

REQUEST FOR QUALIFICATIONS AND PROPOSALS SOLID WASTE MANAGEMENT PLANNING SERVICES

The Medina County Solid Waste Management District (the "District") is seeking the services of a solid waste management consultant(s) to provide services in connection with the preparation, submittal and approval of a comprehensive Solid Waste Management Plan Update for Medina County. The District invites all interested consultants to submit their qualifications and proposals to perform these services described in this RFQ/RFP. The District will accept submittals from individual consultants, consulting firms, and consultant teams that choose to partner on this project.

The District desires to hire a consultant with the appropriate professional experience, expertise and capacity to assist the District with the development of the Plan that will conform to the Ohio EPA Plan Format Version 4.0.

All submittals will be reviewed by the District and a short list of consultants may be selected for interviews. Following an interview process, the District will make a decision based on the qualifications and proposals of each consultant. The District reserves the right to reject any and all submittals.

Consultants in responding to this Request for Qualifications/Proposals must submit their qualifications in writing on or before 4:00 p.m. on Thursday, June 13, 2019. All submittals must be in sealed envelopes clearly marked QUALIFICATIONS AND PROPOSALS FOR SOLID WASTE MANAGEMENT PLANNING CONSULTANT SERVICES FOR THE MEDINA COUNTY SOLID WASTE DISTRICT and mailed to:

Christine Hegarty
Medina County Solid Waste District
P.O. Box 542
Medina, OH 44258

I. ABOUT THE DISTRICT

The Medina County Solid Waste District is the public agency helping the people of Medina County to reduce, reuse and recycle at home, at work and in their communities. The District has a small staff of 7 and is governed by a three-member board of County Commissioners, acting in their capacity as the Board of the Medina County Solid Waste District, and advised by a seven-member policy committee.

II. SOLID WASTE MANAGEMENT PLANNING

The Medina County Solid Waste District was formed on March 6, 1989 to comply with the Ohio Solid Waste Disposal Act that mandated that all counties form a solid waste management district and a solid waste policy committee to prepare, adopt and submit to the Ohio Environmental Protection Agency a solid waste management plan for the district and to implement the plan and update it every five years. The Medina County Solid Waste District is a rural and urban waste management district in Ohio with approximately 183,000 people residing within 26 communities. The District is funded primarily by a tipping fee at the District's transfer station of \$44.50 per ton.

The District's Initial Solid Waste Management Plan was approved by the Director of the Ohio EPA June 7, 1991. Four subsequent plan updates were approved by the Director of the Ohio EPA in 1997, 2003, 2009, and 2015. The District is required to submit a draft of its fifth plan update to the Ohio EPA by September 23, 2020. This update will cover a fifteen-year planning period.

III. TIMELINE

The District anticipates the project will follow the timeline outlined below which may be subject to change.

- OEPA Published Start Date: 6/23/2019
- Draft Due: 9/23/2020
- Final Draft Due to OEPA: 12/23/2021
- Final Approval by OEPA: 3/23/2022

IV. DESIRED QUALIFICATIONS

In order to be considered for a contract award, consultants must demonstrate, at a minimum, knowledge and experience with Ohio solid waste laws and rules; the Ohio EPA solid waste planning program; and the preparation of Ohio solid waste management plans using format version 4.0. The District will give additional consideration to those consultants that demonstrate the following:

- Previous experience with the District in its solid waste plan development and implementation
- Ability to facilitate strategic planning and decision making with multiple stakeholders
- Ability to analyze existing programming to determine effectiveness and efficiency
- Ability to offer solutions based on best practices implemented in Ohio and nationwide
- Demonstrated expertise and thought leadership in the areas of sustainability, recycling and organics management.

V. SCOPE OF SERVICES

The Scope of Services should include:

Task 1: Plan Appendices, Workbook and Supporting Documentation for Ohio EPA Plan Format Version 4.0.

The consultant will prepare the appendices as the first step in the Plan development. Each appendix was developed by Ohio EPA and was intended to be written for Ohio EPA as the audience or reader. Most of these appendices are written documents with associated table references from the workbook. The following appendices will be completed by the consultant:

Appendix A: Reference year, planning period, goal statement, material change in circumstance

Appendix B: Recycling infrastructure inventory

Appendix C: Population data and projections

Appendix D: Disposal data and projections

Appendix E: Residential/commercial reduction and recycling data and projections

Appendix F: Industrial reduction and recycling data and projections

Appendix G: Waste generation and projections

Appendix H: Existing program and infrastructure analysis

1. Residential sector analysis
2. Commercial sector analysis
3. Industrial sector analysis
4. Waste composition analysis
5. Economic incentive analysis
6. Restricted and difficult to manage waste analysis
7. Diversion analysis
8. Special program needs analysis
9. Financial analysis
10. Regional analysis
11. Population analysis
12. Data collection analysis
13. Education and outreach analysis
14. Processing capacity analysis

Appendix I: Conclusions, priorities and programs
Appendix J: Goal #1 demonstration
Appendix K: Goal #2 demonstration
Appendix L: Education program demonstration
Appendix M: Capacity demonstrations
Appendix N: Greenhouse gas emissions reduction
Appendix O: Financial data
Appendix P: Designation
Appendix Q: District rules
Appendix R: Survey forms
Appendix S: Siting criteria
Appendix T: Resolutions
Appendix U: Ratification Results
Appendix V: ORC requirements for inventories, maps and miscellaneous information

The consultant will ensure that all appendices required under the new format (Ohio EPA Plan Format Version 4.0) are included in the document. The consultant will be responsible for entering all table data in support of the Plan Update.

Once the appendices and workbook are completed, the consultant will prepare the chapters of the solid waste plan. Ohio EPA intended the main audience for the chapters to be the general public and interested stakeholders. The chapters are non-technical summaries of the appendices and are completed at the end of the Plan Update process. The following tasks define each chapter that will be developed:

Task 2: Chapter I – Introduction

The consultant will prepare an introduction that focuses on the mission outlined by House Bill 592 including reducing reliance on landfills. The introduction will cover the requirements for solid waste management districts including the achievement of state recycling and waste reduction goals included in the State Plan. A history and description of the District will be included in this introduction. A summary of the entire Plan will also be incorporated into this chapter of the Plan.

Task 3: Chapter II – District Profile

The consultant will create the District profile using statistics from the District's annual district report, survey responses submitted by commercial and industrial businesses, and information on the density and distribution of businesses/industries/organizations based on NAICS codes from our mail list provider. The profile will also include pertinent statistics, demographics, and projections developed by the Ohio Development Services Agency (ODSA) or another third-party source. The analysis will focus on topics including but not limited to population, households, land use, and top employers for institutions, government and industry.

The District profile will include historical data, maps, charts and graphs.

Task 4: Chapter III – Waste Generation

In order to complete the waste generation analysis, the consultant will develop population projections for the District. The population projections will be based on ODSA's estimates and projections or another third-party source. Population projections are important for the Plan Update and serve as a foundation for other projections calculated for the fifteen-year planning period.

The consultant will use several sources of District data to calculate accurate waste generation and reduction totals and identify data trends. Total generation will include recycling data from solid waste generation derived from the ADR and District data. Waste generation will be broken down by sector (residential, commercial, exempt and industrial). Different methodologies for completing waste generation projections will be employed; including projections based on U.S. EPA's national averages and locally reported tonnage. Waste generation projections will be broken down into five-year increments. Projections developed using each methodology will be evaluated and compared against historical patterns to identify the appropriate methodology that will yield the most realistic valuation of future waste generation. Projections will be broken down into five-year increments.

As part of the waste generation analysis, the consultant will be careful to document recycling generation that is attributable to the residential, commercial and industrial sectors. This will be very important to the District's attainment of the state waste reduction goals.

Task 5: Chapter IV – Waste Management Methods

Chapter IV includes several important features and components of the Plan Update including:

- Identification of landfills, transfer stations and other disposal facilities utilized by the District in the reference year
- Regional Capacity Analysis
- Siting Strategy
- Contingencies for Capacity Assurance
- Siting Strategy
- Flow Control and Waivers

These features are aspects of the Plan Update that assure the Ohio EPA that the District has ample capacity to manage the solid waste generated for the entire planning period. The contingencies for capacity assurance also must demonstrate that the District has options if a landfill or transfer station is not capable of providing operational capacity for the District. The consultant will review the District's Siting Strategy to determine if any changes will be necessary. Finally, flow control allows the District to direct where waste must be delivered for processing or disposal. The consultant will review the District's Designation Strategy to determine if any changes will be necessary.

The consultant will prepare the narrative and tables to describe the landfill and transfer station management of solid waste within and outside the District. The Regional

Capacity Analysis will review the landfill capacity for facilities located within a reasonable distance of the District. The consultant does not expect landfill capacity to be an issue for this planning period.

Task 6: Chapter V – Waste Reduction and Recycling Programs

This chapter of the Plan Update reviews waste reduction and recycling programs operated by the District, political subdivisions, and the private sector. This chapter is designed to have the District analyze each program, sector and any special program needs.

The consultant will complete an analysis of each program operated by the District in 2017 or 2018. The chapter includes an overall review of the District's programs including:

- Diversion Analysis
- Economic Incentive Analysis
- Other State Plan Goals Analysis
- Waste Composition Analysis
- Sector Analysis
- Special Program Needs Analysis

These analyses will require an overall examination of District programming to determine if there are areas within the waste reduction and recycling programs that will need improvement. Specifically, the format requires a review to determine if there are economic incentives that the District can put into the operation of recycling or waste reduction programming to incentivize businesses or residents to participate at higher levels. The waste composition analysis is designed to look at specific materials and determine if there are sufficient volumes to develop new programming to collect and process the material.

The District has information, data and statistics for each political subdivision and operating District programs. The consultant will use the above information, data and statistics to complete the evaluation of each waste reduction and recycling program to determine each program's strengths and challenges.

The consultant will develop waste diversion projections for the entire planning period. The new format requires these projections in five-year increments instead of preparing a projection for each of the years in the fifteen-year planning period.

The consultant will prepare a need analysis for recycling and other facility needs. If there is a need to include a separate siting strategy for recycling facilities, it will be located in this chapter. A schedule for facilities and programs will also be included in this chapter. Maps showing District facilities, program locations, open dumps, etc. will be developed by the consultant. Other maps to enhance the understanding of the Plan Update to be incorporated into the narrative will also be developed by the consultant.

Task 7: Chapter VI – Cost and Financing of Plan Implementation

This chapter requires the District to report on the amount of revenue generated by the allowable fees. The new format is requesting specific information about any proposed fee changes to be incorporated into this chapter. The District's current gate rates will be evaluated in this chapter. Any exemptions for automotive shredder residue are a new requirement for Districts to include. In addition, all other revenue utilized by the District such as grants, interest income, recycling fees, user-fees and miscellaneous income will be summarized in this chapter.

The District must identify the costs for plan implementation. The consultant will prepare a line item budget for each program to be included in this chapter. The expenditures identified in the Plan Update must be allocated to the ten allowable uses identified in Ohio Revised Code. The District must identify any methods that would be considered for contingent funding if there was a serious issue with generation fee funding or one of the other sources of revenue. The consultant will prepare all summary cost and revenue tables showing the District will maintain a positive cash flow throughout the planning period.

Task 8: Plan Submittal, Approval and Ratification

The consultant will prepare a complete draft and provide support to the District for submittal to the Ohio EPA by November 23, 2020 for their non-binding advisory opinion.

The consultant and the District will review and respond to Ohio EPA's non-binding advisory opinion. All changes that are necessary will be completed by the consultant and the District and revised chapters will be provided to the District for printing copies.

The consultant will prepare all public comment period and hearing notifications. The District will mail out the notification for the communities and be responsible for the newspaper notifications for the public comment period and public hearing. The consultant will also send out the notifications for the public comment period to the surrounding solid waste districts in Ohio, the 50 largest generators of solid waste and their trade associations and to Ohio EPA. The consultant will provide the copies for public viewing. Hard copies of the Plan will be placed at the District office, the County Commissioner office, and an electronic version on the District website. The consultant will attend one public hearing.

The consultant will prepare the final version of the Plan Update for ratification. This will include a brief executive summary. The ratification package prepared by the consultant will include a cover letter, sample resolution that communities can use to ratify the Plan Update, and a CD containing a PDF version of the entire Plan Update or other mechanism (jump drive or web link). The District will be responsible for delivering the ratification package to all political subdivisions in the District. The consultant will provide copies to the Policy Committee and to the County Commissioners. During ratification, the District will attend meetings with political subdivisions as requested. The consultant will also attend meetings with political subdivisions if requested and approved by the District for additional costs. The consultant will prepare a ratification

tracking sheet to document the community votes as they are submitted. The consultant will attend a Policy Committee meeting at the end of the ratification period to assist the Committee in certifying the ratification results. The consultant will then submit the required copies of the ratified Plan Update to Ohio EPA by or before December 23, 2021.

Task 9: Conference Calls and GoToMeetings

The consultant will be required to conduct numerous non-face-to-face meetings in the development of the District's Plan Update documents. Conference calls and GoToMeetings will be necessary with the District in the development of the strategies and programs contained in the Plan documents.

Task 10: Face-to-Face Meetings

The District requires the following face to face meeting attendance by the consultant:

- 10 Policy Committee meetings
- 2 special meetings with stakeholders or special committees of the Board or Policy Committee
- 2 Board of County Commissioner meetings
- 4 meetings with the District
- 1 public hearing
- 1 meeting with Ohio EPA

The consultant shall prepare a detailed schedule for the plan update process including all meetings as a part of their proposal.

VI. QUALIFICATIONS SUBMITTAL

To be considered for a contract award, please provide the following information. Please note that the District will allow consultants to partner on a submittal provided that there be a primary firm responsible for the management of the project and provided that each partner and role is clearly identified within the submittal. A description of each partner's qualifications must be included with the submittal.

1. Cover Page

The cover page should be printed on your letterhead and include the title of this Request for Qualifications and Proposal, date, name, title and contact information of the person who prepared the submittal, and the telephone, email address, web address and physical address of your office.

2. Company Overview

The overview should include a description of your company and primary capabilities, a description of solid waste related engagements from the past three years that are similar in nature to this project, and three references including phone number and email address.

3. Team Description

Provide the names, resumes and a description of the qualifications for each person that would be assigned to this project. Indicate what each person's role would be with this project. Please list current and expected engagements for each person to be assigned to this project.

4. Qualifications

Describe the qualifications and experience of the team to be assigned to this project as they pertain to the following:

- Knowledge and experience with Ohio solid waste laws and rules and the Ohio EPA solid waste planning program
- Experience with the preparation of Ohio solid waste management plans using format version 4.0
- Experience with facilitating strategic planning and decision making with multiple stakeholders
- Experience with analyzing existing programming to determine effectiveness and efficiency
- Ability to offer solutions based on best practices implemented in Ohio and nationwide
- Expertise and thought leadership in the areas of sustainability, recycling and organics management

VII. PROPOSAL COST

The consultant shall prepare a detailed cost estimate based on the scope of work identified above.

VIII. SUBMITTAL DEADLINE AND INSTRUCTIONS

- All submittals must be received by the District no later than 4:00 p.m. on Thursday, June 13, 2019.
- Please provide two (2) hard copies of your submittal. No emailed submittals will be accepted.
- All submittals must be in sealed envelopes clearly marked QUALIFICATIONS AND PROPOSAL FOR SOLID WASTE MANAGEMENT PLANNING CONSULTANT SERVICES FOR THE MEDINA COUNTY SOLID WASTE DISTRICT
- Submittals should be mailed to the attention of Christine Hegarty, Administrative Assistant, Medina County Solid Waste District, P.O. Box 542, Medina, OH 44258

IX. SELECTION PROCESS

The District staff will review all submittals and may select a short list of firms to

interview. Based on the interviews, submitted qualifications and proposals, the District will then select the consultant it determines best meets its desired qualifications and can best fulfill all of the services requested and at a reasonable cost.

X. DISTRICT CONTACT and QUESTIONS

Questions pertaining to this Request for Qualifications/Proposals should be directed to: Beth Biggins-Ramer, District Coordinator, Medina County Solid Waste District (330) 769-0289, bbiggins-ramer@medinaco.org