PROPOSAL REQUIREMENTS

The Medina County Solid Waste Management District (District) is requesting proposals from qualified solid waste management consultants to complete the plan update (Contract A) for the District’s Solid Waste Management Plan (Plan). The Plan is required by Ohio Revised Code 3734.54. The development of the Plan shall begin no later than April 23, 2013. The successful consultant shall complete and submit the draft Plan to the Ohio EPA by July 23, 2014. The consultant must submit the final approved Plan and it must be ratified and approved by Ohio EPA by January 23, 2016.

In addition, the District desires a general evaluation of the District’s operational methods (Contract B). The successful Proposer will provide an analysis that compares current operational practices with operational alternatives that result in the District realizing a financial savings and/or enhanced recycling performance.

The proposed recommendations for District operations must take into consideration pending legislative changes to Ohio Solid Waste Law. The successful Proposer must demonstrate they are familiar with the proposed changes to Ohio Solid Waste Law and be totally familiar with the ongoing rule-change process with Ohio EPA.

Proposers may choose to provide proposals on Contracts A and B under a combined Contract C. Proposals on Contract A and B individually must include provisions as to how the Consultant will work with the other successful Consultant (A or B) to include any changes to the operational method in the plan update.
DETAIL OF SERVICES REQUIRED

CONTRACT A

Proposers should assume a planning period of fifteen years and shall use year 2012 as the reference year. Proposers should outline the tasks to be performed to complete the plan update. Consultants should refer to the most recent Ohio EPA format, currently, version 3.0, when developing their proposals.

Proposers should include, at a minimum, the following tasks when developing their proposals:

1. Become completely familiar with current District operations, including, but not limited to District “Flow Control Practices”, operation of the County’s Central Processing Facility (CPF), current Contract with CPF operations contractor and drop-off recycling operations.

2. Assist the Medina County Solid Waste District with the District’s 2012 Annual District Report (ADR) due to the Ohio EPA by June 1, 2013.

3. Proposers will be responsible for developing an introduction letter and all required surveys for the residential, commercial, institutional and industrial sectors of Medina County. The successful Proposer will also be responsible for preparing mailing lists and mailing for each survey using District letterhead and envelopes. Envelopes will be supplied by the District.

4. Proposers will be responsible for mailing survey letters to all registered compost facilities, solid waste haulers, recycling brokers and processors in the Medina County region.

5. For commercial and industrial firms in the County, the following SIC specification shall be used: SIC CODES: 20, 22-39, 42-45, 47-65, 67, 70, 73, 78-84, 86-87, 91-95.

6. Provide a detailed summary of the proposed or legislated final changes to Ohio Solid Waste Law, how they impact District operations and include changes to the Solid Waste Plan.
7. Develop a strategy to evaluate proposed or final law changes.

8. Provide a description of the tasks necessary to complete Sections I - IX (1 thru 9) of Ohio EPA’s Format Version 3.0 including all narratives, data, tables, required appendices and appropriate maps and tables.

9. Provide costs to facilitate a minimum of ten (10) meetings with district staff, Policy Committee and a District Technical Advisory Committee during development of the Plan. Provide cost to hold additional meetings in excess of the ten planned meetings.

10. Provide a description of the necessary tasks that will be required to address Ohio EPA’s non-binding advisory opinion, any public hearings, ratification of the Plan and Ohio EPA’s final review.

11. Proposers should assume one public hearing and one meeting with the Ohio EPA to discuss the draft Plan Update. Proposers are responsible for developing all public notices; the District will be responsible for mailing notices and scheduling hearings and location.

12. Proposers will be responsible for preparing the necessary copies of the draft Plan Update for the Ohio EPA including required maps and necessary copies of the ratified plan for the Ohio EPA, including required maps.

13. Proposers will be responsible for providing the District with one complete original of the draft Plan Update and the ratified Plan Update including District maps. Proposers shall also provide the District with one complete set of electronic files for the District’s records at the completion of the draft and final plan ratification.

14. Proposer will be responsible to coordinate with the consulting firm awarded Contract “B” in order to finalize Methods of Management, Facilities and Programs to be Used that must be included under section VI of the plan update.
CONTRACT B

1. Become thoroughly familiar with the Operational Methods of the Medina County Solid Waste Program including operation of the Central Processing facility (CPF).

2. Become thoroughly familiar with the past and current cost of operating the Medina County Solid Waste Program.

3. Become thoroughly familiar with the past and present recycling efficiencies of the Medina County Solid Waste Program.

4. Become thoroughly familiar with the dynamics of Medina County, it’s population, it’s production of solid waste, it’s method of waste collection, it’s proximity to other solid waste districts/facilities, etc.

5. Consider the efficiency of Medina County continuing on as a single county district or combining with one or more neighboring districts.

6. Develop alternative operational methods with estimated annual cost of operation and recycling efficiencies for District consideration.

7. Cooperate with Contract “A” Consultant throughout the contract period and provide the deliverable required under Item #6 to said Consultant when delivered to the County.

8. Communicate with the County Sanitary Engineer throughout the contract period and provide the final contract report to the Sanitary Engineer by December 15, 2013
MEDINA COUNTY DISTRICT RESPONSIBILITIES

The District will be responsible for:

1. Providing copies of each section of the Plan to the Policy Committee, Technical Advisory Committee, Board of County Commissioners and staff members.

2. Providing copies of the final draft Plan submitted to the Ohio EPA for review to the Policy Committee, Technical Advisory Committee, Board of County Commissioners and staff members.

3. Providing copies to the libraries, surrounding Districts and other interested parties during the public comment period.

4. Providing copies of the final draft Plan to Medina County political subdivisions for ratification.

5. Provide access to current operations contract, 2013 budget, prior years operational costs, equipment lease agreement, annual reports, etc.

6. Provide access to the Medina County Central Processing Facility and County Staff.
PROJECT STAFFING, CONSULTANT EXPERIENCE AND BACKGROUND

Proposals must include the following information:

A. A brief description of the staff to be used by Proposer including project manager and brief resumes of staff members.

B. A brief overview of the Consultant’s Firm.

C. List of solid waste management plans, plan implementation, and/or operation review projects completed for Ohio Solid Waste Districts prepared in 2010, 2011 and 2012.

D. Contact name, address, telephone number and email address of Ohio Solid Waste Management Districts that the Proposer has worked with in the past three (3) years.
INSURANCE

Proposers must provide satisfactory Proof of Insurance including Workers Compensation Insurance.
PROJECT SCHEDULE AND COMPENSATION

Proposals shall include:

1. Detailed schedule for each task
2. A schedule that includes interim and final deadlines.
3. A schedule that includes proposed meetings with District Policy Committee, Technical Advisory Committee, and District Staff.
4. Compensation that includes:

   **Contract A**
   A not-to-exceed cost that includes costs for completing the draft plan update, ratified plan, meetings, mailings, copies, reasonable travel expenses and postage. A rate schedule, from which billings will be based, should be included.

   **Contract B**
   A not-to-exceed cost that includes meetings with District Staff, District Policy Committee and Technical Advisory Committee to research, evaluate, present and discuss proposed alternatives for future District operations incorporating proposed or final changes in Ohio Solid Waste Law. A rate schedule, from which billings will be based, should be included.
DEADLINE FOR PROPOSALS AND EVALUATION CONSIDERATIONS

Proposals must be mailed to: Medina County Sanitary Engineer
Attn: James F. Troike
791 West Smith Road
Medina, Ohio 44256

and received by: Monday April 12, 2013

Evaluations will be conducted by the County Sanitary Engineer based on qualifications, proposed staff and project cost.

The Sanitary Engineer will only consider firms with prior Ohio solid waste management planning experience. The Sanitary Engineer reserves the right to reject any and all proposals.

A recommendation will be made to the Board of County Commissioners on or around April 22, 2013.