

CITY OF FAIRHOPE RFQ INVITATION

November 10, 2011

Sealed proposals will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, until **2:00P.M. November 28, 2011**, and then publicly opened thereafter, for furnishing professional services required by the City of Fairhope and described as follows:

PS003-12 PROFESSIONAL CONSULTING SERVICES FOR SOLID WASTE STUDY

Questions or comments pertaining to this proposal must be presented in writing, sent as e-mail or faxed to the attention of the Purchasing Manager, Daniel P. Ames, P.O. Drawer 429, 555 South Section St., Fairhope, Al 36532, e-mail: dan.ames@cofairhope.com, Seventy Two (72) hours prior to the proposal opening or will be forever waived.

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public proposals.

All proposals, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a **“Sealed Proposal” with Item Name, Proposal Number, City of Fairhope’s Name and Address and Vendor’s Name and Address**. Each proposal must be in a separate envelope. Proposals made out in pencil will not be accepted.

“Fee Schedule” must be enclosed in a separate sealed, opaque envelope, clearly identified on the outside as a **“Fee Schedule” with Item Name, Proposal Number, City of Fairhope’s Name and Address and Vendor’s Name and Address**. **“Sealed Proposal”** envelope and **“Fee Schedule”** envelope may be packaged together. Only Awarded Vendor’s, or Vendors’ **“Fee Schedule(s)”** will be opened after award. All others will be returned unopened.

Failure to observe the instructions contained herein will constitute grounds for rejection of your proposal. The City reserves the right to accept or reject all proposals or any portion thereof whichever is in the best interest of the City of Fairhope.

The company that is awarded the proposal must have Workman’s Compensation Insurance on all of its employees if work is done on City premises. General Liability Insurance must be maintained to hold the City harmless in the event of an accident. Proof of Workman’s Compensation Insurance if work is done on City premises and General Liability Insurance specifying coverage must accompany this proposal packet. See specifications for details.

No proposals will be considered unless the vendor, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General Contractors, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, non-residents of the State, if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama.

Daniel P. Ames,
Purchasing Manager

Posted: 11-10-11

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR**

RFQ NO. : PS003-12

**PROFESSIONAL CONSULTING SERVICES
FOR SOLID WASTE STUDY
FOR
THE CITY OF FAIRHOPE**

Timothy M. Kant, Mayor

Lonnie L. Mixon, Council President

POSTED: NOVEMBER 10, 2011

**CITY OF FAIRHOPE
REQUEST FOR QUALIFICATIONS (RFQ) NO. PS03-12 CONSULTING SERVICES FOR SOLID
WASTE STUDY**

PURPOSE

The City of Fairhope is requesting a statement of qualifications and a service proposal from individual professionals and/or consulting firms to conduct SOLID WASTE STUDY related services, including, but not limited to, a needs and cost analysis for garbage, recyclables, trash removal and disposal, and landfill evaluation.

BACKGROUND

The City of Fairhope, AL is located in Baldwin County AL., on the shore of Mobile Bay. Known for its many resident and visitor friendly parks, recreation facilities and other public venues, the City of Fairhope currently handles solid waste collection and disposal with City forces.

There are several functional areas within the solid waste department of the City of Fairhope. These areas include residential garbage collection, commercial waste collection, bulky waste/yard waste collection, recycling collection, transfer station operation, C&D/inert landfill operation and recyclables processing. The City is seeking a consultant to:

1. Perform an initial review of each of these functional areas to identify the City's full cost of services and provide recommendations for modernization, efficiency improvement, and cost savings, and department structure and organization.
2. Subsequent to the initial review, the City may retain the consultant to assist in the implementation of, but not limited to, the recommendations made to the City.

SCOPE OF SERVICES

The City is seeking a highly qualified individual and/or firm to provide a quality, thorough study. The selected individual and/or firm will be required to interface with employees and managers in an approachable manner. Presentation to the City Management / Mayor and Council and/or employee groups may be required. All products, services and recommendations must comply with applicable State and Federal laws.

All documents and deliverables shall be provided in Microsoft Word or Excel format on computer disk and in hard copy. All documents and deliverables become the property of the City and the author or the firm shall have no copyright interest. The City shall have the right to use all documents for any purpose.

The consultant shall provide professional services to assist the City of Fairhope in researching, acquiring, and implementing a solid waste collection procedure to include the following:

Evaluate and recommend changes to optimize the efficiency and cost effectiveness of all solid waste services. including, but not limited to:

- Evaluating the feasibility of other operating approaches available for a variety of facilities and services; including transfer stations, collection operations, processing and disposal facilities.

- Analyzing residential collection program alternatives for solid waste, yard waste, recyclable collection and processing (including single stream).
- An analysis of commercial solid waste and recyclables program alternatives.
- Conduct an analysis of alternative service approaches to City solid waste functions including collection operations, landfill operations and transfer station operations.
- An analysis of the potential cost savings and corresponding customer rate impacts that could result from alternative collection approaches.
- An analysis of the advantages and disadvantages of continuing certain service approaches vs. the advantages and disadvantages of other service alternatives.
- An evaluation and value estimate of the City's solid waste assets including the collection vehicles and bins, the transfer station, and the C & D landfill, etc.
- An evaluation of City solid waste services including wages and benefits, vehicle purchases and maintenance, debt service, staffing, management ratios, tip-fees, etc.
- And evaluation of department structure and organization and recommendations concerning same.

Important guidelines for the Consultant:

- The primary focus is to identify the all inclusive cost of the City's Solid Waste Services, **and** to seek cost savings, efficiency and potential revenue available to the City.
- Should prepare and present a PowerPoint presentation for use in community meetings, posting to the City website, and City Council meetings to present the results of the analyses and subsequent recommendations.
- Consultant shall be provided full access to all relevant information required from all needed City departments.

Experience

The company/individual shall have working knowledge of residential/commercial garbage collection systems, recycling and the sale of recyclables, C&D Landfills, equipment, finances and cost management, and efficiencies standards. The consultant shall have experience and demonstrate such experience in their proposal in the following areas:

1. Working with Alabama solid waste regulations including transfer station and landfill regulations

2. Operational review experience with solid waste collection, commercial collections, recycling, transfer stations and disposal operations
3. Requesting solid waste proposals in Alabama, and negotiating solid waste agreements in Alabama
4. Solid waste industry experience with work flow processes for efficiency
5. Solid waste industry experience with planning and budgeting
6. Working with public sector clients of similar size
7. Developing long-term solid waste planning
8. Evaluating and working with Alabama solid waste authorities and opportunities
9. Full cost evaluations of solid waste services
10. Experience with solid waste asset valuations including landfill valuations.
11. The company/individual must possess a minimum of 20 years accumulative experience within the solid waste industry and be very knowledgeable with the standards of the industry

RFQ REQUIREMENTS

Responses to this request should include the following information:

- Consultant name and/or business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.
- Qualifications information, which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlined in the description of work required, including a brief description and history of the firm and/or individual including the number of years in business, number of solid waste studies completed for municipal governments, while retaining your firms services. Where relevant, key individuals who may be involved in providing or developing the services should be identified and listed. Please provide resumes for all proposed key personnel.
- A brief description of the proposed solid waste study researching and processing components. What are the key steps? What is the scope of involvement with city staff? Describe how you plan to interface with employees and managers. Describe any optional services you provide which would be of interest and assistance to the proposed work. Identify the personnel associated with each service, if applicable.
- Provide a timeline for this process.
- Please **provide at least three (3) references** that can be contacted for verification of the respondents experience and qualifications. The references will be public agencies, for which you and/or your firm have provided solid waste study services within the past three years.

REVIEW AND SELECTION CRITERIA

City staff will evaluate the materials provided in response to the Request for Qualifications based on the following criteria:

1. Understanding of the scope of work and the Consultant's strategy for carrying out the needed work tasks to meet the goals.

2. Skills and experience of assigned personnel, availability, and motivation of staff; experience and performance of Consultant on similar assignments.
3. Consultant's expertise and ability to successfully handle communication with City staff relative to all phases of the process.
4. The present workload of the consultant and their ability to meet the proposed schedule.
5. Clarity of presentation and content of the responses to this request. Elaboration, nor costly submissions are not required.
6. Record of performance, including results of reference checks.
7. Proposed plan for completing the work in a timely and professional manner.

Time Line

1. The City shall request from selected firms (minimum of three, if possible) a technical approach and/or "Recommended Program" to decide the scope of services and other details the City will use to evaluate and select the firm the City determines to be most qualified for this project. Interviews or discussions may be required during evaluation of technical proposals.
2. The selection committee, consisting of one (1) City Council member, the Mayor, City Administrator, Electric Superintendent and Purchasing Manager will evaluate the responses to the RFQ and recommend a consulting firm to City Council.
3. If City Council approves the selection, the Mayor shall then have the "Fee Schedule" of the Awarded Vendor opened, and negotiate a contract with the firm ranked by the City Council as most qualified.
4. Should the Mayor not be able to negotiate a contract with the firm ranked most qualified, then the Mayor shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the Mayor is able to successfully negotiate a contract.
5. This procedure may also be suspended when the City Council determines an emergency exists.
6. Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firm's statement of qualifications.

Request for Qualifications

Ten (10) copies of the proposal must be submitted by the deadline. These copies will be provided to the City of Fairhope for review and recommendation to the City of Fairhope City Council.

Format

Statement of Qualifications should include, but is not limited to, the following:

1. Cover letter and letter of interest (LOI) identifying the project for which the firm is requesting consideration. List projects or professional positions held of similar nature to scope of work and include references. It shall be vitally important to highlight any and all projects the firm has managed relating specifically to solid waste studies.
- 2) Name of firm, address, and telephone number. A primary contact with phone number and email shall also be provided.
- 3) Names, qualifications, and experience of a principal/owner (contractual authority) and the key personnel manager (Task Manager) who would be assigned to the City of Fairhope project. This information should include but not be limited to the following for each individual (a one page limit for each). Note this may be the same person as the Project Manager.
 - a) Number and type of projects in which each individual has been involved. Include reference contact information.
- 4) Number and composition of staff that is readily available for City of Fairhope project, including a table of organization by name of key personnel. Composition of staff should be broken into professional and technical.
- 5) Name of responsible firm member and Project Manager. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Fairhope contract is the individual is no longer with the firm. It is the firms' responsibility to advise the City of any changes in this individual's ability to be available for a Fairhope contract.
- 6) A statement detailing the firm's Quality Assurance Program.
- 7) All necessary information required of the attached CITY OF FAIRHOPE: **EXHIBIT A: QUALIFICATION STATEMENT EVALUATION.**

Selection Procedure

The City of Fairhope City Council at a regular Council meeting will complete the selection of the Consultant. The selection committee will perform preliminary review in compliance with the City Council approved selection procedure. The awarded firm will be selected without regard to race, color, religion, sex, or national origin. The committee will recommend to the Fairhope City Council the firm that scores the highest in the evaluation process. If necessary, the Committee will conduct interviews with the top (up to) five (5) scoring firms, prior to a final recommendation. The Fairhope City Council reserves the right to interview selected firm(s) prior to making a final decision. The Council will authorize the Mayor to proceed with executing a contract with their selected firm.

Notification

The City of Fairhope will not be responsible for costs incurred by anyone in the submittal of proposals or for any cost incurred prior to contract execution; The Request for Qualifications is not to be construed as a contract or as a commitment of any kind; All responses shall be held confidential from other parties by the City to the extent allowable by law. However, confidential or sensitive information should not be included if the applicant wants to protect that information; The use of subcontractors as described by the Consultant in the Request for Qualifications and subsequent approved and signed contract with the City of Fairhope is allowed in this project; The selected Consultant is responsible for billing and paying of any subcontractors they employ on the project; The selected Consultant is responsible for insurance requirements.

The City of Fairhope reserves the sole right to: 1) evaluate the qualifications submitted; 2) waive any irregularities within; 3) select candidates for the submittal of more detailed qualifications and presentation; 4) accept any submittal or portion of a submittal; and/or 5) reject any or all submittals, solely at its discretion.

Application Deadline

2:00 P.M. on Monday, November 28, 2011

Submit RFQs To:

Daniel P. Ames, Purchasing Manager

P.O. Box 429

555 South Section Street

Fairhope, AL 36533

251-928-8003

Email: dan.ames@cofairhope.com

(Follow instructions for submittal in Invitation above)

**CITY OF FAIRHOPE: EXHIBIT A:
QUALIFICATION STATEMENT EVALUATION**

Proposal Evaluation Form RFQ for PS 003-12 Consulting Services For Solid Waste Study					
Project:	PW 003-12 Solid Waster Study				
Qual. Req.:					
Evaluator:					
Date:					
Category	Criteria	Rating	x	Weight	Score
Technical Approach	Understanding of Project and Basic Scope of			5	
	Additions or Deletions to the Basic Scope of			3	
	Understanding of Unique Conditions of the Project			3	
	Technical Approach to the Project			4	
	Project Schedule			3	
	Key Equipment or Resources that Assists in Performance of Work			2	
	SUBTOTAL OF POINTS				
Project Team	Consultant's and Sub-consultants' Experience on Similar Projects			5	
	Working Relationship within Project Team (Consultant and Sub-consultants)			3	
	Project Manager's Experience on Similar Projects			4	
	Key Task Managers' Experience on Similar			5	
	Location of Key Staff Members (Consultant and Sub-consultants)			4	
	SUBTOTAL OF POINTS				
Past Performance	Quality of Consultant's/Sub-consultants' Past Work (Similar Size and/or Scope)			5	
	Consultant's/Sub-consultant's Ability to Meet Project Schedule			4	
	Project Manager's Ability to Coordinate Project			4	
	Consultant's/Sub-consultant's Success in Controlling Project Costs			5	
	Consultant's/Project Manager's Ability to Communicate Effectively with Agency			5	
	SUBTOTAL OF POINTS				
	TOTAL POINTS				

Rating: 1-poor, 2-fair, 3-good, 4-excellent, 5-superior Weighting Factors (1-5) can be adjusted for each Contract according to the need and priorities of the City of Fairhope.