

REQUEST FOR PROPOSALS

Cocopah Indian Tribe
Integrated Solid Waste Management Plan

1. Scope/Intent of Services

The Architect-Engineer (A-E) contractor shall provide professional services to prepare an Integrated Solid Waste Management Plan (ISWMP) for the Cocopah Indian Tribe (Tribe) in Yuma County, Arizona, which shall include strategies to manage all types of waste in the community in a long-term, environmentally responsible, and sustainable manner. This will be done using existing policies, procedures, collection data, as well as performance of field data collected during a waste flow analysis, and shall incorporate it into a living document that can be referred to on a daily basis if needed, and changed as the Tribe's needs and situation change. The A-E duties shall include, but is not limited to, the following:

- A. Address *all* of the waste that the homes and businesses located on the Reservation produces, including but not limited to:
 - Household/consumer waste
 - Commercial & Industrial waste
 - Hazardous waste
 - Junk cars, snow machines, ATVs
 - White goods (e.g. refrigerators, stoves)
 - Recyclable and reusable, persistent (plastics) and biodegradable waste
 - Medical waste (sharps, etc)
- B. Analyze aspects that influence planning, both current and future, such as changing circumstances (population growth), Tribal Elder advice, Development of commercial and industrial waste streams, future funding for waste management activities, planned waste facilities/improvements, waste management equipment, maintenance and replacement cost, and personnel training.
- C. The ISWMP should include an initial study/recommendation phase where existing practices/data is analyzed and compared to other options that might be recommended. This would be presented to the council in order to discuss the direction the Tribe wants to proceed with for the Plan.
- D. Deliverables/Required Tasks:
 - Coordination with the Tribal Council, Public Works Department, and Environmental Department to ensure approval and adoption of the plan and commitment to sustainability of operation and maintenance.
 - Conducting 2 onsite meetings with Tribal staff IHS representatives (kickoff and to present the options to Tribal Council), as well as any needed teleconferences to discuss drafts/comments.
- E. The final ISWMP shall include as a minimum the following information:
 - Items outlined above in parts A, B, and C.
 - Community service area
 - Solid waste generators
 - Community needs
 - Existing solid waste program (including codes, ordinances, procedures)
 - Existing and proposed waste management practices
 - Funding and sustainability, and long-term objectives of the solid waste program
 - Waste stream analysis classifying the types and quantities
 - Analysis of the options for future disposal including a solid waste transfer station, small community convenience center, continued collection by the Tribe, Contracting with private collectors for services, and any other recommended practices. These analyses should include a short and long term cost estimate. All options shall be included in a table or matrix to provide a side-by-side comparison summarizing required costs, resources, possible pros or cons, etc. with the best alternative being recommended by the contractor.
 - The plan shall incorporate all requirements of applicable agencies (EPO, etc). Please refer to the EPO website for information and expectations. www.EPO.gov/region9/waste/tribal/planning.html
 - Identification of common grant funding sources available to pursue further detailed analysis, facility design, construction, etc.

- Incorporate the provided Tribal Solid Waste Advisory Network (TSWAN) document as a sample of items to be covered and for formatting (make sure to reference TSWAN when used per their request).
- F. Submittal Criteria: As part of the proposal, each vendor shall submit the following, at a minimum, for evaluation. All responses will be evaluated by the following criteria:
- Proposed Work Plan - Detail the company's understanding of what they will be providing, a project schedule, as well as the proposed approach for accomplishing the ISWMP.
 - Professional Qualifications and Experience - Statement of Qualifications, including project organization chart detailing persons involved in the project. Relevant qualifications and experience related to activities associated with solid waste planning and designing, as well as past performance on similar contracts with government and tribal agencies. In addition, each of the listed projects should include the owner, contact information, brief project description, and cost of the project. Inclusion of experience working with Indian tribes, federal agencies that fund and/or regulate sanitation facilities in Indian country, assisting clients in complying with federal environmental protection regulations associated with the National Environmental Protection Act (NEPA), and small communities is highly recommended.
 - Management Plan and Team Organization - The degree to which the anticipated management plan and team organization, including degree of principle participation, production coordination, division of work, quality assurance, cost control, and prior experience of the project team as a unit will meet the overall requirements of this contract.
- G. Proposal Evaluation: IHS will assist the Tribe with the evaluation of proposals and selection of the vendor that best meets the criteria set forth by this RFP. The Tribe reserves the right to reject any or all proposals. The following items will be considered during proposal review:

| Item | Points Awarded (0-10) | Multiplied | Importance Factor | Points Awarded |
|---|-----------------------|------------|-------------------|----------------|
| Professional Experience | | X | 3 | |
| Project Team | | X | 3 | |
| Delivery Conditions/ Criteria Met/ Thoroughness | | X | 3 | |
| Project Schedule | | X | 1 | |
| | | | Total | |

Note that bid price is not a factor in determining selection of the most qualified party, and should NOT be included in the package. The contract amount will be negotiated between the Tribe and the selected contractor upon completion of the selection process.

- H. Requests for Information: Questions concerning this Request for Proposals must be submitted in writing as a Request for Information (RFI). RFI submissions may be made via e-mail. RFI submissions must be received at the EPO Office no later than **Friday, July 30, 2012** by **4:00 pm AZ time**. RFIs and their answers will be shared with all prospective bidders.
- I. Proposal Deadline and Submission Instructions: Responsive bidders shall submit one (1) hard copy and one (1) electronic copy (in PDF format) of their Bid in a sealed envelope marked "Proposal – RFP Integrated Solid Waste Management Plan" to the EPO Office by mail to the address listed below on **Friday, August 13, 2012** at **4:00 pm AZ time**. Proposals received via fax or e-mail shall be rejected.
- J. Other Information: Tribally owned company (>51%) preference is given in the event of equally qualified applicants. Bidders claiming Indian Preference as an Indian owned Economic enterprise must attach properly completed "Indian Owned Economic Enterprise Qualification Statement" to the BID. Failure to submit this form will void the bidder's claim for Indian preference. The "Indian Owned Economic Enterprise Qualification Statement" may be obtained from the contracting Officer. Contact information for the Tribe's EPO, and IHS are follows:

Contact Information:

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| <p>EPO – Project Manager</p> <p>Kevin Conrad, EPO Director Cocopah Indian Tribe 14515 S Veterans Dr Somerton, AZ 85350 Phone – 928-503-0086 Fax –928-627-3115 cocoepo@cocopah.com</p> |
| <p>Indian Health Service</p> <p>LT. Joshua Sims, P.E., Field Engineer Indian Health Services Office of Environmental Health and Engineering FT. Yuma Service Unit – Western Arizona District Office P.O. Box 1368 Yuma, AZ 85364 Phone – 760-572-4238 Fax – 760-572-2117 Joshua.sims@ihs.gov</p> |

The Tribe reserves the right to decline to enter into an Agreement.

Attachment: TSWAN Template