



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

July 15, 2022

REQUEST FOR PROPOSAL

RFP 2022P024

Operate HHW Program

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **2:00 P.M. Local Time, July 28, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, July 29, 2022**

Proposals Due: **5:00 P.M. Local Time, August 9, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

A handwritten signature in cursive script that reads "Chris Hunter".

Chris Hunter
Deputy Purchasing Director

REQUEST FOR PROPOSALS (RFP)

2022P024

MUNICIPALITY OF ANCHORAGE SOLID WASTE SERVICES DEPARTMENT

PROVIDE PROFESSIONAL SERVICES FOR OPERATION OF HAZARDOUS WASTE COLLECTION PROGRAM

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SECTION 1 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage, Solid Waste Services Department (SWS), is requesting proposals from qualified and experienced firms to operate its Hazardous Waste Collection Program. The program provides collection processing and disposal of potentially hazardous materials from households and conditionally exempt small quantity generators (CESQG) within the Municipality to ensure they are not improperly discharged to surface water, groundwater or general waste receptacles. Major tasks associated with this contract include:

- Operation and maintenance of the Hazardous Waste Collection Facility located at the Anchorage Regional Landfill (ARL);
- Operation and maintenance of the Household Hazardous Waste Drop-off Station located at the Central Transfer Station (CTS);

- Operation of a Hazardous Waste Pickup Service to collect hazardous waste from households and businesses;
- Operation of the Hazardous Waste Reuse Program at ARL and CTS;

The department intends to enter into a professional service contract (initial one-year contract with up to four annual renewal years) with the consultant selected by this RFP process.

1.2 Background

The Municipality of Anchorage Solid Waste Services Department (SWS) has operated a hazardous waste collection program since 1983. With the development of Anchorage Regional Landfill (ARL), SWS built a hazardous waste collection center to collect, consolidate and transport hazardous wastes for proper treatment and/or disposal. The program in its current state has been active since 1989 with collection stations at both ARL and CTS and limited collection of select items at the transfer station in Girdwood. The hazardous waste collection program collected 623,704 pounds of materials yearly from November 2020 to October 2021.

In March of 2000, SWS started a hazardous waste reuse program to encourage residents to reuse products delivered to our facilities for their intended purpose which reduces the total quantity of waste for disposal. The reuse program diverted 62,144 pounds of materials from November 2018 - October 2019 at which time the facility was under full operation (Not closed due to Covid-19 or other events).

The current HHW operation contract is set to expire October 31, 2022 and through this RFP process we will award a new contract to the winning proposer.

1.3 Questions

Any questions regarding this proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department
wwpur@muni.org

For ease of identification please identify the project/title number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. Due to time constraints on this project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within **30** calendar days, although all offers must be complete and irrevocable for **90** calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions.
- 2) Responsiveness to the RFP requirements.
- 3) Completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly

authorized by a power of attorney or equivalent document. Signature on the “Letter of Transmittal” (See Para 4.3.3) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

2.6.1 **ONE ORIGINAL, single sided unbound, plus FIVE (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders as the Proposer chooses.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals are requested to be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

AMC 3.90 Access to Public Records

AMC 3.90.010 Policy

AMC 3.90.020 Definitions

AMC 3.90.030 Information Available to the Public

AMC 3.90.040 Exemptions for Particular Records

SECTION 3 SCOPE OF WORK

The Contractor will operate the Municipalities' Hazardous Waste Program including operation of the Hazardous Waste Facility located at the Anchorage Regional Landfill (ARL), Household Hazardous Waste Facility located at the Central Transfer Station (CTS), Hazardous Waste Pick-up Program, Product Reuse Programs at ARL and CTS and other activities as described herein.

3.1 Hazardous Waste Collection Facility at ARL

The Contractor will furnish all labor, materials, equipment, supervision and other support necessary to successfully operate and maintain the Hazardous Waste Collection Facility at ARL. The Hazardous Waste Collection Facility is located on approximately one acre of land at the Anchorage Regional Landfill. **As-built plans of the facility are included as Reference Document 1.** The facility does not have a Part B Permit and therefore can only accept household hazardous waste and hazardous waste from conditionally exempt small quantity generators. The facility is open to the public and shall be operated by the Contractor Tuesday through Saturday from 8:00 am to 5:00 pm. In addition to these standard hours of operation, the Contractor shall operate and staff the facility during the Annual Spring Clean-up Event consistent with SWS hours of operation. Historically, this event has required operation of the facility on one Sunday. The facility is closed on New Year's Day,

Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. All fees for the use of the Hazardous Waste Facility by households and businesses will be collected by the Municipality.

3.2 Household Hazardous Waste Drop-off Station at CTS

The Contractor will furnish all labor, materials, equipment, vehicles, supervision and other support necessary to successfully operate and maintain the Household Hazardous Waste Drop-off Station at CTS. The Household Hazardous Waste Drop-off Station is located at the Central Transfer Station at 1111 E 56th Ave and Juneau Street in Anchorage. It currently consists of a 10' X 23' premanufactured chemical storage unit, plus two railroad boxcars, however a brand new HHW facility is scheduled to open across the street in April-May 2023 and the operations will move to the new facility at that time. **Drawings for the new Facility are included in Reference Document 2.** All waste collected at this facility will be transported by the Contractor to the Collection Facility located at the Anchorage Regional Landfill. The Drop-off Station will be open to the public and shall be operated by the Contractor Monday through Saturday from 8:00 am to 5:00 pm. In addition to these standard hours of operation, the Contractor shall operate and staff the facility during the Annual Spring Clean-up Event consistent with one Sunday in late April / early May. The Drop-off Station only accepts household hazardous waste. Hazardous waste from conditionally exempt small quantity generators are not accepted at this location. The Facility is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. All fees for the use of the Drop-off Station by households will be collected by the Municipality.

3.3 Hazardous Waste Reuse Program

The contractor shall maintain a program to encourage the reuse of acceptable hazardous materials within the community. The typical parameters for reuse items include; 1) the container is in good condition, 2) the labels are intact, 3) the container is at least half full and 4) it is reasonably apparent that the content of the container are consistent with the container labeling. Materials that should be available for reuse include, but are not limited to, latex and oil-based paint, paint thinners and solvents, automotive products, cleaning supplies, fertilizers, pesticides, and herbicides. Materials that will not be made available include, but are not limited to, highly reactive or corrosive materials and materials whose manufacture is forbidden under federal or state law.

The reuse program shall be operational at both the Anchorage Regional Landfill and Central Transfer Station locations and operated in concert with the existing hazardous waste collection programs. Operating hours shall be consistent with current hazardous waste collection operating hours. Materials will be available to the residents of the Municipality of Anchorage, free of charge. The contractor will track all items reused by each resident by tracking the type of material reused, the material quantity, the material manufacturer, and the residents name, address and phone number. SWS will supply

the tracking forms. The contractor will report to SWS the total items reused, as well as the weights and types of materials reused each month.

It is expected that the contractor will operate ARL Hazardous Waste Reuse program on day 1 (November 1, 2022) of the contract. Due to operational constraints at the old CTS facilities the Reuse program is not currently being implemented, however when the new facilities open it is expected that the reuse program for CTS will resume at full operation beginning May 1, 2023.

3.4 Hazardous Waste Pickup Service

The Contractor will furnish all labor, materials, equipment, vehicles, supervision and other support necessary to successfully provide a hazardous waste pickup service for households and conditionally exempt very small quantity generators (VSQG). Service will be available on a call-in basis.

The Contractor will be responsible for obtaining any permits, licenses, insurance or other approvals necessary for operating the Hazardous Waste Pickup Service. The Contractor will supply a suitable vehicle meeting all applicable requirements, materials, and equipment for the Hazardous Waste Pickup Service and will be responsible for all upkeep and maintenance for the vehicle. The Contractor will be responsible for establishing schedules and other arrangements for carrying out all work associated with this activity.

3.5 Girdwood Transfer Station Pickup

The Contractor shall pick up hazardous waste, including batteries, that has accumulated at the Girdwood Solid Waste Transfer Station and transport this waste to the Hazardous Waste Collection Facility. The accumulated waste will be picked up by the Contractor within 72 hours after notification by SWS. It is estimated that pickups will be required approximately eight (8) times per year.

3.6 Solid Waste Random Load Inspections

The Contractor will perform approximately 52 one-day inspections per year of various loads of solid waste entering the Central Transfer Station and/or Anchorage Regional Landfill. Inspection to occur one day per week, the specific day of the week to be altered at random. It is estimated that each inspection will consist of two employees working eight (8) hours sorting through the solid waste for the purpose of identifying and measuring any hazardous waste in the solid waste stream. The Solid Waste Services Department shall determine which waste stream shall be inspected.

3.7 Electronic Waste Collection and Recycling

The Contractor will furnish all labor, materials, equipment, vehicles, supervision and other support necessary to successfully recycle electronic devices delivered to the Anchorage Regional Landfill Hazardous Waste Facility by non-residential generators. The program will only accept these materials at the Anchorage Regional Landfill during

normal business hours. All fees for the use of the Electronic Waste Collection and Recycling program will be collected by the Municipality.

3.8 Freon Removal

The Contractor will furnish all labor, materials, equipment, vehicles, supervision and other support necessary to successfully remove chlorofluorohydrocarbon compounds (CFCs, FREON), separate refrigerants containing fluorocarbons and compressor oils from refrigerators, freezers and other appliances delivered to ARL and CTS for disposal. Contractor personnel and equipment shall be certified per 40 CFR 82 Subpart F. Contractor shall recycle or properly dispose of refrigerants and oils generated during this task. Contractor shall maintain a record of appliances processed.

Contractor must process appliances such that no more than 20 units accumulate at staging areas at ARL and 15 units at CTS. All fees for the use of the Refrigerator Processing and Disposal program will be collected by the Municipality.

3.9 Document Certification

Certain documents utilized in the course of the operation of the Municipal Hazardous Waste Program, including but not limited to Uniform Hazardous Waste Manifests, Land Disposal Restriction Notifications and Waste Stream Status Reports require a written certification by an authorized representative of the generator of the waste that certain waste descriptions, packaging, marking, labeling, analysis, testing, reporting and/or other similar activities have been done correctly, accurately and/or properly. Since the Municipality, as generator of the waste, relies on the Contractor to ensure that the descriptions, packaging, marking, labeling, analysis, testing, reporting and/or other similar activities relating to the waste have been done correctly, accurately and/or properly, the Contractor's representative, who is actually familiar with such descriptions, packaging, marking, labeling, analysis, testing, reporting and/or other similar activities relating to the waste, shall sign the written certifications required in the documents as an authorized representative of the generator. Only after receiving such an acknowledgment of the certification by the Contractor's representative, acting as an authorized representative of the generator, shall an authorized employee of the Municipality jointly sign the document.

3.10 Customers, Items, Quantity

Reference Documents 3-7 show a 'typical years' historical data of facility operation.

Reference Document 3 – HHW Visitor Count by Customer type

Reference Document 4 – HHW Collection Report by material type

Reference Document 5 – HHW Disposal Report by disposal category (After consolidation)

Reference Document 6 – HHW Reuse Report by number of items collected and weight totals

Contractor shall maintain records and report to SWS on a monthly basis total number of customers, quantities and types of waste accepted and shipped, numbers of reuse customers, and quantities of reuse items dispersed. These documentations must be provided by the contractor to support all requests for payment.

3.11 Public Education and Awareness

As part of the facility operations, SWS may call on the contractor to develop a Public Education and Awareness program to promote the use of the Household Hazardous Waste Program, the Materials Reuse Program and to disseminate information regarding proper disposal of wastes. This program will be developed on an as-needed basis as determined by SWS and reimbursed or negotiated on a per-task basis.

3.12 Incident Response

Occasionally, customers to the Transfer Stations or landfill will deliver inappropriate hazardous materials to the tipping floor or disposal area. On request from the Department, the Contractor will provide personnel and equipment to document the materials of interest, and properly collect, package and dispose of these materials through the hazardous waste program. For bidding purposes, the contractor should assume a crew size of 2 employees provided with Level C personnel protective equipment (Tyvek coveralls, nitrile gloves, goggles or face shield, and half-face respirator) responding to containers of less than 10 gallons in size.

3.13 Facility Maintenance

The Contractor shall maintain Department-provided facilities at ARL and CTS in a clean and orderly condition. Contractor shall be responsible for janitorial and cleaning services of the facilities. SWS shall maintain permanently installed heating, plumbing, electrical and components at each facility. Maintenance needs shall be reported to the Department facilities maintenance foreman as needed.

Contractor shall be responsible for all handling, processing and storage of materials delivered to the site. Any spills, leakage or other releases on the premises shall be immediately cleaned up. Contractor shall have available and in adequate supply any sorbents, booms and supplies to immediately respond to spills on the premises. Any reporting to regulatory agencies associated with spills or releases which occur on site shall be the responsibility of the contractor; who will also notify the SWS Contract Manager at the same time.

The Municipality is not aware of any environmental contamination in or around the Hazardous Waste Collection Facility and/or the Household Hazardous Waste Drop-Off Station at this time. The successful proposer may perform whatever

investigations/site assessments it deems necessary to document and satisfy themselves of the condition of the Facilities at the start of the contract period. All costs for any such investigations/site assessments will be borne by the contractor and will not be reimbursed by the Municipality. Any such investigations/site assessments must be approved in advance by the Department of Solid Waste Services. The Solid Waste Services Department will only entertain such requests at the start of the contract period. After the contract has been in effect for 10 days, it is assumed that the successful proposer concurs with the Municipality's assumptions regarding environmental contamination.

SECTION 4 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria..

4.3 Letter of Transmittal (Limited to TWO (2) pages).

- 4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 List your company's contact for this RFP along with their phone number and email address on the proposal cover page.
- 4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.

4.4 Evaluation Criteria

4.4.1 Project Team

- Describe your proposed team, including any partnership, joint venture, or subcontractor relationships contemplated. Specify the role of each firm involved on the proposed team and the responsibilities each firm will have on the project. Identify any previous working relationships involving project team firms and provide client reference names, addresses, and current phone numbers for the previous working relationships involving project team firms.
- Describe the overall approach of the proposed team for managing and implementing this project. Present an Organization Chart showing lines of responsibility for all key project personnel. Specify by name the Project Manager and, if different, the On-Site Manager directly responsible for operations of the Hazardous Waste Collection Facility. Identify all other key project personnel and their responsibilities on the project. Briefly describe each team member's qualifications and relevant experience. Provide resumes for all key project personnel in the appendix.
- Summarize your team's qualifications and experience by briefly describing in detail three relevant hazardous waste management programs that demonstrate the team's capabilities to carry out this contract. Specifically address how the experiences in these projects are directly related to your qualifications for performing the work for this project and roles of key personnel in this proposal on those projects. Specifically describe all experience related to operating permanent household hazardous waste facilities that also accept hazardous waste from conditionally exempt small quantity generators. Provide client references including contact names, addresses, and phone numbers for each of the projects referenced.
- Provide a detailed compliance history presenting information on any violations or enforcement actions within the past five (5) years against all firms involved in this proposal including all TSD's, recycling facilities and all other disposal facilities to be used. Include at a minimum the following information: any hazardous waste, PCB or other violations; any State or Federal Notices of Violation; administrative or civil orders; civil or criminal legal actions taken; administrative, civil or criminal penalties assessed or requested; consent orders entered; bond revocations; permit or license denials, suspensions or revocations; and the outcome of each violation or enforcement action. Provide regulatory contact names, address and

phone numbers as deemed necessary for follow-up by the Selection Committee.

- Present a detailed implementation schedule to take over the operation of the Facility from the present Contractor. Include all key activities and project team members responsible for each activity. Explain in detail how the switchover will take place without adverse effects to SWS customers. **Assume the facility will be in your control and fully operational by November 1, 2022.**
- Provide a summary of any community education campaigns your team has developed in the past three (3) years.
- Identify any unique aspects of your team or proposal that will help in assuring successful operations of the Hazardous Waste Collection Facilities and any other information that demonstrates your understanding of the project and capabilities for performing the work.
- Describe the financial capability and stability of each firm involved in the proposal. The information desired is similar to that which would typically appear in an Annual Report. This should include a description of the firm's products or services, historical and projected sales, company goals and objectives, numbers and types of employees, and audited financial statements for the last three fiscal years. The financial statements should include an Earnings Statement, a Balance Sheet, a Statement of Changes in Financial Position and Full Footnote Disclosure. Other additional indicators of financial capability and stability may be submitted at the respondent's discretion. The most recent audited financial statements for each firm should be provided in an Appendix.
- Demonstrate the ability to meet the minimum insurance requirements specified in this Request for Proposal.

4.4.2 Technical Proposal

Provide an Operating Plan for: (1) the Hazardous Waste Collection Facility at the Anchorage Regional Landfill, (2) the Household Hazardous Waste Drop-off Station at Central Transfer Station, and (3) the Hazardous Waste Pickup Service, including but not limited to the elements and information show below for each operating plan.

- Waste Acceptance and Analysis

Describe the procedures that will be used for the acceptance and characterization of hazardous wastes from both households and

conditionally exempt small quantity generators, including screening techniques, guidelines for determining waste acceptability, and criteria for deciding when a more detailed waste analysis is needed. Provide a list of hazardous wastes that would not be acceptable at the Hazardous Waste Collection Facility and/or the Drop-off Station. At present, the only wastes not accepted are radioactive wastes, infectious wastes, and explosives. Asbestos is accepted by the Anchorage Regional Landfill and therefore it is not part of the Hazardous Waste Program.

Outline the procedures to be employed at the Household Drop-off Station to assure that household hazardous wastes are properly classified and stored prior to pick up by the Contractor. Provide copies of any forms that are proposed for use in accepting hazardous wastes. Provide information on any arrangements that will be made with independent laboratories for waste analysis. Specifically address how unknown hazardous wastes and wastes that have been mixed will be handled. Describe safeguards that will be taken to assure that regulated hazardous wastes will not be accepted and how hazardous wastes from households and conditionally exempt small quantity generators can be differentiated, i.e., how do you intend to assure that household hazardous wastes are indeed from households? Describe actions which would be taken in the event unacceptable wastes are either collected or left at the gate.

- Waste Handling, Packaging, and Storage

Describe the procedures that will be followed for the handling, packaging, and storage of hazardous wastes. Provide information on how wastes received in improper or unsafe containers will be handled. Specifically address how hazardous wastes will be segregated to assure that incompatible waste types are not mixed or stored together. Describe any procedures to segregate wastes which can be recycled or reused from the wastes which must be disposed. Provide a list of any wastes which would not be recycled or reused. Identify any firm, subcontractor and/or facility where wastes would be sent for recycle or reuse and identify any equipment proposed for recycling/reuse at the Hazardous Waste Collection Facility. Provide copies of any forms and logs for tracking container contents and documenting storage conditions. Describe what will be done with empty containers and drums not acceptable for shipment.

- Transportation

Describe procedures that will be employed to assure all hazardous wastes are shipped safely and in accordance with all appropriate Federal, State and Local regulations. Specifically address precautions that will be taken during off-loading and loading operations. Provide criteria to be used to determine the transportation mode for particular types of hazardous waste shipments. Describe procedures to assure that hazardous wastes from the Household Drop-off Station and the Hazardous Waste Pickup Service are properly transported to the Hazardous Waste Collection Facility. Describe how the Contractor will assure that any transporter has all requisite permits, EPA ID numbers, licenses, insurance and bonds. It is the Municipality's intent that all HHW and CESQG waste be managed in a manner consistent with comparable wastes generated by commercial enterprises and regulated under the Resource Conservation and Recovery Act (RCRA). Any proposed exceptions to this requirement (other than used oil, antifreeze, lead acid batteries and latex paint) shall be proposed and explained in detail under "Alternate Proposals".

- Disposal

Describe procedures that will be used for determining the most appropriate disposal method for particular hazardous wastes and for assuring that hazardous wastes are only taken to EPA-approved disposal facilities. Provide a list showing the expected disposal method and disposal facilities for each waste listed in the disposal section of the cost proposal of this Request for Proposal. Provide copies of Contracts, Letters of Agreement or other documents confirming that your firm has an arrangement with EPA-approved disposal facilities for all types of hazardous wastes which could reasonably be expected to be brought to the Hazardous Waste Collection Facility. It is the Municipality's intent that all HHW and CESQG waste be managed in a manner consistent with comparable wastes generated by commercial enterprises and regulated under the Resource Conservation and Recovery Act (RCRA). Any proposed exceptions to this requirement (other than used oil, antifreeze, lead acid batteries and latex paint) shall be proposed and explained in detail under "Alternate Proposals".

- Record Keeping, Reports and Manifests

Describe procedures that will be used to assure that all manifest, record keeping, and reports are completed and retained in accordance with State and Federal regulations. Specifically describe any manual

or computer record systems that will be used for these purposes. A computerized tracking, record keeping, and reporting system is required for all waste handled at the facilities. At a minimum, this system must track all waste from the time it enters the facilities to the time of final disposal. Who brought the waste, when the waste was accepted, the amount of waste, and the type of waste must all be recorded and tracked. Describe the proposed computerized system in detail. The Contractor will be responsible for preparing and submitting all reports required by all Federal, State and Local Agencies. In addition, a monthly report will be submitted to the Solid Waste Services Department describing in detail all activities for the previous month including quantities by type, users by type, shipments and any extraordinary activities.

- Facility and Equipment Inspections

Describe the inspection procedures and schedule that will be used to assess the compliance status of all facilities and equipment and to detect any potential problem areas. Identify the project team member(s) responsible for inspections and compliance.

- Health and Safety Plan

Describe the health and safety plan that will be prepared and implemented to meet all applicable requirements of EPA, OSHA, and the State of Alaska and for establishing protocols necessary to protect all personnel from potential hazards associated with facility operations. The health and safety plan should also address the Household Drop-off Station operations and the Hazardous Waste Pickup Service operations.

- Training Plan

Describe the occupational safety and health training plan that will be prepared and implemented for all personnel involved in operations of the program so that all applicable requirements of OSHA and the State of Alaska are satisfied. The training plan should also address the Household Drop-off Station operations and the Hazardous Waste Pickup Service operations.

- Emergency Preparedness and Contingency Plan

Describe procedures that will be used to be prepared for any emergencies and to minimize the possibilities and effects of a release, fire, or explosion. Describe the contingency plan that will be developed for the response to emergency situations which could occur in the

operation of the Hazardous Waste Collection Facility, Household Hazardous Waste Drop-off Station, and the Hazardous Waste Pickup Service. Specifically identify the emergency coordinator who is responsible for directing response measures and reducing the adverse impacts of any hazardous waste release.

- Facility and Equipment Maintenance

Describe procedures and schedules that will be employed to assure that all facilities and equipment are regularly maintained. Facility maintenance is defined as that maintenance required to keep the facilities and its equipment operating properly and looking neat and clean throughout the term of the contract. It includes repair of all damage caused by the Contractor. Maintenance does not include large capital expenditures for replacements unless the replacements are caused by improper maintenance or damage by the Contractor.

- Materials and Supplies

Provide a detailed tabular list of all furniture, equipment-vehicles, and materials that will be supplied by the Contractor in the daily operations of the Hazardous Waste Collection Program. The list shall include office and laboratory furniture, computers, copiers, faxes, personal protective gear, emergency response equipment and supplies, laboratory instrumentation and equipment, vehicles, forklifts, containers, drums, absorbents, labels, scales, and other equipment and materials the Contractor deems necessary for operation and maintenance of the program. Include separate lists for the Hazardous Waste Collection Facility, the Household Hazardous Waste Drop-off Station, and the Hazardous Waste Pickup Service. All equipment and materials presently on site are the property of the present Contractor and will be removed if another Contractor is selected.

- Contractor Suggestions/Recommendations

The current method of operation of the facilities, the type of wastes accepted, the requirement that all waste be managed as if regulated, and the types of customers allowed to use the facilities have all been decided based on an extensive public process which led to the Municipal Hazardous Waste Management Plan. If the Contractor wishes to suggest/recommend alternate methods for the operation of the Facility which may allow the facility to operate more efficiently and/or be of a financial benefit to the Municipality, the Contractor may do so in this section only. The Contractor shall clearly identify in detail all proposed benefits to the Municipality by accepting the Contractor's

suggestions/recommendations. With the exception of this subsection, the Contractor's proposal shall be based on the requirements described in this Request for Proposal.

- **Project Accounting**

Provide a description of the cost accounting and records management system you would propose to use for financial information and documentation for all operations associated with the Hazardous Waste Collection and Storage Program.

4.4.3 Cost Proposal

Cost proposal sheets are provided in Attachment 1 of this Request for Proposal (Including all labor, disposal/fixed, and Supplies/Miscellaneous costs) for all services to be provided under this contract for the first full year of operations. Quantities are based on current typical quantities. Proposers are strongly urged to use the electronic version of Attachment 1 which is available online at the Municipal Purchasing web site. Proposers must provide pricing for all requested items and shall not change quantities or items requested. All information requested of the proposer is highlighted in yellow on Attachment 1. Pricing or items which differ from the description provided in the cost worksheets shall be described on the final page included in the "Supplies Cost Worksheet" titled "Miscellaneous Contractor Supplies & Other Expenses".

A total price, including all reasonably foreseeable expenses, must be provided for the "typical" full year of operations. Unit prices provided on this form shall become the basis for final fee negotiations with the selected contractor. The contract shall be a unit price contract. The Municipality makes no guarantees of any quantities to be processed under this contract.

4.7 Local Experience and Commitment

Provide information including, but not limited to, the elements and information show below.

- **Length and Relevancy of Local Experience**
Provide information on the length of direct experience in Alaska and specifically in Anchorage for each firm involved in your proposal. Describe how this experience relates to this project. Provide copies of Alaska Business Licenses for each firm involved in the project.
- **Location of Offices**
Provide information on current and planned offices in Anchorage and elsewhere in Alaska for each of the firms involved in this project. Provide

information on the number of people currently and to be permanently assigned and working in these offices and the type of work primarily performed in these offices.

- Local Hire and Cost Commitment
Submit a commitment on the percent of personnel that will be hired locally and the percent of total project costs that will be spent locally.

4.8 Mandatory Appendices

Provide proposal appendices including, but not limited to the elements and information show below.

- (a) Detailed Resumes for Key Project Personnel.
- (b) Certified Annual Report or Equivalent Audited Financial Information.
- (c) Proposer must submit a copy of current business licenses or permits that are applicable with their proposal.

SECTION 5 EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The Selection Committee will review all proposals in accordance with the evaluation criteria listed below. The responses will be scored and ranked on the basis of the Selection Committee's evaluation

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Project Team	30 points
2. Technical Proposal	40 points
3. Cost Proposal	20 points
4. Local Experience and Commitment	<u>10 points</u>
Total Points Available	100 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Quantitative Evaluation Criterion

If Cost is an evaluation criterion, then the following shall be used:

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

EXAMPLE

Method used to convert Total Cost to Points (30 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

Proposer #1 receives 30 points.

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 26.7 points.

$$\frac{\$40,000}{26.7} \times 30$$

\$45,000

Proposer #3 receives 25. points.

$$\frac{\$40,000}{25} \times 30$$

\$48,000

5.3 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of two firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

SECTION 6 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

SECTION 7 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Attachment 2 - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment 1 – Cost Proposal Sheet

Attachment 2 - Sample Contract

Attachment – Reference Document 1 – HHW Waste Storage Facility As-Built

Attachment - Reference Document 2 – HHW Waste Drop Off Facility CTS Design

Attachment - Reference Document 3 – HHW Visitor Count

Attachment - Reference Document 4 – HHW Collection Report

Attachment - Reference Document 5 – HHW Disposal Report

Attachment - Reference Document 6 – HHW Reuse Report