City of Joplin

Request for Qualifications

For development of a

Comprehensive Solid Waste

Master Plan

City of Joplin, Missouri

Public Works

Department Operations

Division

602 S. Main Street

Joplin, MO 64801

Issue Date: May 19, 2021

Response Due Date: June 9, 2021

Requested Services

The City of Joplin is seeking Statements of Qualifications from qualified consulting firms for the preparation of a Comprehensive Solid Waste Master Plan in conformance with City of Joplin, Missouri Department of Natural Resources, and EPA codes and regulations.

Background

The City of Joplin is in Jasper and Newton Counties in the southwestern corner of the state of Missouri. The bulk of the City is in Jasper County, while the southern portion is in Newton County. Joplin is the largest city in Jasper County and the 12th most populous city in the state. Joplin has a population of Fifty Thousand Nine Hundred and Twenty-Five(50,925). Through a contract with Republic Services, Joplin residents receive residential trash collection and optional residential recycling collection for an extra charge. The City has a separate contract with a WCA transfer station for residents to bring bulky items, tree limbs, and tires to the station and pay a reduced, subsidized price.

The City itself owns and operates three no-cost services: the Recycling Drop-Off Center, yard waste compost piles, and a tree limb drop-off site.

The Recycling Center is located at 1310 West A Street, Joplin. It accepts cardboard, mixed paper, glass, plastics #1 and #2, household hazardous waste, used cooking oil/grease, electronic waste, and offers free shredding services for sensitive documents. The Center regularly hosts collection events, such as the Tire Drop-Off. All services are free to residents of the Region M Solid Waste Management District that consists of Jasper, Newton, Barton, McDonald, and Vernon counties. The Center is operated by two (2) full-time attendants.

The tree limb drop-off is located at North Schifferdecker Avenue. It is open only on the 3rd Saturday of each month for residents to drop off limbs. Each year, the limbs are chipped and the resulting mulch is offered to residents at no cost.

The yard waste compost piles are located at 3457 West Eddy Lane next to Turkey Creek Wastewater Treatment Plant. It is open at all hours and every day of the week because the Wastewater Plant is always open. Residents can drop off leaves, grass clippings, and other small yard waste. The compost piles are rotated periodically, and the resulting compost is offered to the public at no charge. The City of Joplin collects leaves from residents annually, and these leaves are composted here.

Proposed Scope of Work

The purpose of the work described herein is to evaluate existing solid waste system components, infrastructure, and programs to identify vulnerabilities and recommend necessary changes with the intent of having all sanitation components integrated as efficiently and effectively as possible. This process will include evaluation of the current operations of the recycling program, as well as impacts from recently implemented programs, alternatives for yard waste drop-off, and optimal consolidated location of the Recycling Center, yard waste compost piles, and tree limb drop-off.

The City recommends utilizing the Solid Waste Advisory Commission in planning and public outreach. The successful proposer will be expected to develop a public survey and assist the City with stakeholder meetings and other public outreach efforts to better understand the citizens' interests. The successful proposer may recommend a different approach to the project; therefore, a final scopeof work and schedule will be developed with the successful proposer.

Task 1: Project Management

Organize and manage Consultant project team coordinating with the City's Recycling Coordinator to facilitate the development of the Comprehensive Solid Waste System Master Plan. Participate in a public participation process through survey, stakeholder meetings and presentation to City Council. The duration of the project is anticipated to be from July 1, 2021 to December 31, 2021.

Task 2: Solid Waste System Evaluation and Master Planning

Develop recommendations or options based on the comprehensive review of the existing Sanitation system and programs. This master planning shall also include public involvement, including development of surveys to determine the wants and needs of the community. This task will involve several periodic stakeholder meetings as the planning process progresses.

Task 3: Capital Improvement Plan

Develop a proposed Capital Improvement Plan which consolidates the Recycling Center, yard waste compost piles, and tree limb drop-off; and addresses identified deficiencies and majorchallenge area within these services.

The Capital Improvement Plan should set objectives and define options for relocation of the Recycling Center, conduct cost and feasibility analyses of facility options, and determine a preferred approach to implementation.

Submittal Requirements

Statements of Qualifications shall not exceed fifteen (15) pages, including photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. All responders will provide one (1) original unbound, one electronic, and five (5) bound copies of their qualifications.

Responder Submittal Information Requested

Proposal must contain the following information:

a. Cover Letter.
   Provide name and address of the proposer and project contact person with address, telephone number and email address. Briefly summarize your understanding of the project scope and services being required. Provide a summary of the benefits you believe the City would receive from selecting your firm.

   The cover letter must be signed by a duly authorized official of the proposer. Consortiums, joint ventures or teams submitting proposals must establish that contractual responsibility rests solely with one (1) company or one (1) legal entity.

b. Project Team Experience and Qualifications.
   Identify specific project team members to be committed to the project and their roles in completing the work. State the years of experience, length of employment with proposer and experience providing solid waste management related services.

c. Experiences.
   Each proposer shall supply recent examples of similar projects with other solid waste systems the proposer has been involved with. Include related past projects completed along with discussion comparing similarities with this proposed project.

d. References.
Provide a list with contact information of agencies the proposer has listed as having provided Solid Waste Management Planning Services.

e. Understanding of Project.
Provide in detail your understanding of what the project entails.

f. Approach to Scope of Work.
Provide a clear and concise statement of the approach to be undertaken on the project. Specifically identify any recommended deviations from the City of Joplin proposed scope of work and include a discussion supporting any alterations of the proposed scope.Discuss how you will accomplish the scope of work. Include details of how the Master Plan will be developed, how and when you will interact with staff and how you plan to complete each task.

g. Project Schedule.
Provide your schedule for performing the work, including major milestones and deliverables.

Responses in a sealed envelope clearly marked **"RFQ – Development of Comprehensive Solid Waste System Master Plan"** will be received by Lynden Lawson, Assistant Director of Public Works- Operations, 4th Floor of City Hall, 602 S. Main Street, Joplin, Missouri 64801, until **5:00 p.m.** Local Time, on **Wednesday, June 9, 2021.**

Statements of Qualifications review process and submittal scoring

A selection committee will evaluate and numerically rate each Statement of Qualifications and determine the best statement deemed most qualified based on the below criteria. All submittals will be evaluated on the following point allocation:

Experience and Qualifications of the Proposer. **25 points**

Experience of project team members. **25 points**

Specific Solid Waste System Planning experience. **25 points**

Approach to scope of work and schedule. **25 points**

Submission of a Statement of Qualifications implies the respondent's acceptance of the selection procedure, criteria and process and recognition that subjective judgements may be made by the City of Joplin.

Upon review and rating of the Statement of Qualifications, the highest rated proposer(s) may be invited in for an interview or to enter into negotiations with the City. If an agreement cannot or is not reached with the highest ranked proposer, City reserves the option to consider the second ranked proposal. The same process may be repeated with the other ranked proposals if no such agreement is reached. The City reserves the right to not select any proposal associated with this Request for Qualifications.

The City expects to make a selection based on the written qualification statements. The City may elect to conduct supplementary interviews, based on selection committee recommendations. If on-site interviews are necessary, proposers will be responsible for all costs associated with providing the presentation.

All Statements of Qualification and materials submitted shall be the sole property of the City of Joplin and, to the extent prescribed by law, may not be used in a manner or reproduced in any form by others without the written permission of City.

Project Contact

Lynden Lawson
Assistant Director of Public
Works – Operations
(417) 624-0820 Extension 560
Llawson@joplinmo.org

Response Deadline

5:00 p.m. local time

June 9, 2021

Response Location

Attention: Lynden Lawson
602 S Main Street
Joplin, Missouri 64801