

City & Borough of Wrangell
Request for Qualifications for
Planning Contractor Services to Assist in a
Solid Waste Recycling Management Plan

Introduction:

The City and Borough of Wrangell (herein after referred to as the “CBW”) is seeking the services of a Consultant to assist in the preparation of an implementation plan for processing and reducing solid waste in the City and Borough of Wrangell (hereafter referred to as the “Plan”). The CBW will receive information and detailed qualifications from individuals or firms having experience in the areas identified in the solicitation.

Proposals will be received in the office of the Borough Clerk, City & Borough of Wrangell, PO Box 531, Wrangell, Alaska 99929, until 2:00PM, April 10, 2014, then will be opened and publicly read.

This Proposal is funded with qualified outer continental shelf oil and gas revenues by the Coastal Impact Assistance Program, Fish and Wildlife Service, U.S. Department of the Interior. Funding allotted for this portion of the project is \$9700.00.

Scope of Work:

- Assist in developing a plan determining the best course of action to implement efforts to educate the community and collect and process recycled goods.
- Hold a public meeting(s) to discuss collected information and engage the community in Wrangell’s solid waste issues, impacts to coastal resources and recycling opportunities.
- Develop a plan of action to reduce the solid waste stream in Wrangell.
- Develop a public awareness program to encourage recycling, to cease remote dumping, and the value of coastal resources and wetlands.

Project Objectives

- Develop recycling and operational guidelines
 - Assess recycling equipment and operational guidelines
 - Identify challenges in implementation of the plan
 - Identify stakeholders in the community interested in the development of a recycling plan to manage solid waste and provide ongoing assistance.
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1. **Regulations:** The Offeror shall consider the geographical region of the Project as well as other environmental and site-specific restraints when performing services for this Project.
 2. **Consultant / Contractor Relationships:** Any consultant firm, or its affiliate, that developed the scope of services, the RFP, or other solicitation documents for this Project is ineligible to

compete for that phase of the project for which they developed the documents. A consultant firm, or its affiliate, that is the Engineer of Record on this Project may only be considered eligible to compete as a Subconsultant/Subcontractor for services to the Prime Contractor upon approval of the City & Borough of Wrangell.

SUBMITTALS

For consideration for the project, submitted information must contain evidence of the individual's or firm's experience and abilities in the specified area and other disciplines directly related to the proposed needed service. Unless otherwise stated, all respondents shall provide profiles and resumes of the staff potentially to be assigned to the project, including subcontractors if any, references, illustrative examples of similar work performed, and any other information that clearly demonstrates the respondent's expertise in the areas of the RFQ. Please provide three references for similar projects within the last five years.

Cost data. No cost data is required with this RFQ. A selection committee shall review and evaluate all replies and identify the individual(s) or firm(s) of interest to negotiate a more specific contract. The selection committee will have only the response to the RFQ to review for selection of finalists. It is therefore important that respondents emphasize specific expertise, previous successes and evidence of a business attraction network pertinent to the program goals.

1. SUBMITTAL DEADLINE: April 10, 2014, 2:00PM prevailing time.
2. SUBMIT RESPONSES TO: The Borough Clerk, City & Borough of Wrangell, PO Box 531, Wrangell, Alaska 99929.
3. MARK SUBMITTALS AS FOLLOWS: "Proposal for **Solid Waste Recycling Management Plan**, Opening date April 10, 2014, 2:00PM
4. REQUIRE COPIES OF SUBMITTALS: Original and three (3) copies.
5. SUBMITTALS may also be sent via email to the Borough Clerk at clerk@wrangell.com.

SELECTION PROCESS

Evaluation of the responses will be based on the following criteria:

1. Qualifications, education and experience of the individual, the firm, and assigned staff members
2. Understanding of the project and objectives
3. Successful completion of similar projects
4. Availability of personnel and whatever else is necessary for achieving the goals
5. Other qualifications as necessary to achieve the goals described or included by reference in the solicitation

Resume's will be reviewed by an Evaluation Committee comprised of at least three (3) persons approved by the Borough Manager.

Based upon this evaluation, the Evaluation Committee may short list up to three (3) Offerors and conduct interviews with those Offerors for the purpose of clarification and to ensure a full understanding of, and responsiveness to, the RFQ requirements. Written notice will be given to the three (3) most qualified Offerors determined to be eligible for placement on the negotiation schedule. The notice will include their ranking. The CBW will negotiate a contract with the Offeror considered to be best suited to perform the work. If negotiations are not successful, as determined by the CBW, the CBW will negotiate a contract with the second ranked Offeror. The process described above would be repeated with the third ranked Offeror, if necessary. When an agreement is reached, a contract will be executed between the parties after the Wrangell Borough Assembly's approval.

SCHEDULE & PAYMENT

1. Upon entering into an agreement and being given Notice to Proceed, the Consultant shall have 120 calendar days to complete all work outlined
2. The proposed method of payment is a Time & Expense, Not-to-Exceed a Maximum Amount.

RESERVATIONS:

The City & Borough of Wrangell reserves the right to reject any and/or all proposals received and to waive irregularities or informalities in any of the proposals. The City & Borough of Wrangell may request any respondent to clarify its response or to supply additional material deemed necessary to assist in the selection. The City & Borough of Wrangell may modify or otherwise alter any or all of the requirements herein. In the event of any modification, all respondents will be given an equal opportunity to modify their response in the specific area impacted.

ADDITIONAL INFORMATION

For further information regarding the Request for Qualifications, contact the City & Borough of Wrangell personnel at P.O. Box 531, Wrangell, AK 99929:
Ruby McMurren, Tel: 907-874-3494, Email: wrgpm@wrangell.com