

**REQUEST
FOR QUALIFICATIONS
FOR**

**Processing and Recovery of Recyclables
and
Transfer, Transport and Disposal of Municipal Solid Waste**

for the

**Medina County Solid Waste District
Medina County, Ohio**

September 7, 2017

**Request for Qualifications Due by:
October 10, 2017; 4PM EDT**

Medina County Sanitary Engineer
791 W. Smith Road
Medina, OH 44256
330-723- 9574

I. PROJECT OVERVIEW

Medina County Solid Waste District Request for Qualifications

For the Design, Build, and Operation of a System for the Processing and Recovery of Recyclables & Transfer, Transport and Disposal (TTD) of Municipal Solid Waste

The Medina County Solid Waste District (District) announces that a contract or contracts is being actively pursued for the Design, Build and Operation of a System for the Processing and Recovery of Recyclables and the Transfer, Transport and Disposal of Municipal Solid Waste (MSW). The District is soliciting statements of qualification from firms to provide for the **Design, Build, and Operation of a System for Processing and Recovery of Recyclables & Transfer, Transport and Disposal of Municipal Solid Waste**.

The District seeks firms to submit qualifications to demonstrate their interest and ability to design, build, and operate a recycling system for the management of its Municipal Solid Waste (“MSW”) which is expected to be funded by a per-ton processing fee incorporated into a long-term Supply Agreement. The District is interested in cost-effective MSW Processing, and Recyclables Recovery, and MSW Transfer, Transport and Disposal services, including the ability to process and/or transfer source-separated recyclables. These services will be undertaken at the Medina County Solid Waste District Facility (MCSWDF, or referred to as the Central Processing Facility in the Plan), the District-owned and designated transfer station and property utilized for the management of municipal solid waste, household hazardous waste, yard waste, and recyclable materials, in accordance with the District's Ohio EPA approved Solid Waste Management Plan Update (Plan).

http://www.recyclemedinacounty.com/pdf/2015_solid_waste_plan_final.pdf

In accordance with the goals and objectives outlined in the Plan, the District is interested in contracting for Processing and Recovery of Recyclables as a complementary service to several other recycling activities conducted by and within the District. The District is seeking a highly qualified and experienced operator who can build flexibility into a long-term 10-year, guaranteed recovery, mixed waste processing solution, to increase the volume of recyclables recovered by the District, and for efficient transfer, transport and disposal of MSW. In return, the District will, during the term of an agreement, direct any MSW under its control to the facility.

Respondents shall submit a comprehensive statement of their qualifications, including but not limited to general information about respondent and key personnel, references from previous similar experience, and a preliminary project approach for the Design, Build and Operation of a System for the Processing, and Recovery of Recyclables, and the Transfer, Transport and Disposal of Municipal Solid Waste, including a preliminary equipment list and process flow diagram, utilizing the attached Forms (A-1 through A-8). The Sanitary Engineer shall evaluate the statements of qualifications submitted by Respondents and present a written summary of the evaluation of qualifications, recommendations of qualified Respondents and a resolution for the District's Board of Directors to authorize the Sanitary Engineer to request Part II Project Proposals from the top-

ranked Respondents. The recommendation shall include three (3) or more Respondents which the Sanitary Engineer considers to be the most qualified to provide the required services, except that the Sanitary Engineer may recommend and rank fewer than three (3) Respondents when the Sanitary Engineer determines that fewer than three (3) qualified respondents are available.

Once the Board of Directors for the District adopts a resolution identifying the top ranked Respondents, the Sanitary Engineer shall provide each selected Respondent with a description of the project and project delivery, a project schedule, a description of the requested services, a description of the funding options available to the District regarding the design and implementation of the proponent's recycling system, the form of the services contract, and a request for a design and pricing proposal.

If the District chooses to proceed, the Sanitary Engineer shall evaluate the Part II Project Proposals submitted by each qualified Respondent and, at its discretion, hold discussions with each Respondent to further investigate its submission, including the scope and nature of the equipment, services and technical approaches. The Sanitary Engineer shall rank the Respondents based on the evaluation of the value of each Respondent's solution, with such evaluation considering each Respondent's proposed costs, qualifications and prospects of achieving the District's goals. The District reserves the right to choose the best solution for District objectives at its sole discretion. Upon the Sanitary Engineer's recommendation, the District may enter into contract negotiations for services with the Respondent whose design and pricing proposal the District determines to be the best value under this section. Such contract negotiations shall be directed toward:

- (1) Ensuring that the Respondent and the District mutually understand the essential requirements involved in providing the required services and the terms of the contract;
- (2) Ensuring that the Respondent shall be able to provide the necessary personnel, equipment, and facilities to perform the services within the time required by the contract;
- (3) Ensuring that District MSW and residual wastes have a secure disposal location for the balance of the Contract;
- (4) Ensuring the District has the best practicable recovery option; and,
- (3) Agreeing upon terms of payment and measurements of performance.

If the District fails to negotiate a contract with this Respondent, the District shall inform the Respondent in writing of the termination of negotiations. The District may then negotiate a contract with the Sanitary Engineer's next highest ranked Respondent and continue negotiating with the Respondent selected in the order of their ranking until a contract is negotiated. If the District fails to negotiate a contract with a Respondent, it may select, upon the recommendation of the Sanitary Engineer, additional Respondents to provide Part II Project Proposals to the District pursuant to this section or may select an alternative delivery method for the project. The District reserves the right to reject any or all proposals in whole or in part and to terminate this process at any time prior to entering into a final contract, and nothing in this section affects the District's right to accept or reject any or all proposals in whole or in part.

All proposals will become the property of the District, will not be returned, and are subject to the Ohio Public Records Act. All costs incurred for the preparation and submission of qualifications are the responsibility of each Respondent.

II. PROJECT SCHEDULE

The following is a listing of key qualifications/proposal and project milestones:

Project Milestone	Date	# Days
RFQ Release	Sep. 7, 2017	0 Days
Pre-Qualification Conference	Sep. 12, 2017	6 days
Additional Site Access (see below)	Sep. 19, 2017	13 days
Questions on RFQ Due by:	Sep. 20, 2017	14 days
Responses to Questions by:	Sep. 26, 2017	20 days
Qualifications Due by:	Oct. 10, 2017	34 days
Notice to Top-Ranked Firms:	Oct. 24, 2017	48 days
Part II Project Proposals Due from Top-Ranked Firms:	Nov. 20, 2017	75 days
Interviews	Nov. 28 - 30, 2017	83 days
Notification of Intent to Negotiate	Dec. 5, 2017	90 days
Contract Award:	Jan. 2, 2018	118 days
New Services Start	Nov. 1, 2018	14 months
Estimated Start of Fully Operational Processing and Recovery of Recyclables & Transfer, Transport, and Disposal of MSW Contract Services	Jan. 12, 2019	16 months

III. PRE-QUALIFICATION CONFERENCE

A non-mandatory, but recommended, pre-qualification conference is scheduled for:

Date: Tuesday, September 12, 2017

Time: 2:00 p.m. to 4:00 p.m. (EDT)

Location: Medina County Solid Waste District Facility (MCSWDF)
8700 Lake Road,
Seville, OH, 44273

All potential Respondents are expected to attend the pre-qualification conference. Reservations are preferred. Please RSVP via email with company contact information to Laura Perkins, Office Manager, Medina County Sanitary Engineer's Office at lperkins@medinaco.org.

The pre-qualification conference will begin in the MCSWDF education room on the second floor, and proceed to a site visit of the District building and grounds following the business portion of the conference. This is to provide Respondents the opportunity to make measurements, review drawings, and look over the existing site and building in detail. All investigatory efforts by potential Respondents shall conclude by no later than 4:00 pm.

A second opportunity for potential Respondents to visit the site to obtain additional measurements is scheduled for Tuesday, September 19, 2017 from 1:00 pm - 4:00 pm. Reservations are required for Respondents interested in making the follow up visit. RSVPs may be made in person before leaving the District facility on September 12th, or via email registration received no later than 4:00 pm on Monday, September 18th to lperkins@medinaco.org **Unscheduled visits to the MCSWDF are prohibited, and failure to comply may result in qualifications rejection.**

IV. PRIMACY OF THE RFQ AND RESPONDENT'S BEST JUDGEMENTS

All respondents are reminded to use this written document, its attachments, the referenced Plan, and any amendments, combined with their own best judgment of available tonnages, recovery guarantees, and their expected performance under this RFQ, as the basis for responding.

V. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION ON THE RFQ

This RFQ is issued on behalf of Medina County Solid Waste District. Respondents shall register their interest in the Project and direct all inquiries/questions ***by email only*** to Laura Perkins, Office Manager, Medina County Sanitary Engineer's Office, at email lperkins@medinaco.org.

Phone inquiries will not be accepted. Ms. Perkins is serving as the Project Coordinator for the District's RFQ and is the sole source of contact during the RFQ process. Information provided by any other County and/or District personnel shall be considered nonbinding by the County and should not be relied upon by Respondents. All questions to the RFQ shall be clearly stated in the body of the email. Attachments are permitted to the email; however, all questions shall be clearly enumerated in the body of the email. Questions shall be submitted with the words "MCSWD RFQ Question" in the subject line, and include the originator's name, title, and contact information (phone and email). The Project Coordinator will acknowledge receipt of all questions received. Failure to receive an email acknowledgement from the Project Coordinator requires a follow up email from the Respondent to ensure the original question(s) were properly received.

VI. RFQ QUESTIONS

Written Questions are encouraged up to the final question deadline, **Wednesday September 20, 2017, until 3:00 PM EDT**. Responses to all questions will be posted by Tuesday, September 26, 2017 on the Medina County Official Bid Notice website at:

<http://www.co.medina.oh.us/legal.htm>

VII. CLARIFICATIONS/AMENDMENTS/ADDENDA TO THE RFQ

If you discover any significant ambiguity, error, omission or other alleged deficiency in the RFQ, immediately notify the Project Coordinator in writing. All questions must be submitted to the Project Coordinator via email. We encourage you to submit preliminary questions prior to the pre-qualification conference.

1. If it becomes necessary to clarify or revise any part of this RFQ, addenda will be emailed to the registered Respondents and posted to the Medina County Official Bid Notice website by September 26, 2017.
2. It is the responsibility of Respondent to acknowledge all addenda sent via email with an affirmative email reply to the Project Coordinator. Respondents are also encouraged to check the website for any amendments. All addenda must be acknowledged on the RFQ Signature Page in the area provided. **Failure to do so may result in qualifications rejection.**

VIII. PERIOD OF SILENCE

An Ex parte communication is a communication between a decision maker and an interested party that takes place without public notice and outside the record. Ex parte communications violate notions of fairness, and lead to the public's perception that decision makers are subject to special influence.

This Solicitation is requiring a "Period of Silence" coinciding with this RFQ release and extending through the time a contract is awarded or the process is terminated. There shall be no communications except for the procedure as outlined for RFQ questions and scheduled interviews and requests for clarification by the Sanitary Engineer. The District prohibits Respondents or their agents, lobbyists, or other representatives, from initiating any type of contact (written or verbal) with any District or Medina County employee, consultant, elected official or other District-designated representative regarding this RFQ. The pre-qualification/proposal conference/question and answer period will give all Respondents a full opportunity to discuss matters directly with the Sanitary Engineer. Respondents or their agents, lobbyists, or representatives who violate this provision will be disqualified from the RFQ process.

The Period of Silence is designed to protect the professional integrity of the qualifications process, and ultimately the procurement process, by shielding it from undue influences prior to the recommendation of the top-ranked firms, subsequent Part II Project Proposal(s), and a contract award.

IX. BACKGROUND INFORMATION

Medina County was established in 1812, located in North-central Ohio, and comprises approximately 425 square miles. It is 39 miles south of Cleveland and 23 miles west of Akron. Medina County is the seventeenth most populous county in the state, with current population estimated at approximately 177,000. It is one of the top ten fastest growing counties in Ohio, and has maintained steady net in-migration trends. In 2015, the median household income of Medina County residents was \$66,952. There are approximately 65,000 occupied homes in the County,

approximately 93,000 workers generating over \$2.8 billion in wages annually, the unemployment rate in is ~4.5%, and job growth annually is 0.28%.

The City of Medina, the county seat, has a current population of 26,261. The largest city in terms of population is Brunswick with 34,756. Wadsworth has a population of 23,126. In addition, there are six villages and 17 townships located within the County.

The Medina County Solid Waste Management District (District) was established in 1990 in response to Ohio House Bill 592. The law establishes Solid Waste Management Districts and requires each District to develop a Solid Waste Plan. The Plan is updated every 5 years and submitted to the Ohio EPA. By statute, the Board of the Medina County Commissioners also acts in its capacity as the Board of the Medina County Solid Waste Management District (Board). The District includes all incorporated and unincorporated territory in Medina County, except Rittman, as that municipal corporation is located in more than one solid waste management district, and as such, the entire municipal corporation shall be considered to be included in and shall be under the jurisdiction of the district in which a majority of the population of the municipal corporation resides (Stark-Tuscarawas-Wayne Joint Solid Waste Management District) One of the essential roles of the Medina County Solid Waste Management District is to undertake and implement programs in their Solid Waste Plan that result in meeting solid waste goals required by the state of Ohio and the Ohio EPA. Those goals include:

1. Ensure the availability of reduction and recycling opportunities/programs for residential and commercial waste. Demonstrate access to recycling for at least 90% of the SWMD's residential population.
2. Demonstrate reduction/recycling rates of 25%+ for residential/commercial and 50% for industrial.
3. Provide information and technical assistance including website, inventory of infrastructure, comprehensive resource guide, presentation/speakers, Outreach Plan including target audiences, priorities and best programs and practices.
4. Provide strategies for scrap tires, yard waste, lead-acid batteries, household hazardous waste, and electronics.
5. Explore programs to incentivize source reduction and recycling programs.
6. Provide an annual report to Ohio EPA.

The State goals require compliance with either Goal 1 or Goal 2, along with compliance to the remaining Goals 3-6. The District complies with Goal 1. Respondents should read and understand the ***2016-2030 Solid Waste Plan Update*** before submitting this RFQ response and understand the details of all District programs. This is the currently state-approved Solid Waste Management District Plan and may be found at the following web link:

http://www.recyclemedinacounty.com/pdf/2015_solid_waste_plan_final.pdf

X. SUBMISSION OF RFQ RESPONSES

Respondents shall submit a comprehensive statement of their qualifications pursuant to Section XI. In addition, Respondents are requested to submit an RFQ response for Design, Build and Operation of a System for the Processing, and Recovery of Recyclables, and the Transfer, Transport and Disposal of Municipal Solid Waste, including a preliminary equipment list and process flow diagram.

The Appendix contains information provided to assist Respondents with preparation of the RFQ response, including a preliminary equipment list and process flow diagram. The District goal for this project is as a complimentary contribution to its reduction/recovery goals (>25% Commercial/Residential reduced/recycled). The RFQ process will allow the District to consider firms interested in being considered for a Supply Agreement for District MSW tons in exchange for a Fixed Processing Fee for Recovered Tons, and a fixed Transfer, Transfer, and Disposal (TTD) Fee for the permitted and safe disposal of MSW tons, in exchange for Services provided at its MCSWDF.

Once the Board of Directors for the District selects the top ranked respondents, the Sanitary Engineer shall provide each selected Respondent with a more specific description of the project and project delivery, a project schedule, a description of the requested services, a description of the funding options available to the District regarding the design and implementation of the proponent's recycling system, the form of the services contract, and a request for a design and pricing proposal (Part II Description). The Part II Project Proposals shall include: a list of key personnel and consultants for the project; a design of the recycling system identifying equipment configuration and installation; the statement of general conditions, any exceptions, or estimated contingency requirements; a preliminary project schedule; and a pricing proposal in a format designated by the District.

For qualified Respondents selected to submit Part II Project Proposals, the District also seeks separate alternative proposals which support and advance innovation and expanded opportunity for recyclables recovery in the District, and economic development at the MWSWDF. Such alternatives would identify services, products, logistical capabilities, and/or other processing plans that help to satisfy the Plan goals, and/or additional activities which further recyclables recovery, or provide essential services for increased recycling/recovery regionally. Activities such as source-separated processing and secondary processing of materials for manufacture are encouraged for the facility and may be proposed in the Alternative as a substitute.

XI. FORM OF QUALIFICATIONS

A. DELIVERY INSTRUCTIONS:

In order to be considered for selection, a complete response to this RFQ must be submitted. The Respondents shall submit three (3) original hard copies with written signatures and one (1) original electronic copy in pdf format on CD of their Qualifications. In the event of any inconsistencies, the hard copy will be the prevailing document used for evaluation. Failure to sign documents will make qualifications unresponsive and they will not be further evaluated.

Responses to this Request for Qualifications shall be sealed in an envelope or box and mailed or delivered to Laura Perkins, Office Manager, Medina County Sanitary Engineer's Office, 791 W. Smith Road, Medina, Ohio 44256, and be labeled as follows:

Response to the Request for Qualifications (RFQ): For Processing and Recovery of Recyclables & Transfer, Transport and Disposal of Municipal Solid Waste for the Medina County Solid Waste District (The District) dated September 7, 2017

RFQ Due: October 10, 2017 at 4:00 p.m.

Submitted by: (Respondent Legal Name and mailing address)

The submittal shall be made no later than 4:00 p.m. (EDT), October 10, 2017.

Late responses will not be accepted and will be returned to the submitting company unopened. The District is not liable for any costs incurred by any person or firm responding to this request.

B. FORMAT FOR RESPONDENTS QUALIFICATIONS:

The Respondents shall provide the information in their Qualifications in sufficient detail to demonstrate that the evaluation criteria have been satisfied as specified in Section XII.

All Qualifications must be arranged in consecutive order as shown below. References to applicable forms are shown in parenthesis for general guidance only and are not all inclusive. Respondents shall refer to Attachment A, contained within this RFQ, for further information related to the qualification content and format.

Respondents must demonstrate competence in the following areas:

- Design, construct, and operate recyclables recovery operations from municipal solid waste and transfer, transport and dispose of non-recovered solid waste materials.
- Ability to achieve recyclables recovery.
- Completion of projects of comparable size and scope, indicating source of funding, adherence to implementation schedules and deadlines, and if applicable ability to consistently meet or exceed the recyclables recovery goals.
- Design, construct, and operate municipal solid waste transfer stations and recyclables recovery operations.
- Design, construct, and operate organics recovery facilities if Respondent anticipates technologies beyond physical, mechanical separation.
- If a team, abilities of various team members to perform in coordination and meet the criteria otherwise stated herein, including documentation that would bind each member of the team to perform.
- The presence of a licensed State of Ohio Professional Engineer (PE) or design professional as a staff or team member through contractual arrangement, for the requisite design, permitting and project oversight.
- Contracts or other guarantees and identification of landfill(s) proposed for disposal of anticipated volumes of Solid Waste.
- Ability to obtain capital equipment prior to service date.

Responses to this RFQ shall be concise and informative, and include a table of contents referencing each information section of this request. Hard copy qualifications shall be bound and printed double-sided:

Qualifications must include the following:

1. Cover Letter (Form A-2)

The cover letter shall provide information, including qualifications, names, email addresses and telephone/fax numbers of person(s) authorized to provide any clarification required. This cover letter shall also include the name and signature of the person(s) authorized to submit a project proposal should the firm be amongst the Responders selected for that opportunity. The Cover Letter section is intended to serve as the document that the Sanitary Engineer can use to quickly understand technical and business aspects of the Respondents qualification.

2. Firm Introduction (Form A-3)

Highlight the Respondent's unique qualifications and experience for this project. Include highlights on the company background, market sectors served, company strengths and areas of expertise. The purpose of the overview on Form A-3 is to provide a good introduction to your firm.

3. Project Team (Form A-4)

Briefly identify the team of individuals who will be responsible for preparing a proposal and implementing the project if a contract were to be awarded, including the following information:

a) **Organizational Chart** (Form A-4a) - Describe the team that will design and implement this project. Include an organizational chart showing clear lines of communication and responsibility.

b) **Qualifications and Experience of Staff assigned to this Project** (Form A-4b) - Identify the individual(s) and their qualifications that will have primary responsibility for each task and phase of the design, build and operational phase of the recyclables recovery operation, and the implementation and operational phase of the transfer, transport and disposal of residual solid waste.

c) **Teaming Partners and Subcontractors** (Form A-4c) - If your proposed approach will include teaming partners or subcontractors, provide the following information: The partners and/or subcontractors name and physical address, their respective role in the project; contractual relationship to the Respondent, percent (%) of participation for each team partner and/or subcontractor that with the respondent sums to one hundred percent (100%); and previous work experience with the Respondent, including percent (%) participation with regards to the project scope and total budget.

4. Project History & Experience (Form A-5)

Provide information on three (3) performance contracts that highlight the experience of the Respondent and its team members in the design/build/operation of recyclables recovery

processes, and the transfer, transport and disposal of municipal solid waste. References shall include:

- Customer Name
- Customer Contact Name, Telephone Number, and Email Address
- Brief Project Description
- Project Beginning and Ending Dates
- Project Cost and if applicable guaranteed recyclables recovery

References may include the District but must include two references other than the District.

5. Preliminary Technical Approach (Form A-6)

Provide a description of the approach Respondent expects to take in preparing a complete and detailed proposal for the stated Processing, and Recovery of Recyclables, and Transfer, Transport and Disposal of Municipal Solid Waste. Include statement as to Respondent's ability, assuming they are selected and noticed as a top-ranked firm on October 24, 2017, to prepare and submit a project proposal by November 20, 2017.

Respondents are encouraged to include in its description of approach under this section an explanation of Respondent's capacity, experience and/or approach in the following areas:

- Processing and marketing Mixed Waste and/or Single-Stream recyclables;
- Providing contracted processing services and transport, transport and disposal services to municipalities or other political subdivisions;
- Deliver on performance requirements;
- Use of data management systems to assure accurate data collection, analysis, and reporting of recovery levels;
- Knowledge of the current District Plan;
- Proposed equipment by description and manufacture;
- Process flow diagram for proposed equipment and handling of various waste streams and recyclables; and
- Locations where the proposed equipment is currently in operation. Include facility name, throughput, recovery percentages, years in operation, and provide a contact name, phone number and email. Provide references for each of the different equipment manufacturers and processes proposed. If the proposed equipment/manufacture is the first of its kind, or the first in the continental United States, identify it as such. Pilot projects do not qualify as a demonstration of successful large scale operation, however, may be included as information for the District.

6. Company Financial Information

Provide the following documentation:

- **Audited Financial Statements** for each of the Respondent's last three fiscal years. This documentation includes the financial statements, audit opinion, notes to the financial statements, auditor's management letter and any other produced audit work products. If the 'balance sheet' date of the most recently audited Financial Statements provided is prior to December 31, 2015, the Proponent must also provide Interim Financial Statements consisting of a minimum of a Balance Sheet and Income Statement for subsequent periods. Companies with less than three (3) years experience should submit all available Audited Financial Information and other proof of financial strength.
- **Statement of Subsequent Events** Certification is required by the Responder's Chief Financial Officer disclosing the occurrence or non-occurrence of any materials events subsequent to the release of the most recently audited financial statements that could adversely impact the financial position of the Responder, its teaming partners and subcontractors, or the District. Such events would include a current or anticipated bankruptcy filing, the assumption of material additional debt obligations, debt or credit rating downgrade, payment or technical default of a debt indenture agreement, material write down or write-off of company assets.
- **Statement of Related Party Support Arrangements** If a parent company or other related party will guarantee, secure, or otherwise support the continuous financial and operational performance of the Responder throughout the term of this potential contractual opportunity, such arrangements should be fully documented. The purpose of the support arrangement, the extent or scope of the support, and the method(s) utilized to provide the desired support should be explained. In this case, the related party's financial information is also required consistent with this section.

7. Litigation History

Provide a history for the last five (5) years of all claims, settlements, arbitrations, litigation proceedings, and civil actions involving \$100,000 or more, and all criminal legal actions in which the company, its parent company, subsidiaries, all partners, or principals were involved. For each case, the Respondent must provide the following:

- The name of the claim, arbitration, litigation or action;
- The amount at issue or the criminal charges alleged; and
- The status or final disposition of the case.

Provide details of any current or threatened legal action against the Respondent or its parent company, subsidiaries, all partners, principals, or joint venture company(ies) by a party contracting with the Respondent or its parent company for services related to solid waste management, or against any such party by the Respondent or its parent company or joint venture company(ies). For each action, the Respondent must provide the following:

- The name and action and the court in which the action is pending; and
- The action number and the amount at issue.

Provide a list of all enforcement actions taken against it during the last five years by any regulatory agency such as, but not limited to, the US EPA, the Ohio EPA, any Health Department or any local enforcement agency. The list shall include the name of the regulatory agency and the date of enforcement action.

Disclose if the Respondent has had a permit, franchise, license, entitlements, or business licenses that have been revoked or suspended in the last five years.

List any claims against the Respondent's Bid or Performance Bond and the results or any contractual defaults or terminations over the last five years.

8. Safety (Form A – 7):

Provide the following documentation:

- A description of the Respondent's overall safety program, recognized safety awards, and lost-time accident record(s) compared with industry standards. Include examples of how worker health and safety considerations have been incorporated into the design and operation of the Respondent's other facilities.
- List any violations related to processing and transfer operations cited by governmental safety agencies or OSHA for the last two (2) years.

9. Signature Page (Form A - 8)

The Respondent must indicate whether it is a Corporation, Limited Liability Company, Partnership, Company or Individual. The individual signing shall, in his or her own handwriting, sign the principal's name, the signatory's own name, and the signatory's title. Where the person signing for the Corporation is other than the president or vice president, the signatory must show authority to bind the Corporation by affidavit. The individual signing the signature page shall certify that the information contained in or accompanying their qualifications is true, accurate and complete.

Qualifications shall be clear and concise and prepared in conformance with the format provided in Attachment A.

XII. EVALUATION OF QUALIFICATIONS

A. DISQUALIFICATION:

Respondents may be excluded from further consideration in the event of any of the following circumstances, if in the sole judgment of the District, they meet the following criteria:

- Incomplete or unsigned forms and required submittals;
- Qualifications submitted after deadline in all cases;
- Ex parte communications with District or Medina County elected officials, employees, consultants or representatives regarding this RFQ during the period of silence per Section VIII as contained herein;

- Incomplete document/missing significant information requested in the RFQ;
- Submission of false, inaccurate or incomplete information;
- Fewer than three (3) years in business providing similar types of services requested in this RFQ.
- Insufficient Corporate or Team Capability as revealed by financial statements, experience or equipment statements as submitted or other factors.
- Insufficient Corporate or Team Capability as shown by past work, judged from the standpoint of RFQ data as submitted.
- Default or early termination on any previous public or governmental contract or failure to perform.

District retains the right to qualify less than three (3) Respondents, if there are three (3) Respondents or less and one (1) or more are disqualified. Qualifications not otherwise disqualified will be submitted for the Evaluation Criteria below.

B. EVALUATION CRITERIA

Respondents not excluded pursuant to section XII-A above will be evaluated in accordance with the criteria and descriptions in the following sections. The Sanitary Engineer intends to rank and select at least three respondents who comply with the requirements and score the highest total on the evaluation criteria as they pertain to the overall needs of the District. Failure to adequately represent any of the following criteria may result in disqualification.

Criteria	Points
1. Project Team	10
2. Project History & Experience	20
3. Preliminary Technical Approach	20
4. Company Financial Resources	20
5. Litigation History	10
6. Safety History	10
7. Overall Quality, Accuracy and Completeness of Qualifications	20
Total	110

XIII. ADDITIONAL INFORMATION AND SCORING PROCESS

The Sanitary Engineer reserves the right to ask for additional information and clarification from or about any, or all, of the Respondents and their respective qualifications, which must be provided within five (5) days of any such request. Responses will be evaluated based on the qualifications and directly applicable experience of the firm and the individuals comprising the project team.

Based on the top cumulative scores in the above noted scoring process, the Sanitary Engineer will present a written summary of the evaluation of qualifications, recommendations of qualified Respondents and a resolution for the District's Board of Directors to authorize the Sanitary Engineer to request Part II Project Proposals from the top-ranked Respondents. Once the Board of Directors for the District adopts a resolution identifying the top ranked Respondents, the Sanitary Engineer shall provide each identified top-ranked Respondent with a description of the project and project delivery, a project schedule, a description of the requested services, a description of the funding options available to the District regarding the design and implementation of the proponent's recycling system, the form of the services contract, and a request for a design and pricing proposal. It is anticipated that the Board's action and the subsequent Sanitary Engineer's issuance of a request for Part II Project Proposals will take place on October 24, 2017 and that completed responses shall be due on November 20, 2017.

Included in the Appendix is a preliminary PART II description, a sample scope of work, a characterization and projection of waste for the District, and other pertinent information. The information is not intended to be a complete or final description of the project but will be augmented and finalized prior to October 24, 2017.

ATTACHMENT A: QUALIFICATION SUBMITTAL FORMS

The attached forms shall be completed and included as part of the Respondent's Qualification. Failure to complete and submit the forms may be considered cause for rejection of the Qualification. Use additional pages whenever complete responses do not fit on form pages. Organize proposal in order of forms.

Qualifications Checklist (Form A-1)

_____ **Form A-2: Cover Letter**

_____ **Form A-3: Firm Introduction**

_____ **Form A-4: Project Team:**

_____ Form A-4A: Organizational Chart

_____ Form A-4B: Qualifications and Experience of Staff assigned to this Project

_____ Form A-4C: Teaming Partners and Subcontractors

_____ **Form A-5: Project History & Experience**

_____ **Form A-6: Preliminary Technical Approach:**

_____ Form A-6A: Processing Equipment List

_____ Form A-6B: Process Flow Diagram

_____ Form A-6C: Designation of Confidential and Proprietary Information

_____ **Form A-7: Safety**

_____ **Form A-8: Signature Page**

Cover Letter (Form A-2)

The cover letter shall provide information, including qualifications, names, email addresses and telephone/fax numbers of person(s) authorized to provide any clarification required. This cover letter shall also include the name and signature of the person(s) authorized to submit a project proposal should the firm be amongst the Responders selected for that opportunity. The Cover Letter section is intended to serve as the document that the Sanitary Engineer can use to quickly understand technical and business aspects of the Respondents qualifications.

****INSERT COVER LETTER AFTER THIS PAGE.**

Project Team (Form A-4)
Organizational Chart (Form A-4A)

Describe the team that will design and implement this project. Include an organizational chart showing clear lines of communication and responsibility.

****INSERT ORGANIZATIONAL CHART AFTER THIS PAGE.**

Qualifications and Experience of Staff assigned to this Project (Form A-4B)

Identify the individual(s) and their qualifications that will have primary responsibility for each task and phase of the design, build and operational phase of the recyclables recovery operation, and the implementation and operational phase of the transfer, transport and disposal of residual solid waste.

List Key Leadership – Project Team

Name	Title	Role	Project Phase/Task

Teaming Partners and Subcontractors (Form A-4C)

If your proposed approach will include teaming partners or subcontractors, provide the following information: The partners and/or subcontractors name and physical address, their respective role in the project; contractual relationship to the Respondent, percent (%) of participation for each team partner and/or subcontractor that with the respondent sums to one hundred percent (100%); and previous work experience with the Respondent, including percent (%) participation with regards to the project scope and total budget.

Add additional pages as needed.

Partner/Subcontractor #__

Partner/Subcontractor Name:	
Partner/Subcontractor Contact and Contact Information:	
Partner/Subcontractor Intended Role in Project:	
Partner/Subcontractor Experience in Intended Role:	
Contractual relationship to the Respondent:	
Percent (%) of participation:	
Previous work experience with the Respondent: <i>Including percent (%) participation with regards to the project scope and total budget.</i>	

Project History & Experience (Form A-5)

Provide information on three (3) performance contracts that highlight the experience of the Respondent and its team members in the design/build/operation of recyclables recovery processes, and the transfer, transport and disposal of municipal solid waste.

Reference Project #1

Project Name:	
Customer Name:	
Customer Contact: <i>Name, Telephone Number, and Email Address</i>	
Brief Project Description:	
Project Beginning and Ending Dates:	
Project Cost and if applicable guaranteed recyclables recovery	
Respondent's Involvement:	

Reference Project #2

Project Name:	
Customer Name:	
Customer Contact: <i>Name, Telephone Number, and Email Address</i>	
Brief Project Description:	
Project Beginning and Ending Dates:	
Project Cost and if applicable guaranteed recyclables recovery	
Respondent's Involvement:	

Reference Project #3

Project Name:	
Customer Name:	
Customer Contact: <i>Name, Telephone Number, and Email Address</i>	
Brief Project Description:	
Project Beginning and Ending Dates:	
Project Cost and if applicable guaranteed recyclables recovery	
Respondent's Involvement:	

Preliminary Technical Approach (Form A-6)

Processing Equipment List – (Form A-6A)

Provide a preliminary processing equipment list with descriptions of equipment that will be installed at the MCSWD Facility.

****INSERT EQUIPMENT LIST AFTER THIS PAGE.**

Process Flow Diagram – (Form A-6B)

Provide a process flow diagram for proposed processing equipment.

****INSERT PROCESS FLOW DIAGRAM AFTER THIS PAGE.**

Designation of Confidential and Proprietary Information (Form A-6C)

Material submitted in response to the MCSWD's Request for Qualifications (RFQ) No. _____ includes proprietary and confidential information which qualifies as a trade secret, or is otherwise material that can be kept confidential under the Ohio Public Records Law. As such, the Respondent requests that certain pages, as indicated below, of this proposal be treated as confidential material. Notwithstanding the above, prior to releasing the materials identified by the Proponent as Confidential and Proprietary Information pursuant to a request under the Ohio Public Records Act, the District agrees to promptly notify the Proponent in writing of the Ohio Public Records Act request and provide the Proponent an opportunity to defend against the release of such records.

<u>Section</u>	<u>Page</u>	<u>Topic</u>

***NOTE: Proposers are cautioned that the ENTIRE QUALIFICATION MAY NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY.**

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this designation in the qualification response may mean that all information provided as part of the RFQ response will be open to examination and copying.

Signature (Authorized Representative)	Telephone Number
Name (Please Print)	Company Name
Title	Date

Safety (Form A-7)

Provide the following documentation:

- A description of the Respondent's overall safety program, recognized safety awards, and lost-time accident record(s) compared with industry standards. Include examples of how worker health and safety considerations have been incorporated into the design and operation of the Respondent's other facilities.
- List any violations cited by governmental safety agencies or OSHA for the last two (2) years.

****INSERT SAFETY DOCUMENTATION AFTER THIS PAGE.**

Signature Page (Form A-8)

All RFQ's must be signed to be considered

OFFER AND ACCEPTANCE

The proper submission of this form by the Respondent will be considered as part of the Respondent's offer to enter into contract(s) in accordance with the provisions herein set forth. Note:

The submission of these qualifications shall be considered as a representation that the Respondent has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable state, federal, and local regulations that affect, or may at some future date affect the performance of the contract(s).

If your qualifications are accepted and considered to be most qualified, you may be asked submit a firm price for the required services. If at that point the Respondent is asked to proceed to the development contract(s), then this Request for Qualification and all documents attached hereto inclusive of its Terms and Conditions, and all documents attached hereto including any amendments, the Respondent's Technical Specifications and any other written offers/clarifications made by the Respondent and accepted by the District will be incorporated into the entire contract(s) between District and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award and execution of this document by the proper District officials, and delivery of the fully executed contract to the Respondent. Acceptance may be revoked at any time prior to delivery of the fully executed contract(s) to the successful Respondent. The contract(s) may be amended only by written agreement by the Respondent and the District.

Complete all boxed areas, including amendment number(s) and manually sign the document prior to submitting. By signing below, Respondent agrees to furnish all items listed in the above referenced RFQ inclusive of applicable specifications, amendments and the RFQ's Terms and Conditions.

I have reviewed the "Request for Qualifications" identified above and Amendment Nos. all other contract documents, plans, and specifications and have carefully examined the same in detail before submitting these qualifications.

The Respondent must indicate whether it is a Corporation, Limited Liability Company, Partnership, Company or Individual. THE INDIVIDUAL SIGNING SHALL, IN HIS OR HER OWN HANDWRITING, SIGN THE PRINCIPAL'S NAME, THE SIGNATORY'S OWN NAME, AND THE SIGNATORY'S TITLE. WHERE THE PERSON SIGNING FOR A CORPORATION IS OTHER THAN PRESIDENT OR VICE PRESIDENT, THE SIGNATORY MUST SHOW AUTHORITY TO BIND THE CORPORATION BY AFFIDAVIT.

I certify that the information contained in or accompanying this request for qualifications is true, accurate and complete.

APPENDIX

PART II DESCRIPTION AND SAMPLE SCOPE OF WORK (Draft)

The following is a description included to help the Respondent better understand the scope of work should the Respondent be selected for further participation.

I. CURRENT OPERATIONS

The District owns the Medina County Solid Waste District Facility (MCSWDF) located at 8700 Lake Rd, Seville, OH 44273. Construction of the MCSWDF began in May 1992 with mixed waste processing operations launched in July 1993. Subject to exceptions and waivers, the Solid Waste Management Plan and District Rules require that all Solid Waste generated in the District must be collected, transported, and first delivered to the MCSWDF. The MCSWDF is the only designated facility in the District. District-controlled tons in this proposal refer to those tons of municipal solid waste delivered to the MCSWDF. The District plans to supply all District-controlled tons during the operating term for the purposes of carrying out the scope.

Please note that the Respondent should include the cost of making their own Permit applications and /or modifications for a composting solution, including any modifications to the current site permits. For a Composting operation, or any type of facility other than the MCSWDF, the operator should plan to include the cost of all permit modifications and/or required inspections water systems, pads required, new buildings in their Processing Fee.

Use of the site “as is”; the District makes no representations about the site, water management, electrical or other appurtenant facilities. The District may consider funding for building modifications like sprinkler systems or required for changes in the equipment footprint related to the site and the building, including building expansion or new buildings, and if proposed, all modifications should be included in the Respondent’s response

1. Site Map

The Medina County Solid Waste District Facility (MCSWDF) located at 8700 Lake Road (Westfield Township), Seville, Ohio is accessed from Lake Road through an entry-way approximately 100 yards long. The entry-way, which provides queuing area for entering trucks is controlled by a scale house and double scale that enables both incoming and outgoing vehicles to be efficiently weighed and recorded. Immediately after passing the scale house, incoming traffic encounters the public drop off station for waste and recyclables, which stands in its own location, removed from truck traffic in the front of the MCSWDF.



Legend:

- 1) Scales and Scale House
- 2) Specialty Waste Facility
- 3) Public Waste and Recyclable Drop-off Facility
- 4) Parking
- 5) Offices
- 6) Processing building (~10,500 SF tip floor and ~35,000 SF processing area)
- 7) Transfer area (~19,500 SF transfer floors with in-ground transfer pits)
- 8) Class IV Compost Facility (trapezoidal shape approximately 415' L X 140' B1 X 100' B2)
- 9) Class I Compost Facility (rectangular shape with 60,000 square feet permitted for composting and 20,000 square feet useable for wood storage)
- 10) Leachate Pond

Copies of available MCSWDF floor plans will be available for review at the pre-qualifications conference, and on the Medina County website.

2. Transfer Station Operations Summary

The District currently has a contract with an independent contractor for the transfer, transport and disposal of MSW delivered to the MCSWDF to an Ohio EPA-permitted landfill. The

Transfer, Transport and Disposal (TTD) contract has a term that runs until January 11, 2019 and the successful Respondent is expected to take over all operations for this activity on January 12, 2019. The Respondent will be required to coordinate their activities with the current contractor through the construction of the processing system until the end of this agreement.

The District believes it has procured a highly competitive rate for this service. The District's current TTD contract operator is paid \$25.50 per ton for the transfer, transport and disposal of approximately 125,000-140,000 MSW tons annually from the MCSWDF. The current operator and the successful Respondent of this RFQ is, and will be, responsible for transfer, and disposal of MSW, and is responsible for all disposal charges except fees paid to the OEPA. The District does not expect the contracted rate for TTD services to increase through this RFQ. Qualified firms will continue to the second stage of the process and will submit technical plans and pricing at that time.

The current District Gate Rate for MSW delivered to the MCSWDF and weighed at the District Scale house is \$42.00 per ton, plus applicable fuel surcharges for all tons of MSW entering the MCSWDF. The District's contract operator is also contracted to use the MCSWDF to transfer recyclables for processing at the following rates:

- \$77 per ton for the transfer, transport and processing of about 85 tons annually of cardboard, until such time that the respective tonnage averages 20 tons/day inbound, and then a discount is applied.
- \$75 a ton for the transfer, transport and processing of source-separated, single-stream recyclables, until such time that the respective tonnage averages 20 tons/day inbound, and then a discount is applied.

3. County-Wide Single Stream Recycling Bin Program

The District has several 8-CY single stream recycling bins placed county-wide for the collection of single stream recyclables. In the District's Plan, the distribution of the single-stream recycling bins in the various political subdivisions across the County demonstrates the District's compliance with the State's Recycling Goal 1. The District's County-Wide Single Stream Recycling Bin contractor is responsible for collecting the single stream recyclable material and transporting it to their own single-stream recycling facility for further processing and recycling.

4. Yard Waste

The District has several recent local yard waste initiatives Respondent s may wish to examine in responding to this RFQ. In general, the District does not want to see MSW mixed with green waste like garden and grass clippings for the purpose of composting. However, it is present in varying degrees because programs are not uniform and may lack regulation. Some Cities have started initiatives to manage this waste separately. Wadsworth City has a lawn waste program where they pick-up at the curb in bags or bundles with a green City sticker sold for \$1/ea. Medina City recently started a lawn waste program. And Brunswick has a leaf collection program. The District currently does not flow control yard waste.

5. Organics Capabilities at The MCSWDF and District

Respondents are encouraged to submit similar projects or experience in reduction/recovery systems mining from the organics portion of the recycling system proposed if it increases the Materials Recovery Guarantee by reduction and/or another beneficial reuse. Outbound materials to a landfill, whether proposed for alternate daily cover (ADC) or other landfill use, will not be

recognized as diversion or recycling for purposes of a contract or recyclable recovery guarantee. Any organics management proposal by the Respondent will require a permit to install and operate, and must include an odor control plan, containment structures, a detailed description of the technology proposed, including any building requirements, a construction plan, and any other information the Respondent believes will demonstrate the suitability of their proposed recyclables recovery operations in their response.

- If a Respondent consideration for an organics management system on site, the District would prefer Dry fermentation anaerobic digestion (AD), advanced composting technologies, and multi-stream organic approaches, except for existing yard waste programs (which are to be retained).
- The District encourages proposals that seek to recover food waste and other source separated organic streams of material through evisceration, pulping or other form of liquefaction to consider subsequent delivery to the Medina County Liverpool Wastewater Treatment Plant (WWTP) bio-gas facility that is under construction at their facility located at 89 Columbia Road, Valley City, Medina County, Ohio.
- The Medina County Sanitary Engineering Department is expanding its capture and use of organics at the Liverpool WWTP to augment the biogas from the sludge treatment project to increase gas production and power generation.
- The District is encouraging innovation and is interested in additional processing of organics, including cleaning MSW from the organics stream and the processing of post-consumer food materials stream which has can be used at the Liverpool WWTP facility effectively.

6. Historical Tonnage Summary from District Reports at the MCSWDF

Waste Type Received (tons)	2011	2012	2013	2014	2015	2016*
Residential & commercial	130,397	133,576	135,844	137,749	142,777	137,252
Industrial	9,216	0	4,609	7,116	6,357	6,008
TOTAL	139,613	133,576	140,453	144,865	149,134	143,260

* The data found under the 2016 header has not been finalized and released by the OEPA and is provided for informational purposes and not guaranteed.

Annual tonnage data are based on actual weigh tickets recorded at the inbound scales at the District's facility in Seville. The source for this table is the District's Annual District Report which is sent annually to the Ohio EPA. Additionally, waste received at the City of

Wadsworth Transfer Station is brought to the MCSWDF via City transfer trailers, and then re-loaded into District contracted transfer trailers and transported to the landfill by the current TTD operator. The Wadsworth tonnage is included in the preceding table.

Respondents should be aware that subscription source separated recycling curbside services are provided to unincorporated areas located within the defined Medina County Solid Waste District boundary. As these efforts grow, recyclables in the MSW received at the District MCSWDF may decrease. Respondents should also be aware of the recent year 2015 passage of Ohio House Bill 64 whereby the District cannot designate the MCSWDF as the only location for the delivery of source separated recyclable materials.

7. Bypass Tons

Political subdivisions located within the District boundary may at any time initiate Single Stream or dual stream collection in their communities. For the purposes of this RFQ those political subdivisions that implement mandatory curbside Single or Dual Stream collection to an exclusive hauler are not required to have their MSW tons processed at the MWPF, however, must still deliver the MSW to the MCSWDF unless otherwise granted a waiver in accordance with the Plan. Those political subdivisions will be offered a “Bypass Tons” TTB-only price because the District agrees that this type of curbside recycling program will have fulfilled their recycling obligation. Their respective received tons should be deducted from the total above to estimate the available tons for processing at the MWPF. The City of Brunswick is considering a bid for curbside recycling, and Montville Township just awarded a curbside recycling contract to an exclusive hauler. Other political subdivisions are considering the implementation of curbside recycling.

8. Requirement to Process

Respondents may choose to process a portion or all of the tons to meet their Recovered Materials Guarantee (below). Respondents will be required to process a minimum amount per year.

9. Composition of Materials

During the summer of 2017, the District completed a study to determine a characterization and projection of waste for the District. The composition is provided solely as guidance and Respondents will make their own judgment on future availability of any given materials.

10. Recovered Materials from District Sources

The District has a commitment to an increase in recovered recyclable tonnage, and will be actively working with its communities, businesses, and private haulers to meet these goals through source separated recycling programs. The District expects these programs to increase in the future.

II. SCOPE OF WORK

1. Term

The proposed Contract term will be 10 years for the scope of work. The District will have the option to renew for two (2) consecutive 5-year renewal options at its discretion.

2. Scope Summary

The minimum scope for all proposals is a Supply Agreement for District controlled MSW tons at a Fixed Processing Fee for Recovery, and a fixed Transfer, Transfer, and Disposal (TTD) Fee for MSW disposal in exchange for Services provided at its MCSWDF. The District wishes to procure cost-effective MSW Processing, for the Recovery of Recyclable materials, and MSW Transfer, Transport, and Disposal (TTD) services, as a complimentary contribution to the District's reduction/recovery goals (>25% Commercial/Residential reduced/recycled). The Contract term was designed to allow the sufficient depreciation of Stationary Equipment for Respondent's appropriate investment return. The following table summarizes the Base Proposal's Contractual Arrangement:

Respondent	District
Provides design and construction of Building Modifications and District-authorized repairs on the MCSWDF building(s) and property necessary to carry out the responsibilities in the proposal.	Provides Funding at District discretion for some or all of the design and construction of necessary building modifications and District authorized repairs on the MCSWDF building(s) and property. The District may re-capitalize parts or all of the fixed infrastructure and Building Modifications, except for the installed processing equipment, and utilize the District Gate Rate for MSW tons received for its debt repayment per the Plan.
Provides Security Instrument for Proposal and Construction.	
Provides funding, design, and installation of necessary equipment for the term.	Provides all MSW tons under District Control. Pays a Processing Fee for MSW tons which are recovered.
Provides Recovered Material Guarantee for all District-controlled MSW subject to processing under this agreement.	
Provides safe, efficient, and consistent operations of the installed equipment to meet the Recovered Material Guarantee for all District-controlled MSW subject to processing under this agreement.	
Owns all recovered material once tipped at MCSWDF.	
Provides Transfer, Transportation, and Disposal (TTD) services for all waste received at the MCSWDF that was not recovered, including Bypass Waste.	Pays a Transfer, Transportation, and Disposal (TTD) Fee for MSW tons subject to proper permitted disposal to the Respondent.
	Holds a Performance Bond supplied by the selected vendor.
	District provides water and sewer utilities.
	District owns processing equipment at the end of the amortized term.
Provides Insurance and Utilities except for water and sewer.	
	District Operates the scale
Optional Host Fee for MSW or Recycling tons outside District-controlled materials to the District.	

Successful Respondents shall provide a qualified project and management team able to undertake this scope with requisite skills to design, permit, construct and operate a new processing system and required building modifications at the MCSWDF. The Contractor will be responsible for all funding, design, permitting, construction and operations of this contractual opportunity, excepting the agreed upon Building Modifications, which are to be designed and permitted by the Contractor and paid for by the District.

- The installed Building Modifications at the Mixed Waste Processing Facility (MWPF) are expected to be permitted, constructed and ready for operations within the proposed schedule in the Respondent's response, while meeting the District's timelines in this RFQ, unless otherwise noted. The District will provide funding for the contractually agreed upon Building Modifications. The Respondent must have the ability carry out the required design, permitting and construction of the proposed Project, working capital required to carry out the construction project subject to District progress payments, hire the appropriate labor and management, and provide for any contingencies. Finally, the respondent will be required to operate the facility for the duration of the agreement. Adequate representations should be made in the RFQ response to this effect.
- The installed modifications and processing equipment at the Mixed Waste Processing Facility (MWPF) will be funded by the Respondent, permitted, constructed and be ready for operations within the proposed schedule, while meeting the District's timelines, unless otherwise noted. The District will provide no capital funding for the Equipment purchase or installation. The Respondent must have the ability to fund (or obtain funding for) the design, permitting and construction of the recycling processing system, the working capital required to commission the new processing system, hire the appropriate labor and management for both the construction and operation of the facility, and provide for any contingencies.
- Finally, the Respondent will be required to operate the MWPF and TTD for the duration of the agreement to meet the District and Proposal requirements. Adequate representations should be made in the RFQ response to this effect.

An important, but not inclusive, description of the required long-term value sought, including District recycling and recovery goals and aspirations, and past MSW management experiences, can be found in the **2016-2030 Solid Waste Plan Update** (District Plan), on the District website:

http://www.recyclemedinacounty.com/pdf/2015_solid_waste_plan_final.pdf

The Solid Waste Plan identifies the District's strategies for managing District facilities and programs and its work toward achieving state recycling and waste-reduction goals. House Bill 592 requires each Solid Waste Management District to meet recycling goals. A description of the current MCSWDF can be found on page. IV-9. All Respondents are expected to become fully familiar with the Plan and all its components, and utilize its contents to understand District intentions for the contract period in answering this request. However, respondents should use their own research, conclusions and judgment on the availability and growth of solid waste and

recycling tonnages, and the technologies and approaches they plan to propose during the intended term; quality, quantity and composition of tonnages that the District controls under this agreement are not guaranteed.

The District also seeks separate alternative proposals which support and advance innovation and expanded opportunity for recyclables recovery in the District, and economic development at the MWPF. Such alternatives would identify services, products, logistical capabilities, and/or other processing plans that help to satisfy the Plan goals, and/or additional activities which further recyclables recovery, or provide essential services for increased recycling/recovery regionally. Such proposals must comply with the terms and conditions of this RFQ, and be submitted as separate and complete documents. Activities such as source-separated processing and secondary processing of materials for manufacture are encouraged for the facility.

All Respondents must respond to the RFQ. If a Respondent is interested in supplying alternative scopes of work, pricing supplied in the base proposal should be used to indicate level of interest, and should otherwise be complete. For each proposal (Base and any Alternatives) Respondents will provide a full proposal. The District reserves the right to award based on the combination of the TT&D price and Processing Fee for qualified respondents, or on a significantly advantageous price in one of the two required categories. The District also expects the Respondent to accept source-separated recyclables (“Dual Stream” and “Single Stream” and/or any of their components), at a competitive rate, for either processing, or transfer for processing at a District-approved location. MWPF modifications which can process both MSW and source-separated recyclables separately over the provided equipment system, as a long-term solution for the District's service area, are preferred over transferring recyclables, but not required. The Respondent will be required to use defined efforts (minimum labor and minimum tons processed) to recover the most material possible up to a guaranteed level, and, transfer and transport MSW not recovered to an acceptable disposal facility.

The District cannot guarantee the composition, quantity or quality of materials under its control, it can only guarantee that District-controlled MSW will be delivered to the Respondent during the term. The contemplated exclusive supply agreement is not a “put or pay” contract. Such events as local jurisdiction recycling programs may change the quantities delivered for processing to recover recyclables. For other source-separated material streams, including Single Stream and Dual Stream separated recyclables that the Respondent may wish to consider for processing, the Respondent will be entirely responsible for contracting its recycling services and is not guaranteed source separated recyclables under this scope. The Respondent shall make best estimates on District-controlled, Respondent -controlled, and third-party controlled tons entering the MWPF and offer pricing based on their assessment of the risks.

Respondents that are deemed qualified will be included in the Part II process and at that time shall also provide a simple pricing formula for receiving source-separated Single Stream and Dual Stream tons. All Respondent Proposals must reflect the needed prices per ton to provide adequate revenue for all operations and risks undertaken, in exchange for the Respondent’s modification and use of the site and District tons delivered to the site for a fee.

3. General Provisions

The following general provisions apply to services to be provided by the Respondent. If Respondents are proposing more than one alternative, they must first submit proposal for the base requirement and then a separate Technical and Cost Proposal response for any additional alternative.

- It is important to note that the Cost Proposal will be required by qualified proposers in the second stage of the proposal and not be included in the RFQ submittal.
- Audit and Performance Test Rights - District shall have the right to conduct a performance evaluation or audit processes at least once every six months by written request with 1-weeks' notice at the District expense. The District may or may not exercise this right but requires it due to District ownership of the site. The District retains the right to choose and specify its agent(s) to conduct any activity under this provision.

4. Compliance with Laws and Regulations

Respondent shall, at its sole cost and expense, obtain and maintain throughout the term of the Contract all permits, licenses, and approvals necessary or required for it or its employees and agents including Sub-Respondents, to perform work and services described in full compliance with laws and regulations.

- Permitting - The Ohio EPA does not require a change in the state regulatory permit for the MWPF transfer station operation. However, investigating any permitting needs and including in the Cost Proposal is the sole responsibility of the Respondent.
- Local zoning permits may be required for building and facility changes and will be the responsibility of the Respondent to obtain approval. Compost permits may be required for the operation of Compost facilities according to the Ohio EPA.

5. Base Response Components

Design, Build - The successful Respondent will submit a detailed Plan, and, have the committed ability to fund the necessary equipment modifications to the MWPF for maximum effective recovery of MSW. This includes:

- Design and build out of necessary site and building modifications and repairs (both may be funded by the District) to most efficiently lay out necessary processing equipment for effective recovery of inbound MSW and other proposed materials at the MWPF.
- Fund, design, and build out of an effective processing system at the existing MCSWDF at 8700 Lake Road, Seville, OH, 44273. The ownership of the processing system will remain with the Respondent for the initial term and any renewals to the initial term, with the District's right to purchase it at the end of the initial term or under certain termination conditions for Present Value, as determined by three 3rd-party estimates obtained by the District.
- The successful Respondent will provide and execute the building modifications and equipment installation of the processing system(s), based on a submitted schedule, and deliver the modifications on-time.
 - The modifications will include multi-stream Materials Recovery Facility (MWPF) equipment for the receiving, processing and marketing of mixed waste-derived recyclable materials;

- The same system should be capable of processing source-separated single stream and dual stream recyclable materials from residential customers of the District, as well as process multi-family and commercial material collected in and around the District by the Respondent and/or 3rd Party users.
- As an option, the same system may also be used to prepare the organic portion of the waste stream for on-site or offsite processing for reduction, energy capture, or production and sale into a finished organic product at a District-approved site.
- In all cases, upon delivery from the inbound scale to the MWPF, the Respondent will own any recovered material and will deliver it to a fully permitted and compliant facility, approved in advance by the District, for further processing or production to a finished product, or to a fully permitted landfill for disposal.

Operate the MWPF to Meet Performance Guarantees Using Minimum Efforts - The Successful Respondent will operate the facility and guarantee a recovery rate for District-controlled tons subject to processing over the installed system(s). The Respondent shall become solely responsible for all MSW that is designated for TTD and/or recovered material derived from processing District-controlled MSW. The District does not require any revenue sharing.

It is expected that the successful Respondent will manage both MSW and recyclables effectively, including the responsibility for successfully marketing all recyclables derived from its activities at the MWPF, and keeping recyclables going to market free from contaminating materials which renders the material MSW. The Respondent shall not store separated recyclable or compostable materials on-site for long durations (more than three weeks for paper or compost, more than 1 month for plastics), and, if recyclable material, in the sole estimation of the District, is not being sent for recycling on a regular basis, the District can require the Respondent to remove and store or dispose of such materials at the Respondent's own cost. The Respondent should evaluate the value and risks associated with the commodities produced and adjust any pricing offered based solely on its own evaluation.

6. Base Response Technical Specifications

The following technical specifications are intended to define recycling services and facilities to be provided by the Respondent to the District. The technical specifications set performance standards for processing and define other components that the Respondent must provide for each proposal.

7. Project Overview

Proposals will provide a solution for design/build as well as the operation of the Medina County Mixed Waste Processing Facility. Proposals shall include all the requirements stated above, plus outline the Respondent's ability to operate the Medina County MWPF following all requirements outlined in the General Provisions of this section. Respondent or the District may propose processing mixed waste and recyclables from Third Party sources at the MWPF, which shall be subject to negotiation.

8. Minimum Operating Standards

Proposals must meet the following minimum technical standards:

- a) Respondent shall give priority to Waste and Recyclable Material delivered by or on behalf of the District and track all tonnage in accordance with the following sections.

- b) Delivery of MSW or recyclables from District communities must be accepted during business hours 7:00 a.m. to 6:00 p.m. weekdays, and 7AM to 12PM on Saturdays (except for District holidays and other adjustments deemed necessary by the District). Note that operating hours are set by the District, and can change, if believed to be of benefit to the District.
- c) All MSW must be cleared from the transfer floor area every evening. All MSW trailers that are ready for departure to a landfill must be removed by the next operating day.
- d) Respondent must perform processing such that no material is stored in an unprocessed form at the end of the work day. At least 1 time per week, the processing tip floor shall be cleared of all residual materials. Excessive storage of recyclable materials in trailers off the dock will not be allowed without prior permission of the District. This is defined as a given material stored on site in a trailer for more than 30 days, or, at the District's sole discretion, the material is of such a nature (including, but not limited to the following, causes a traffic concern, offensive odor, or liability) must be transferred for disposal or stored at the Respondent's expense. In the event the Respondent does not remove the stored trailers or transfer the material as MSW, the District may do so and charge the Respondent for all expenses associated with managing the site. Stored material on-site will not be allowed to count against recovery goals. Material must be shipped off-site and over the scale to qualify for the Recovered Materials Guarantee.
- e) Respondent must have the ability to have flexible hours to process the material received and manage maintenance issues. However, Processing hours will be stipulated in the proposal and shall leave adequate time for proper maintenance of equipment while meeting these Operating standards.
- f) Adequate tipping space must be provided such that no received materials are stored outside;
- g) Respondent must provide a backup processing plan before a final contract is executed to assure that materials will be processed or stored inside during times of Stationary Equipment and Rolling Stock failure or other Facility downtime; and
- h) The Respondent is encouraged to accept and recycle additional materials, where this can result in reducing the waste disposed by District communities.

9. Rolling Stock Standards

All Rolling Stock proposed must be kept suitable for use and in a well-maintained condition. The Respondent shall acquire all Rolling Stock associated with the Transfer Station and the MWPF and maintain said Rolling Stock in proper condition to meet the scope throughout this Contract. Rolling Stock for the MWPF includes but is not limited to:

- a) Rubber and solid tire loaders
- b) Forklifts
- c) Tractor trailers (compacting, walking floor, dump, etc.)
- d) Excavators

Rolling Stock shall not be operated in an unsafe condition and all operators will be required to be trained per OSHA and state safety standards for the equipment they are operating at all times.

10. Record Keeping and Internal Controls

The Respondent shall propose and implement internal controls to prevent waste, fraud, and abuse, and to accurately account for the processing, sale, or disposal of all material delivered

to the Facility by the District solid waste and recycling programs. Internal controls may include, but are not limited to, staff training; security systems and cameras; multiple employee's assigned record keeping duties and tracking incoming and outgoing tonnage; regular bale inventories; cross-compliance monitoring; maintenance; and mass balance analysis of material. Any proposed internal controls are subject to negotiation and approval by the District as part of any future contract. All records involving the Facility operation, including the transfer and processing of District MWS shall also be made available regarding any Recyclable Material from other sources that moves through a Facility owned by the District (e.g. Third Party Recyclable Material).

11. Scale Operations

The MCSWDF site has 2 sets of truck scales and is currently operated by District personnel. MWPF and Transfer Station scale operations will be provided by the District. All inbound and outbound load weights for the MWPF shall be recorded across the District scales and are the official record of activity for the site. MSW landfill scale records from shipments from the MWPF will be compared against outbound deliveries of MSW leaving the District scales for accuracy and compliance. All recyclable material shipments weights leaving the facility shall be recorded. Upon request, within 10 days, recyclable material delivery records to recycling markets for individual scale tickets will be submitted by the Respondent to the District.

12. Rejection of Deliveries

The District shall have the primary right to reject deliveries during the receiving time; (ii) MSW or Recyclable Material which the Facility is unable to accept or process as a result of an Uncontrollable Circumstance; or, if the waste is a Hazardous Waste (more than de minimus quantities), Infectious Waste, or not MSW (i.e. tree stumps, root balls, non-MSW large quantities of C&D). Unless otherwise required by applicable permits or federal, state, and local laws, ordinances, rules or regulations, the Respondent shall only exercise its right of rejection of an entire load in a reasonable and equitable manner, which shall include appropriate prior written warnings and which shall not be capricious or arbitrary. Warnings are to be provided directly to haulers, municipalities, or other organizations delivering materials, with a copy to the District. Respondent shall notify the District immediately of any such rejection, stating the date and the time of rejection, the hauler's name, and the reason for rejection. The District retains the sole right to issue citations to haulers whose loads are frequently rejected.

13. Scavenging

The Respondent shall not permit separate sorting or scavenging of Recyclable Material, Contaminated Recyclable Material, or MSW at the Facility by any other Person.

14. Storage

There shall be no outside storage of Processed or unprocessed materials, unless authorized by the District. Recyclable Material, Non-Recyclable Material, Household Hazardous Waste, and Recovered Recyclable Materials shall be separated and stored in areas at the Facility designated for that purpose in accordance with all applicable permits and federal, state, and local laws, ordinances, rules, or regulations. Exceptions will be made for residue compaction equipment and receiving containers.

15. Hazardous and Infectious Waste

- a) The District shall use reasonable efforts to prevent and avoid the delivery to the Facility of Hazardous Waste or Infectious Waste.
- b) The Contractor shall use reasonable efforts to avoid the deposit or acceptance of Hazardous Waste or Infectious Waste at the Facility.
- c) If Hazardous Waste or Infectious Waste is delivered to the Facility, such material shall be contained, set aside, isolated, and maintained separately by the Contractor from all other materials in the Facility, and the District shall be immediately notified of the location, general character, and amount of such material. The Contractor shall promptly remove or cause to be removed, such material from the Facility and shall transport and dispose of, or shall provide for the transport and disposal of, such material in accordance with applicable local, state, and federal law, at a duly licensed and permitted Hazardous Waste or Infectious Waste disposal facility
- d) Expenses. All Direct Costs incurred by the Respondent for Hazardous Waste or Infectious Waste containment, removal, cleanup, and disposal that occurs because of actions of the District or material delivered to the District shall be Pass Through Costs, to the extent of Cost Substantiation, excluding profit. The Respondent shall use reasonable efforts to identify the source of the Hazardous Waste or Infectious Waste by noting the load on which the subject wastes were delivered. The Respondent and the District will cooperate in attempts for cost recovery from the responsible party(ies).

16. Composition Analyses of Incoming Loads

At the Respondent's expense, every two years, as designated by the District, the Respondent shall perform a composition analysis of incoming loads to establish average percent by weight of all Recyclable and Non-Recyclable Material received. The Respondent shall provide the District with a written protocol based on the JOINT SWANA/NWRA ADVISORY for this analysis, within one month after this Contract is executed and prior to the beginning of full operations (Jan. 2019). The District will approve or amend the proposed protocol. The District will provide a list of District-approved agencies to conduct the audit and the Respondent shall use the list exclusively for selection of the Auditor.

The District's intent is to estimate percent composition of the incoming material (including Non-Recyclable Materials) so as to help analyze the effectiveness of Respondent performance. A District representative will also be present for each audit. The Respondent must collaborate with the District. At a minimum, the Respondent's protocol shall provide for the following:

- a) Number of loads, tonnage, of MSW to be sampled;
- b) Methods of keeping samples for the composition analyses separate from other, regular incoming materials, and outbound commodities;
- c) Specific sorting guidelines as to how each commodity (including Non-Recyclable Materials) shall be defined for purposes of the sorting and analysis;
- d) Methods of separating each material into their respective outbound commodity product categories such that the sampled material is as representative as possible of regular, full operations, and product quality;
- e) Methods of weighing each commodity;
- f) Methods of recording raw data of weights;
- g) Methods of analysis of raw data, including statistical significance of averages based on

- number of samples proposed;
- h) Minimum advanced notice to the District of date and time of each composition analysis and approval of the date and time for District Attendance; and
- i) Guaranteed turnaround time on the report back to the District of findings, results, and analysis of each composition analysis.

17. Reporting and Invoicing

The District will operate the scales and track the information as outlined below :

- a) Daily report of scale weight tickets for each inbound and outbound MWPF load, showing, at a minimum, the chronological ticket number, date, time scaled in and out, hauler's name, truck number, type of material received, and weight of material (with visible gross, tare, and net pounds) in pounds and tons; and destination.
- b) Monthly, and annual reports showing the tabulation of the same data as above; including the calculations of Incoming District-controlled tons, Bypass Tons (see definition), and recovered tons.
- c) For the purposes of meeting the overall Recovery Guarantee the District and the Respondent together will conduct an Inventory Audit once a year (within 30 days of the anniversary of the execution of the contract), comparing actual inventory with theoretical inventory on hand, requiring the Respondent to:
 - (i) Completely process (defined as leaving less than two truckloads or 45 tons each on the Processing tip floor and MSW tip floor).
 - (ii) Weigh the unprocessed inventory.
 - (iii) Ship all full truckloads of processed recyclables (or have the loads inspected and weighed by the District)
 - (iv) Weigh and ship all processed MSW, and Bypass tons
 - (v) Receive credit for Reduced Tons.
- d) Monthly and annual reports on marketed recyclables shipped, the receiving market number of bales, weight of material, and overall residue rate; and
- e) All invoices to the District from the Respondent shall be based on the above-noted reports.

18. Facilities and Tours

Because public education about residential recycling is critical to a recycling program, the Respondent will be an active participant in the recycling education programs for the District. At a minimum, the Respondent is required to provide the opportunity for safe on-site tours to learn about the recycling process and the various technologies involved in each step in the processing of recyclables. Additional programming or other support is encouraged.

19. Site Security / Shared Use of the District MWPF Site

The Contactor is responsible for the security of any, and all MWPF buildings. Doors and gates will remain locked during non-working hours, and the Respondent will take all necessary steps to maintain site security.

20. Marketing/Operations Report and Meeting

The Respondent will be responsible for delivering a two- page Quarterly Marketing Report and a two-page Operations Report to the District. The marketing report will contain a summary of the marketing individual materials over the past two years, with a description of marketing history from Respondent facilities. The Respondent is encouraged to secure local

markets for processed materials. In addition, a Marketing Report Plan shall be included as part of the Technical Qualifications. The operations report will contain summary activity for each process at the facility. Both the Marketing report and the Operations Report will be delivered to the District. A one-hour meeting with a Respondent's authorized site representative (Plant Manager level or higher) and the District will take place to discuss on-going marketing, operations and opportunities for improvement within 7 days of submittal. Business matters, personnel matters, and general and specific performance items shall be discussed between the parties.

21. Worker Safety

The Respondent shall institute measures necessary to ensure that a safe working environment is provided for all employees working at the Facility and comply with all OSHA requirements including those for hand sorting or recyclables at MWPFs. All employees involved in MWPF operations shall be sufficiently trained in the Facility's safety procedures, which should include but are not limited to maintained safe lighting, hazard recognition, lock-out/tag-out, safe vehicle operation, and duties and procedures to follow in the event of a fire, natural disaster, or other contingency. All workers shall be issued adequate personal protective equipment to perform their daily assignments safely. This may include, but is not limited to, work gloves of appropriate material and construction, safety glasses, safety shoes or protective eye goggles, optional dust masks, and earplugs or other approved hearing protection.

22. Maintenance Record Keeping

All building and Stationary Equipment maintenance, including all preventative maintenance, shall be recorded, reported monthly, and organized in a maintenance data tracking system available anytime at the District's request. All maintenance records shall be saved and available for 7 years after Contract termination. Monthly maintenance activity reports shall be provided to the District describing PM, repairs and other maintenance actions.

23. Offices, Washrooms, Lunchrooms, Maintenance Spaces and Educational Spaces

The Respondent will have the use of the existing lunchroom and locker room spaces in the building. Office space is not available, but the Respondent may construct their own modular offices and/or employ the use of mobile offices at a District approved location on property. The Respondent is responsible for maintaining these spaces in good condition. The Education Space(s) is reserved for the District's use only unless special permission is granted to the Respondent by the District. Educational Space(s) must be clean and ready for its primary purpose during any time its use is scheduled by the District and its communities.

24. Maintenance of MWPF Building and Stationary Equipment

Attention to the operation and maintenance of the Stationary Equipment and buildings is a high priority to the District. The Respondent accepts responsibility for assuring this priority. The District expects that at the end of the Contract term, the Stationary Equipment and buildings will be left in a condition that reflects consistent, high quality maintenance.

After Facility improvements to the MWPF have been completed, the Respondent will be required to perform all repairs and routine maintenance to the Facility. The Respondent will be responsible for maintaining the MWPF processing system, building systems, and portions of the MWPF site used by the Respondent. Maintenance of the building and related

infrastructure is to include electrical distribution from the breakers to the Stationary Equipment, inside lighting (replacement lamps and ballasts only), fire protection, security systems, and plumbing.

Any Respondent -caused damage to the building shall be promptly repaired. Any non-Respondent -caused damage to the building shall be reported to the District immediately. The District has the right to have the Respondent, an outside agent of its choice, or District employees repair such damage upon inspection. The District reserves the right to have its representatives inspect the building as enumerated above to determine if the building and its systems are being adequately maintained. Respondent is also responsible for correcting pavement damage and any drainage issues that may develop during the course of the contract due to operations wear and tear.

Stationary Equipment maintenance, repairs, and related costs are the responsibility of the Respondent. This includes preventive maintenance (PM) Stationary Equipment and Rolling Stock repairs, fluid replacement, replacement of wear parts, and any repair of damaged Stationary Equipment due to negligence of Respondent employees. In the case of negligence, the Respondent shall provide equivalent quality replacement Stationary Equipment approved by the District as necessary. Maintenance costs are to be included in the proposed processing cost per ton. The Respondent is responsible for preparing and implementing an Operation and Maintenance Plan for all Stationary Equipment and this plan will be approved by the District. All Stationary Equipment is to be maintained to manufacturer standards or better. The District reserves the right to have its representatives inspect Stationary Equipment at any time to determine if it is being adequately maintained.

Rolling Stock is not included in the Stationary Equipment replacement schedule. All Rolling Stock purchased and used to operate the MWPF and Transfer Station will be the property of the Respondent throughout the Contract and after termination.

25. Operations Manual

Respondent shall develop an Operation and Maintenance Manual for the MWPF prior to the start-up of the Facility, in accordance with this RFQ. This manual will provide the overall background and guidance necessary for proper Facility operation and maintenance. This document shall be in addition to and supplement the manufacturer's operation and maintenance manuals supplied for all mechanical equipment. These manuals shall be subject to review by the District for completeness and accuracy.

26. End of Contract Conditions

At the end of the contract period, the MWPF will be relinquished to the District. The MWPF building and site will remain the property of the District. Given the length of the Agreement, at the District's sole option, the Stationary Equipment in the building will remain the property of the District. All MWPF buildings and Stationary Equipment listed in the proposal and mutually agreed upon in the Contract, shall be fully operable in good condition with all preventative maintenance current at the time of handover in order for the Respondent to receive their final payment.