meeting with prospective applicants at 11am CST via MS Teams (email callaway@cityofmobile.org for link)
10/20/2022	Final questions must be submitted via email before 5pm CST
10/24/2022	Addendum with responses to questions and Q&A meeting minutes emailed to attendees
10/31/2022	Proposals submitted by 4:30pm CST .
11/07/2022	Short list selected; interview requests sent if City deems appropriate. Those not selected will be notified.
11/09-11/2022	Short list interviews
11/18/2022	Selection
12/01/2022	Target date for contract approval by City Council
12/15/2022	Target date for notice to proceed

PLEASE NOTE: Presentations may be required and conducted in conjunction with this Request for Proposals.

5.0 OTHER CONDITIONS:

1. The Consultant must have or obtain a current City of Mobile Business License prior to contract award.

2. The Consultant must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. After selection, and prior to contract award, furnish proof of Insurance as follows:
 - a. General Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 per occurrence, or
 - iii. Combined single limit - \$1,000,000
 - b. Automobile Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 each occurrence, or
 - iii. Combined single limit - \$1,000,000
 - c. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 - i. Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
 - ii. Worker's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - iii. Professional Liability Insurance in the minimum amount of: \$1,000,000.
4. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
5. *Additional Insured* - All policies of insurance shall be endorsed to name the City of Mobile as an Additional Insured
6. *Primary Insurance* - All policies of insurance shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.
7. *Notice of Cancellation* - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.
9. *Certificates of Insurance* - Within ten (10) calendar days from the date of issuance of Contract forms for execution, Contractor shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Contractor shall also be responsible for delivering policy renewal certificates to the City of Mobile.
10. The selected Consultant must affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.

11. *Equal Employment Opportunity Compliance Requirement* -The selected Consultant shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.
12. This Feasibility Study is being funded by the ADEM Alabama Recycling Fund Grants Program (Program), ADEM Administrative Code 335-13-10, and may require additional information, actions, or reporting by the selected Consultant to comply with the ADEM Program and grant agreement, to include:
 - i. Certification that they are not on the Federal list of debarred, suspended, or voluntarily excluded consultants
 - ii. Certification that they are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due.
 - iii. UEI Number Documentation and Verification Form, FFATA Disclosure Statement, and verification of SAM Registration .

6.0 MISCELLANEOUS:

1. This RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. The City of Mobile may in its sole discretion (1) waive any irregularities; (2) conduct interviews with some, all, or no candidates during the selection process; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
3. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
4. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)
5. Project Funding - Costs for this project will be paid from the City of Mobile's Recycling Grant from the Alabama Department of Environmental Management's Alabama Recycling Fund, FY 2023.

7.0 EVALUATION:

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

1. **Cover Letter and Comprehensive Project Team (5%)**
 - a. Completeness of information on proposed project team.
 - b. Conciseness and ingenuity of the statement of approach.

- c. Timeliness of approach.
- 2. Project Approach & Methodology (40%)**
 - a. Plan to generate the following information points:
 - i. Waste estimates;
 - ii. Current and potential recycling participation efforts;
 - iii. Comparable ordinances, policies, incentives, and education programs to support/improve recycling participation; and
 - iv. Material Recovery Facilities and the needed recyclable materials to entice a new MRF to the area.
 - b. Rationale for comparable benchmark cities
 - c. Plan to develop the Feasibility Analysis
- 3. Experience and Background (45%)**
 - a. Diversity of expertise of key team members.
 - b. Years of experience in undertaking similar research and documentation efforts by key team members.
 - c. Demonstrated team experience engaging diverse, historic communities and their residents.
 - d. Project experience conducting educational programs.
 - e. Demonstrated team experience in completing projects, from project conception through completion and assessment, on budget and on schedule.
 - f. Provision of at least two references.
- 4. Project Team and Level of Participation (10%)**
 - a. Roles, availability, and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
 - b. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

8.0 QUESTIONS AND CONTACT:

A Question and Answer (Q&A) meeting will be hosted by project managers and appropriate Mobile County Wide Recycling Committee Members on **10/14/2022 at 11am CST online via MS Teams**. The Chief Resilience Officer and the Committee will accept additional questions about the RFP beyond the Q&A meeting until **5pm CST on 10/20/2022**. An addendum including answers and Q&A meeting minutes will be provided to all attendees no later than **10/24/2022** via email. All interested firms should send an acknowledgement to the email callaway@cityofmobile.org within 24 hours.