



*City of Alexandria Planning and Economic Development  
(Information and Proposals)*

## **PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT**

**DESIGN AND PROGRAM ELEMENTS AND GUIDELINES (ver. 8.6.18), Section 5.5.3**

**CITY OF ALEXANDRIA, LOUISIANA**

**AUGUST 2018 REQUEST FOR COOPERATIVE DEVELOPMENT**

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

(A)

Service and Amenities

The issuance of this Request for Proposals and selection of any awards is subject at all times to the rules and requirements of the RFP issued **August 6, 2018**. Any opportunity allowing for public grants, investment, or participation by the City of Alexandria in future development of a Non-Processing Solid Waste Transfer Station and municipal solid waste disposal services (the “transfer station”) and (the “transfer activities”) is subject to La.Const. art. VII sect. 14 and other laws guaranteeing proper development deliverables and values for a public purpose. A first-class facility is desired by this process per the information provided in this **Attachment A**. As required by *Section 5.5.3 of the RFP*, the service and amenities required are best determined by fully responding to the items listed in **Attachment A**.

5.5.2 Proposers are encouraged to include as much material as is necessary; quality content is more important than form. However, at a minimum, the response shall include:

1. Title Page: Listing the names and addresses of respondent contributors, names of any firms, and all relevant contact information, with the title stated as: “**City of Alexandria – 2018 2<sup>nd</sup> Request for Proposals (RFP) - Municipal Solid Waste Disposal Services.**”
2. Letter of Interest (*Intent*)(LOI): This is the letter of transmittal identifying the RFI/P, stating your understanding of the scope of the response and commitment to certain aspects of that response, providing the name(s) and address(es) of the person(s) authorized to represent you, and your willingness and ability to provide financial value when due. (**Initial LOI due August 14, 2018; the LOI should be updated with any required Disclosure Statement or other Attachments, as required.**)
3. Full Narrative: Detailing your proposal’s special attributes; any feasibility determinations (see Section 4.5 and **Attachment A**); responses to questions posed by Alexandria in order to consider a public-private partnership and cooperative endeavor and development agreement (“CEDA”), and responses to any future incorporated Term Sheet(s) as more fully set forth herein and as instructed in the process. The “needs” as expressed by Alexandria to include at minimum those concepts contained in the *Scope*, Section 4.5, and **Attachment A**. You may follow the model and order contained in **Attachment A**.
4. A Disclosure Statement. The Disclosure Statement is separate from the Qualification Narrative but shall be submitted no later than at the same time.

5.5.3 Project Qualifications, i.e., the Qualification Narrative, are provided by fully addressing **Attachment A. Qualification Narrative Requirements**: You are asked to address specific details in your full narrative as provided by **Attachment A**.

The potentials for this project and its desired service and amenities are numerous—including the following recommended address in any qualification narrative you submit:

August 10, 2018 (ver. 8.6.18)

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2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services  
PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT  
City of Alexandria Planning and Economic Development

**ATTACHMENT A**

*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**

- **STATUS QUO (OPTION #1).** Maintaining the status quo must be used as a baseline for comparison, but essentially is found least optimal for the reasons already stated in the RFP issued August 6, 2018.
- **TOTAL SELF-SUFFICIENT (OPTION #2).** City built and operated, the non-processing transfer station would be a part of the AUS and/or Public Works and the AUS. Preliminarily, the costs involved and level of expertise are in line with City capability and create savings and opportunity well above the Status Quo.
  - A Request for Qualifications (“RFQ”) was issued August 7, 2018, to commence any City-constructed facility, which is attached.
  - It contains a compressed timeline for response.
- **COOPERATIVE ENDEAVOR AND DEVELOPMENT AGREEMENT (ONGOING PUBLIC-PRIVATE PARTNERSHIP) (OPTION #3).** City built and privately managed, a P<sup>3</sup> offers City control with private expertise and savings through experience and shared risk allocation. This is one of the leading models, allowing government savings and private deployment of other capital and risk in a partnership.
  - A Request for Qualifications (“RFQ”) was issued August 7, 2018, to commence any City-constructed facility, which is attached.
  - It contains a compressed timeline for response.
- **COOPERATIVE ENDEAVOR AND DEVELOPMENT AGREEMENT (MINIMAL CONTINUED INVOLVEMENT) (OPTION #4).** Similar to the above, the structure has many variations; however, in this iteration, the property is subject to a development agreement and conditionally purchased by the predetermined best partner to build and operate a non-processing transfer station under conditions acceptable to the City and partner to create a long-term partnership. It could be under a long-term lease or outright sale.
  - In this model, the land is used in private development of the transfer station and transfer activities.
  - The City may contribute to such activity in exchange for contractual guarantees for long-term pricing and indexing.
  - Contractual terms may contain other deliverables, claw backs, and guarantees to increase competition and avoid repeating the cycle of the closed market.
- **INCREASED NEGOTIATING STRENGTH.** Staying with the current provider becomes the most feasible because of a rebalanced effort based on “buying the City out of the model.” While this works, it still leaves the City without controls as to price and continues a monopoly, which is undesirable in this context.

The Budget for the project is between \$500,000 and \$2,500,000, depending upon the model, services and amenities chosen. *(These funds are designated as resulting in substantially permanent, publicly owned infrastructure in support of private endeavors and do not contemplate funding for private uses, in the absence of commensurate returns and public purposes through valid cooperative endeavors.)*

Please note an RFQ (attached) was issued to commence the municipal public works process on **August 7, 2018**. This RFQ essentially addresses **Options ##2-3**. If substantial progress results in this process toward finished design, then the City of Alexandria may require a proposer for **Option #4** to use such a substantially completed public process to the extent allowed by law. Any selected respondent is expected to make proposals regarding the transfer station and transfer activities (the “Project”) that contribute solutions regarding the following, which each should be addressed in qualification narratives:

Logistical Feasibility and Initial Lay Outs of the Project Site:

Various views of the Project areas under study show preliminary viability meeting all needs. The Project area demonstrates particular availability for large-scale public-private cooperation along these parameters:

- square feet for the site, good distance to residential, and isolated or remote location to other natural and human activity,
- modular growth or expandability quotient of the site,
- parking availability and other personnel areas available to the site,
- public service efficiencies (such as tie in to the wastewater facility),
- sufficient acreage for construction with access relative to major thoroughfares and interstate,

*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A”** (*Section 5.5.3*)

- transit system availability,
- utility tie in and incentives availability,
- varying proximity to ancillary and related services and amenities (hospitals etc.),
- proximity to governmental services complex, and
- proximity to any other large-scale development sites.

Infrastructure:

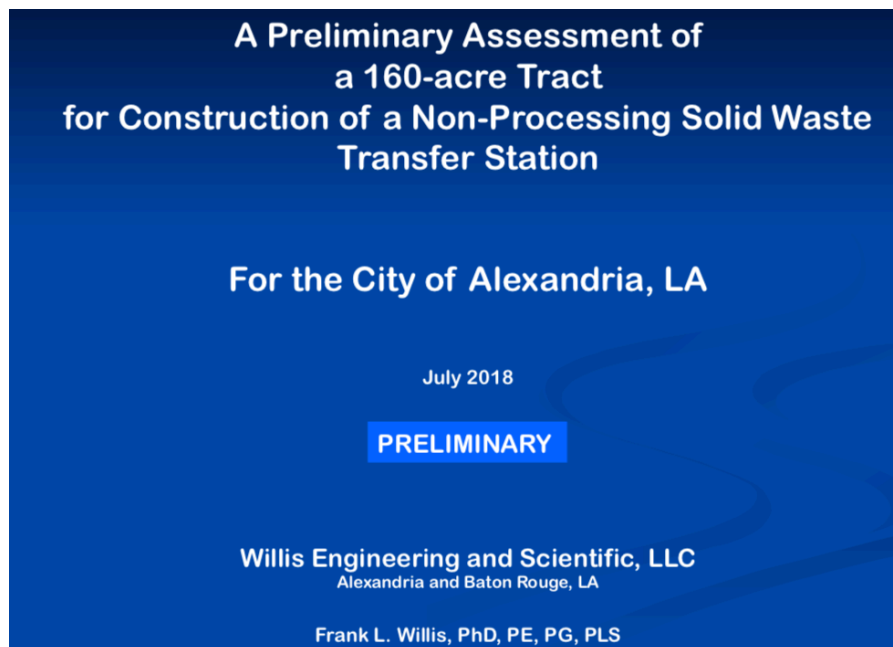
Improvement of Public Services - The Project’s ability to improve public services. The Project’s cancellation of any other viable alternative use for the site, or opportunity to use another site for the same project in a higher and better fashion, reveals a net positive for the taxpayer.

Environmental Impacts - The Project’s impact, positive or negative, on the environment in terms of noise, dust, pollution, public safety, traffic congestion, aesthetics, etc. The site was purchased by the public for substantially similar purposes and reasoning. The environmental impacts are well within the acceptable tolerances for this area.

Technical Contributions - The Project’s address of obsolete design, configurations, or technological capabilities. Does the Project further technical compatibilities with surrounding infrastructure—e.g., use in tandem with the wastewater treatment facility—or create new obstacles? Is the technology and technical design a good investment for long-term future needs or a “patching up” of past problems? Does the Project address obsolete methods for delivering transfer services? These technical contributions may be very high in terms of positive creation for the taxpayer.

Geographic Location - The Project’s location. How have the stakeholders determined the location as highest and best use for private investment or public investment?

Further Feasibility - The Project’s ability to: (i) address and alleviate monopolistic dependence; (ii) best leverage private and public partnering; (iii) best remove public involvement in favor of purely private, competitive activity; or (iv) produce the most balanced approach toward transfer activities. Some completed feasibility determinations are shown in the following sections and slides. Please use this information in addition to any study of your own.



(Information and Proposals)

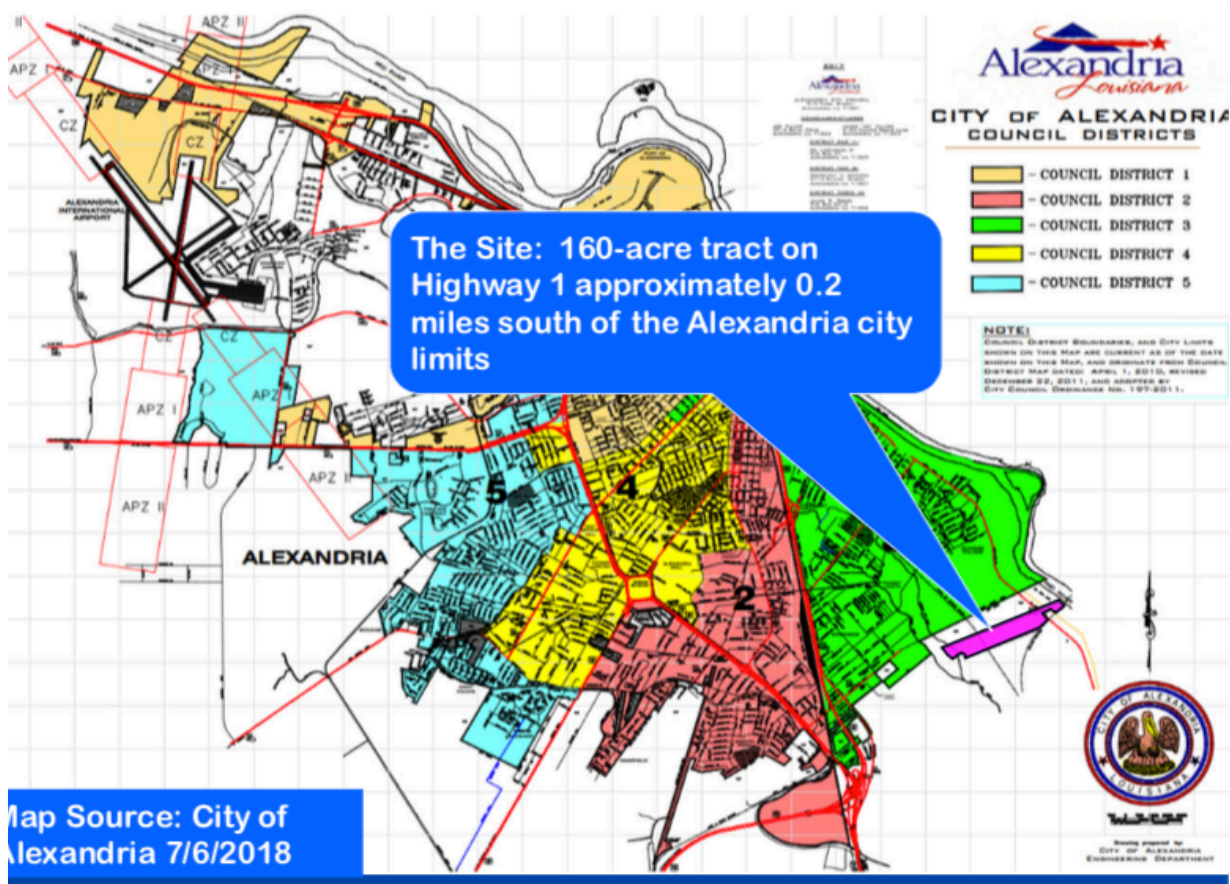
**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**

### Executive Summary

1. The site has a good geometry for development.
2. The site lies within the 100-year floodplain.
3. A wetland delineation is required.
4. Electricity, water, sewer and gas are available. Sewer will require a 1.1-mile force main and pump. Electrical infrastructure might need upgrading depending upon power requirements for the transfer station.
5. A full cost effectiveness engineering economic analysis should be conducted.
6. A legal review should be conducted to address all regulations.
7. Projects of this type are best handled by design-build.

- Notably, dash board wetland determination is positive.
- Full-cost analysis dash board is positive.
- Legal review is complete and green lighted.





(Information and Proposals)

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**

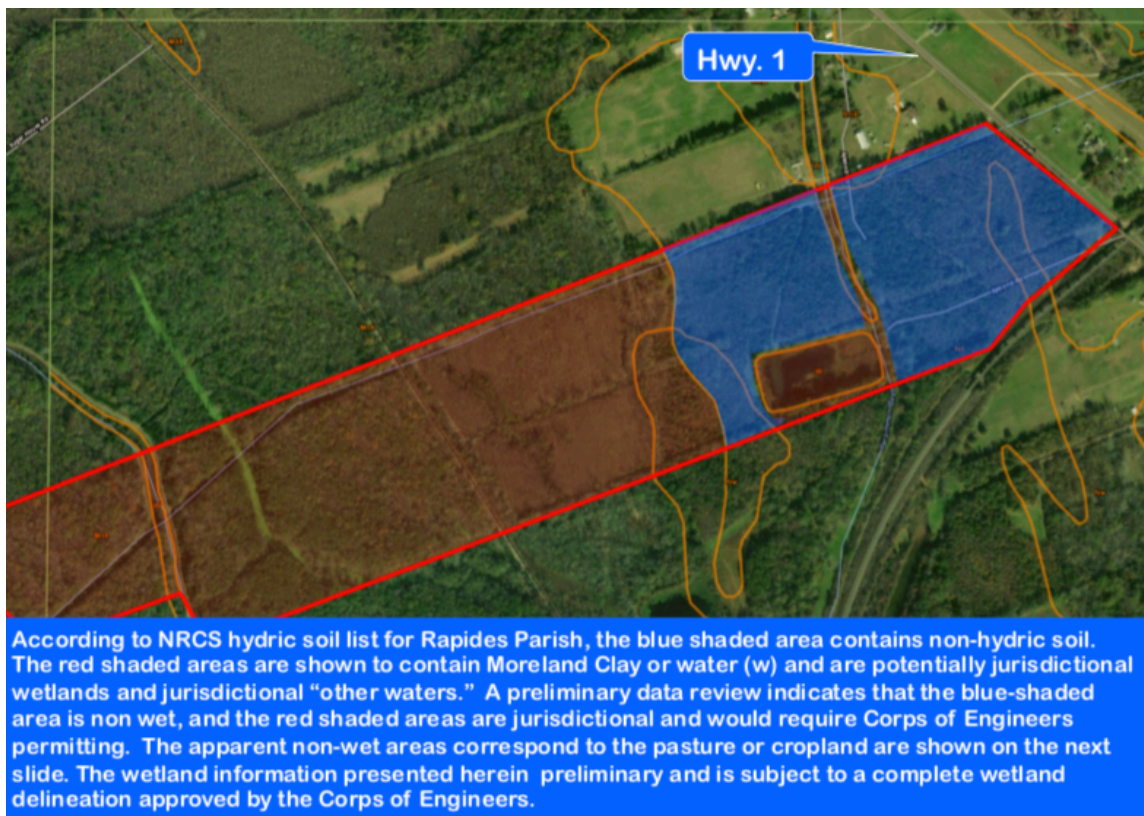
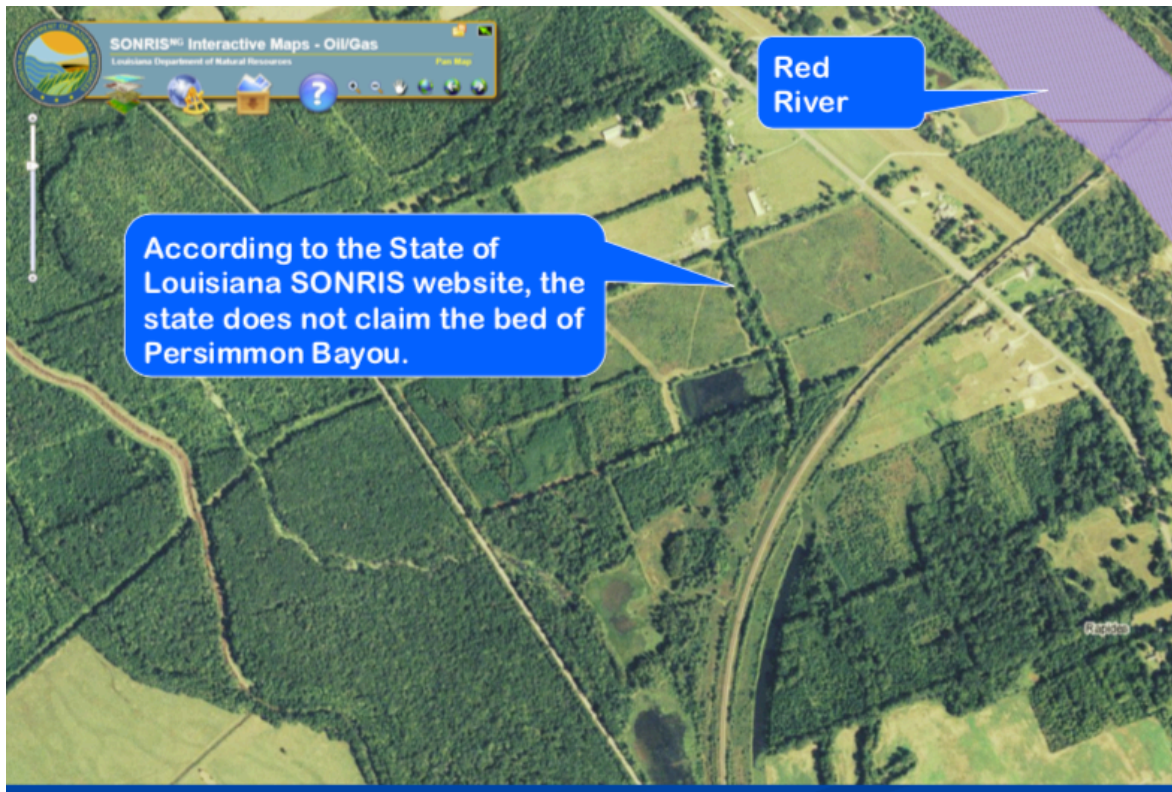




*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**





*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**



The blue shaded area contains approximately 50 acres, which is larger than the current transfer station property on US Highway 165 South.

The tract has approximately 935 feet of highway frontage and approximately 2,300 feet of depth. The depth-width ratio is favorable for site development.



The existing transfer station site contains approximately 29.6 acres (Source: Rapides Parish Tax Assessor website, 7/9/18). This acreage is used as a guide to approximate the present and future size of the proposed transfer station in this preliminary analysis.



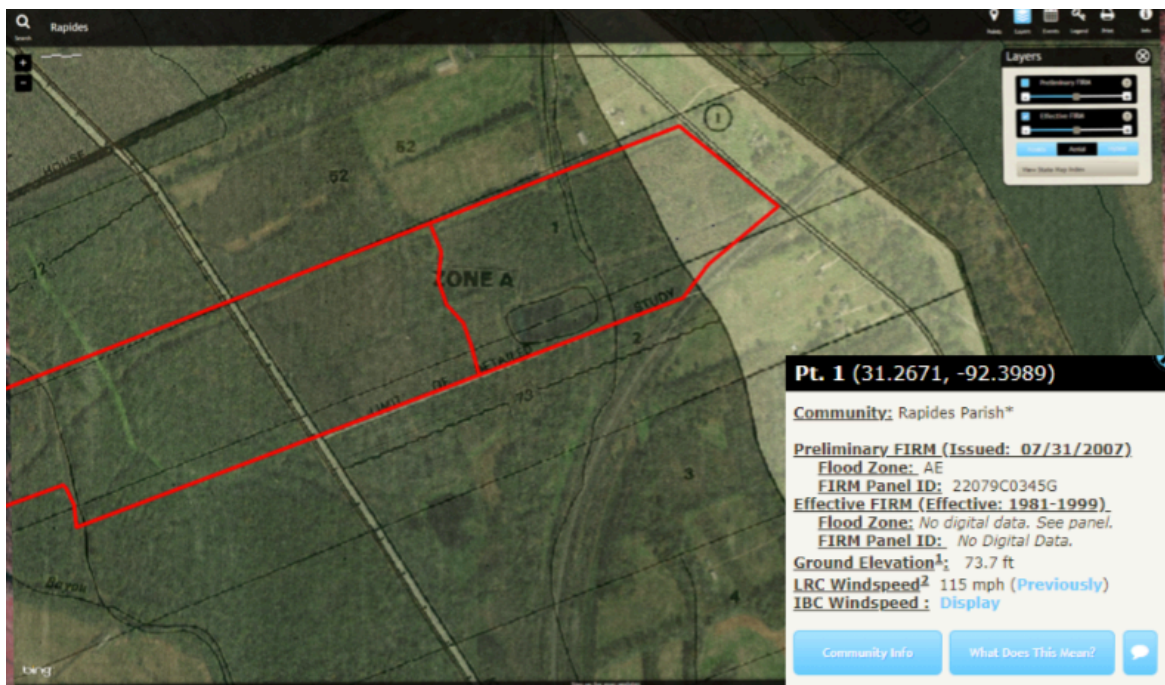
(Information and Proposals)

2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services

PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)



LiDAR one-foot contour map shows that the land is relatively flat and slopes gently to the southwest away from Hwy. 1. Elevations range from 75 feet at the highway to 70 feet at the rear of the proposed 50-acre site.



The current FEMA flood plain map shows that the front 14.7 acres of the site is above the 100-year flood plain. The remainder in the rear is within Zone A of the 100-year flood plain.



**Alexandria Sewage Treatment Plant**

**Sewer tie in point on Hudson Blvd. at Hwy 1**

**Utilities:**

1. Adequate water supply provided by the city is available on site.
2. Electrical power is provided by the city, but full capacity three phase would require a conductor upgrade according to Joe Saucier at the COA.
3. A 4-inch COA gas main serves the site.
4. Sewer is not available, but any contaminated surface water or sewage could be pumped through a 4-inch diameter force main from the site to Hudson Blvd. a distance of approximately 1.1 miles. A closer pump station may be available and is under review.

### Basic Engineering Economic Analysis Concepts

A standard engineering economic analysis for PWF or EAC should be conducted.

Variable operating costs related to collection and transportation from the new facility should initially simply be compared to haul costs to Allen Parish from the existing facility and proposed facility. The actual haul route from the proposed site is approximately 15 miles longer (considering low-impact routing along major highways). The assessment of the extra 15-mile haul distance is likely the simplest variable cost comparative indicator.

Standard operating costs that are not affected by location should be determined from existing billing at the current facility.

Excessive route studies and other expensive techniques might not yield more accurate information.

This preliminary study concentrates on the 50 acres adjacent to and closest to LA Highway 1.

The 50 acres is adequate for the facility, and it can provide a substantial buffer along Highway 1.

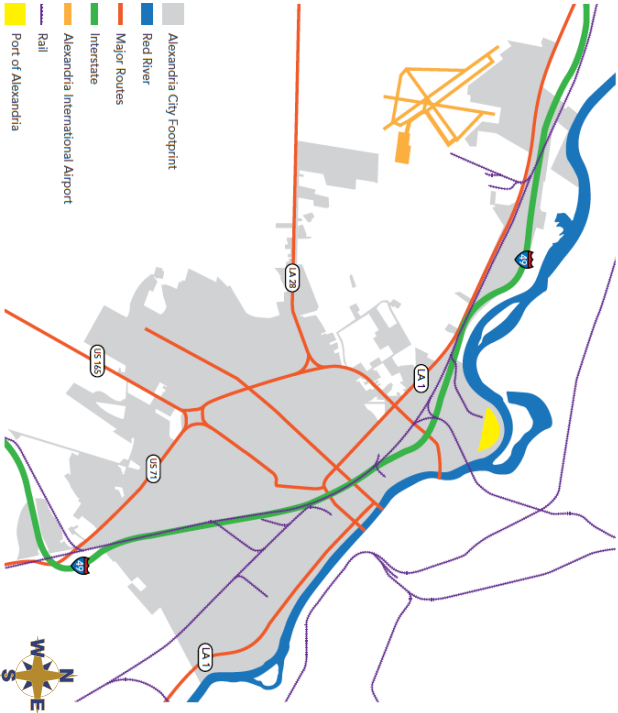


# Infrastructure

Although Alexandria has a population around 50,000, our infrastructure accommodates more than 150,000 people EVERY DAY.

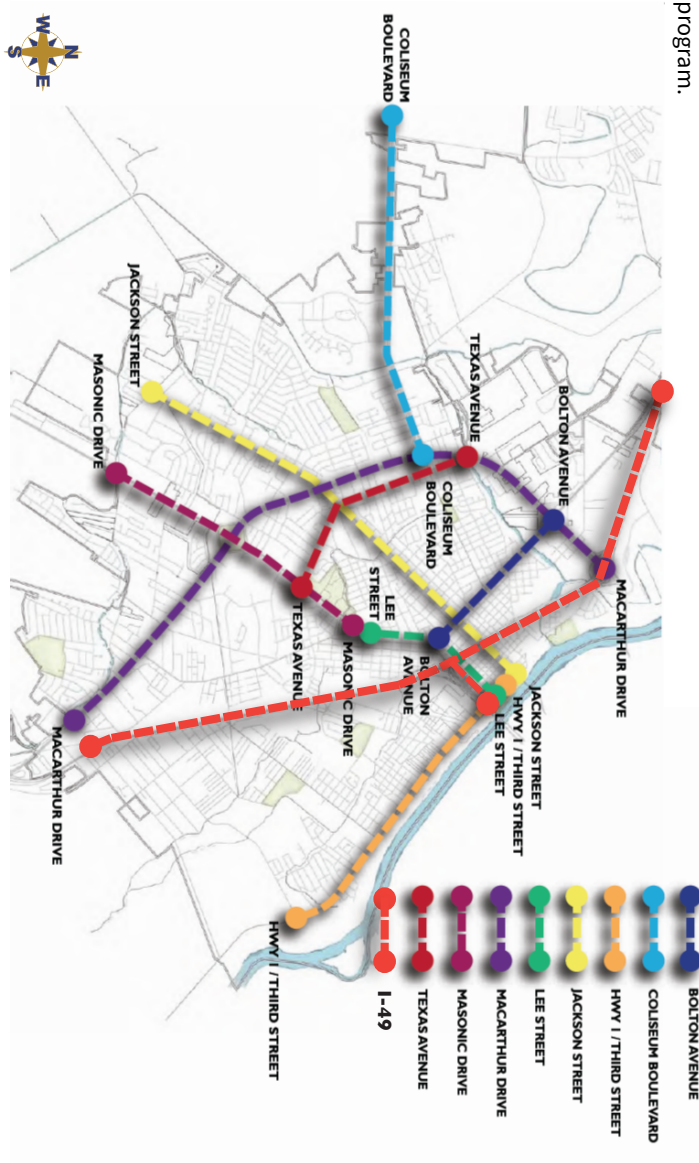
Our hospitals and airport service an area of more than 415,000 people.

The City of Alexandria benefits from a well-connected network of highway, rail, water, and air transportation. The city lies along one interstate corridor, I-49, and along two Class I freight railroads, the Union Pacific Railroad (UP) and the Kansas City Southern Railway (KCS). Additionally, the Port of Alexandria facilitates commercial and industrial commerce of the region via the Red River. This transportation system also supports passenger and goods movement via air travel from the Alexandria International Airport. The city continues to improve and add bicycle paths and pedestrian walkways.



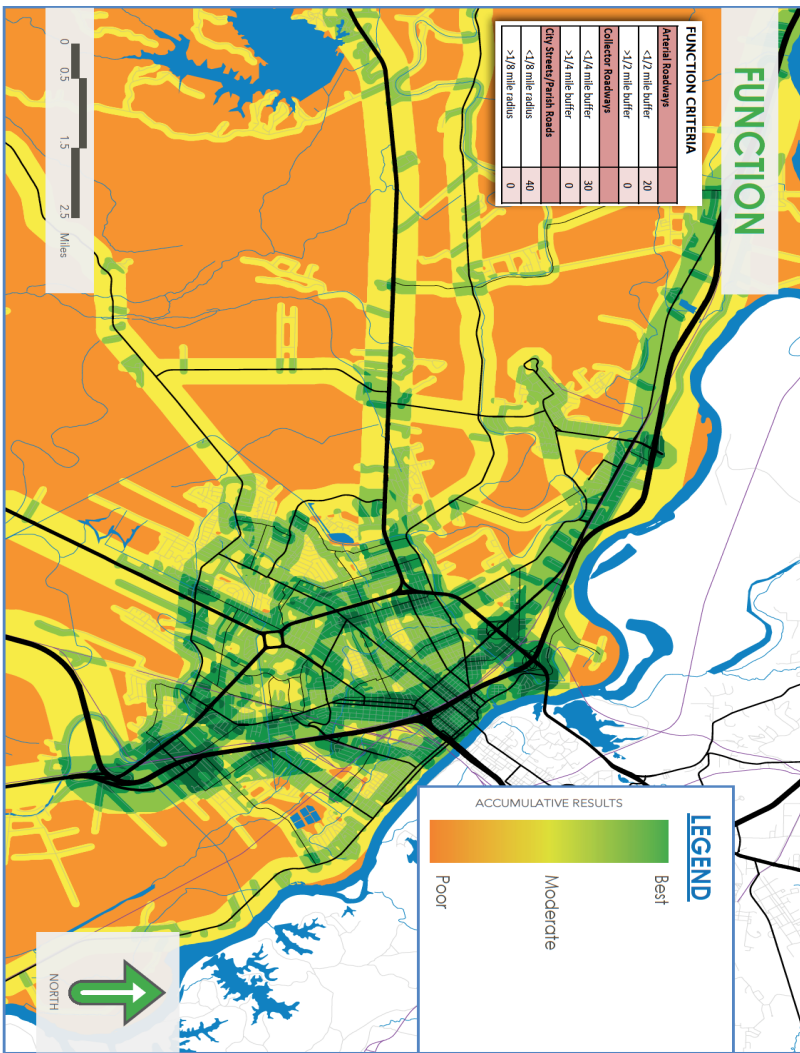
# Primary Corridors

NOTE: This diagram is a citywide map locating the Major, or Primary, Corridor locations. These Primary Corridors are also the focus of the City's SPARC program.



(Information and Proposals)  
**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**  
**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A”** (Section 5.5.3)

# Function



The map illustrates the result of the function analysis. Orange areas have the fewest mobility/connectivity options, and green areas have the most.

**As can be readily viewed, the downtown area exists at the heart of connectivity.**

Data were assigned values based on their proximity to three levels of roadways: arterials, collectors and local city streets/parish roads. Values were assigned according to the size and capacity of the roadway, and according to its ability to provide connectivity.

Objective data available for the function analysis was limited to existing streets and roadways; representing an enormous financial investment.

Operational Concerns (Marketing, Projections, Management/Administration-Legal and Scheduling):

These issues relate to how well problems posed by the current system are corrected by the proposed Project. The critical factors might be identified as follows: Management factors (environmental, multi-agency climate, personnel, leadership); Proposed System factors; and Alternative System factors.

First, we provide a note on legal concerns—and have more complete analysis available—showing the nature of the non-processing facility contemplated by this Project is governed by notice and local rules, as opposed to heavier disposal activities governed by a permitting process.

Title 33, Part VII, Subpart 1

Section 508

**§508. Standards Governing Non-Processing Transfer Stations for Solid Waste**

**A.** Owners/operators of non-processing transfer stations shall:

1. provide advanced written notice, at least 30 days prior to construction, to the parish governing authority whose jurisdiction may be affected, of the intent to operate a non-processing transfer station or other type of facility for the offloading and/or transloading of solid waste destined for disposal;
2. notify the Office of Environmental Services in accordance with LAC 33:VII.401;
3. comply with existing local zoning and comprehensive land-use regulations and ordinances; and
4. maintain site access roads or waterways in a manner that shall meet the demands of the facility and is designed to avoid, to the extent practicable, congestion, sharp turns, obstructions, or other hazards conducive to accidents. The surface roadways shall be adequate to withstand the weight of transportation vehicles.

**B.** New facilities in which construction has commenced after June 20, 2007, shall comply with a buffer zone requirement of not less than 200 feet between the facility and the property line. Facilities transferring only nonputrescible waste shall comply with a buffer zone requirement of not less than 50 feet between the facility and the property line. A reduction in the buffer zone requirement shall be allowed only with permission, in the form of a notarized affidavit, from all landowners having an ownership interest in property located less than 200 feet (or 50 feet, if applicable) from the facility. The facility's owner or operator shall enter a copy of the notarized affidavit(s) in the mortgage and conveyance records of the parish or parishes in which the landowners' properties are located. The affidavit(s) shall be maintained with the records of the facility. No storage of solid waste shall occur within a facility's buffer zone.

**C.** No processing or disposal shall occur at a non-processing transfer station except for facilities separating non-putrescible recyclable materials from commercial solid waste.

1. Recovered commercial recyclable materials shall not contain putrescible waste and shall be relatively dry. Types of recyclable materials that are acceptable include:

- a. recyclable paper;
- b. recyclable wood;
- c. recyclable glass;
- d. mixed rigid plastics (e.g. 5-gallon buckets, crates, and pallets);
- e. ferrous and non-ferrous metal materials; and
- f. other acceptable commercial recyclable materials approved by the administrative authority.

2. Identification of loads containing acceptable commercial recyclable materials shall occur by:

- a. driver identification; and
- b. visual inspection of open top loads before they reach the tipping floor.

3. Recyclable materials shall be stored in enclosed containers such as trailers, compaction vehicles and enclosed buildings. Staging of the collected recyclable materials shall not exceed 30 days.

4. Non-processing transfer stations that separate non-putrescible commercial recyclable materials shall submit an annual recycling report to the Office of Environmental Services by August 1 of each year.

**D.** Facilities shall also comply with LAC 33:VII.503 and 505.

**E.** Owners/operators shall have the personnel necessary to achieve the operational requirements of the facility.

**F.** Facilities shall have control measures that prevent unauthorized ingress or egress, except by willful entry. During operating hours, each facility entry point shall be continuously monitored, manned, or locked. During non-operating hours, each facility entry point shall be locked.

**G.** Each tipping area shall be constructed and operated to prevent litter from leaving the tipping area. This area shall be constructed of sufficiently low permeable material (i.e., concrete or asphalt) to prevent soil and groundwater contamination.

**H.** Facilities shall be inspected by the owner/operator at the end of each operating day, and litter or waste shall be cleaned up and placed into the last transportation vehicle. These inspections shall be documented, and the inspection records shall be retained in accordance with Subsection J of this Section.

**I.** Odors shall be controlled by the best means practicable. The non-processing transfer stations shall be cleaned daily by an appropriate method to minimize odors and nuisance conditions.

**J.** All facility records shall be maintained and available for inspection within 24 hours of request. These records shall be maintained for the life of the facility and shall be retained for at least three years after closure.

**K.** The owner/operator of a non-processing transfer station may construct a drop-off area at the non-processing transfer station site such that certain activities can be conducted. No industrial waste shall be accepted, and materials shall be managed in accordance with LAC 33:VII.503, 507, and Subsections F, G, I, K, and L of this Section. These areas are intended for the use of commercial facilities and residential solid waste. Collection and storage of the following wastes are allowed, provided it does not become a nuisance, a health hazard, or a detriment to the environment as determined by the administrative authority:

*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**

1. white goods;
2. presorted yard trash; or
3. household recyclable materials.

**L.** Discharges from the facility shall be controlled and shall conform to all applicable state and federal laws.

**M.** All waste shall be removed to a permitted facility at closure. Notification of closure shall be submitted to the Office of Environmental Services.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 30:2001 et seq.

**HISTORICAL NOTE:** Promulgated by the Department of Environmental Quality, Office of the Secretary, Legal Affairs Division, LR 33:1034 (June 2007), amended LR 33:2142 (October 2007), LR 34:613 (April 2008), LR 35:925 (May 2009), LR 38:46 (January 2012).

In each case of **Options ##2-4**, dependence on the current model is ended. This would involve no bonding or large debt service. It is similar in size to more routine capital projects undertaken by the City. Management factors reveal the work could be completed by civil service employees. In terms of the other issues, the City of Alexandria previously noted the Project could be:

- **Located, designed, and operated to ensure the public health, safety, and welfare of the community and environment.**
  - The City would construct, or have constructed, in the most modern, cleanest fashion what is a simple enclosed facility.
  - This construction is not comparable to the complexity of the power generating assets the City recently built under time and under budget.
  - This is a changeover facility and does not pose the environmental risk of a disposal site.
  - The siting on existing City property would allow the activity to be staged far from other human or natural activity as to mitigate nearly to zero any deleterious effects.
- **Located so as to minimize incompatibility with the character of the surrounding area.**
  - As stated, the area is heavily wooded, remote, and secluded.
  - Operations could be located in the most advantageous manner to avoid interacting with other community activity.
- **Located where traffic patterns to or from the facility minimize the impact on existing traffic flows.**
  - The traffic impact would be minimal to existing truck traffic, which is the purpose of Highway One.
  - Moreover, the City is completing construction of Sugarhouse Road for the purpose of freight and truck traffic relief and alternatives allowing inner looping of traffic.
- **Consistent with state, local or tribal regulations and solid waste management plans.**
  - The City solid waste management plan is run by the AUS; this would be consistent with savings created by the AUS in other areas.
  - The City has demonstrated its success with self-sufficiency models, such as the AUS’s electric generating plan.

**Timely Completion** - The feasibility of completing the Project within a reasonable time to achieve a return on investment. What obstacles are identified? How does the public ensure its investment is matched within a reasonable time by private investment?

**Feasibility of Cost Estimates** - A determination of whether the costs are hard costs or estimates from dash-board-style assessments? If hard, what do you rely on as reviewable support data?

**Job Creation.** – Projects that create opportunities for new employment contribute to the economic vitality of the community in a variety of ways. Projects creating full-time equivalent



jobs would be considered to have a significant positive impact on the economic well being of the area. Comments?

Tax generation. – How does the Project positively add to the local tax base? Are there any estimates or studies in this regard that may be shared with the City? What about in other comparable areas around the state?

Relationship of public and private investment. – The relationship of private investment to public investment of a project should be significant enough to ensure prudent investment of public funds within the renewal project? What is private-sector contribution to the Project? What are the enforcement mechanisms?

Cooperation Concerns (Intergovernmental Partnering, Obstacles, Communication):

The City and other stakeholders are working together to meet the sustainability and competition-enhancement goals.

The partners should plan in conjunction with all stakeholders in the region.

There should be discussion about how any project may affect private development plans unknown to all stakeholders. Interested parties must carefully avoid discovery of private information, confidential information, and trade secrets. Interested parties also must respect that public timelines may not coincide with private development. Moreover, public and private developments follow very different rules of engagement.

Investment Spin-off - The Project’s potential for investment spin-off in a blighted or underserved area, especially within the City’s SPARC-CRA-1. Accordingly, other public and private entities need to share plans so they may be integrated into this Project.

Unique Opportunities - The Project’s potential to present a unique opportunity, meet a special need, or address specific CRA or community goals such as filling a market niche or provide an unmet community need. Also, the City should consider reuse of existing assets and associated costs compared to green-acre siting.

(B)

No Limitation on Proposal

The above is not intended to limit proposers’ creativity or ability to propose an alternative scale or set of features and amenities deemed to better suit the goals of the City through this Project. The City is open to proposals that offer distinctive features and amenities that go above and beyond those outlined above. The City reserves the right of final approval of the Project scale, features, and amenities.

(C)

Development Team Requirements

The City seeks (i) information on the best practices involved in programming, managing, and providing for the capital needs of, and improvements to, the Project and/or (ii) responses to this request in the form of a qualifications narrative. Firms wishing to submit a qualifications narrative may do so as provided by the requirements contained in the body of the RFP and here, demonstrating their expertise.

(D)

A.F.E.A.T.

It is the policy of the City to involve Minority and Women-owned Business Enterprises (M/WBE) to the greatest extent feasible. In the Proposal Statement, the Developer must provide their proposed method for M/WBE participation in compliance with the *Alexandria Fairness, Equality, Accessibility and Teamwork* program. The City has a program to aid small, emerging, minority- and women-owned businesses, ensuring such interests are given an equal opportunity to conduct business with the City of Alexandria. It promotes: (i) The competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; (ii) business ownership by small business persons, minority persons, and women; and (iii) the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business

*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A” (Section 5.5.3)**

persons, minority persons, and women.

In this Project, points over and above the RFP’s discussion in Section 5.5.1 will be granted as follows: (-2) points for failure to address AFEAT; (3) points for determinable bona fide efforts; (5) points for submitted material use of qualified subs and partners; and (7) points for qualified minority- or women-owned proposers.

(E)

**Right to Sever**

The City reserves the right to recommend the City Council accept a combination of proposals, multiple proposals, or any portion of a proposal for the City’s consideration. Respondents to the RFI/RFP process will be evaluated and ranked by the City staff and Committee and their proposals presented to the City Council following the recommendations of the Committee. Following this and depending on whether a secondary RFP process is adopted, a proposal(s) will be selected and will be entered into a MOU leading to formal negotiations for a development and operating agreement with the COA, including multiple MOUs and selected applicants.

(F)

**Public Participation Policy**

It is the City’s goal to minimize the level of public financial participation in the Project and to attain the most distinctive, highest-quality and marketable Project possible. Eventually, respondents will be expected to help the City determine (as owner’s representative) or actually provide (as proposal winner) information regarding sources of debt and equity, and are urged to consider creative development and financing structures that will accomplish these ends. Preference will be given to those developers who minimize the use of public financing, emphasize private sector financing and/or participation and provide the greatest economic opportunity for the City.

(G)

**Assumptions Evidence Based**

Qualification narratives and actual build-out proposals should include a financial plan detailing the assumptions used in the recommended development. The assumptions should include operating projections supported by market research. In addition, a financing plan and Project schedule must be submitted. As part of the submission, the developer shall identify practical financial sources that could be considered to support the Project. Proposals should break down all financial assumptions for the project.

(H)

**Weight for Actual Experience/Financial Objectives**

The City will give weighted consideration to a Proposer with significant experience in developments similar in scope and quality to the proposed Project, and who also demonstrate significant financial resources to support a guarantee of completion in accordance with a fixed schedule. The City generally understands the economics of large-scale development, its unique challenges, and the financing options available for public-private financing. The City has the following financial objectives; the City seeks to:

- Limit financial participation by and risk to the City.
- Leverage economic gains of the Project for the general benefit of the S.P.A.R.C. CRA-1 and/or City.
- Specifically, create leveraged development to break the monopoly currently in place.

(I)

**Questions Submitted**

In the space provided or by attachment, you may submit questions for response by the COA. Please note these questions are due on or before 5:00 p.m. CST—August 17, 2018.

*(Information and Proposals)*

**2018 2<sup>nd</sup> Request for Proposals (RFP) – Municipal Solid Waste Disposal Services**

**PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT—ATTACHMENT “A”** *(Section 5.5.3)*

Respondent's Representative:

Name:

\_\_\_\_\_

Position:

\_\_\_\_\_

Business Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Facsimile:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

Questions? Send completed form to [charles.johnson@cityofalex.com](mailto:charles.johnson@cityofalex.com)



August 7, 2018

**Requests For Qualifications for Professional Engineering Services for the design of a Category Type II-A Waste Transfer Station for the City of Alexandria.**

The City of Alexandria is seeking professional services for the permitting, development of plans and specifications and construction of a Waste Transfer Station to be utilized by the city for processing and consolidating of municipal waste for transport to off-site landfill(s).

**NOTICE OF EXPEDITED WORK  
APPLICANTS SHALL CERTIFY BY THEIR RESPONSE  
THE COMMITMENT OF RESOURCES TO BRING PROJECT TO  
COMPLETION PER THE TIMELINE**

**Questions:**

Questions regarding this request shall be directed to the City of Alexandria (CoA) at:

Michael J. Wilkinson, P.E.  
City Engineer  
(318) 473-1170  
mike.wilkinson@cityofalex.com

**Statements of Qualification:**

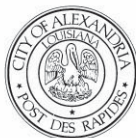
Four (4) hardcopy statements of qualification and one electronic copy must be received by the CoA by 4:00 p.m. on Monday, August 20, 2018. All copies of the statements must be plainly identified as "City of Alexandria Waste Transfer Station" and delivered or mailed to:

**Michael J. Wilkinson, P.E.  
625 Murray Street, 2<sup>nd</sup> Floor  
Alexandria, LA 71301**

**Late Submissions:**

Proposals received after 4:00 p.m. on Monday, August 20, 2018, will not be considered and returned unopened.

Jacques M. Roy  
Mayor



City of Alexandria Engineering  
Post Office Box 1872  
Alexandria, Louisiana 71309-1872  
Tel (318) 473-1170 • Fax (318) 441-6377

**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

**Section 1: Introduction**

**1.1 Intent**

The City of Alexandria (CoA) seeks to contract for professional design services for the purposes of obtaining permits, developing plans and specifications and constructing a new Waste Transfer Station.

Respondents and their agents are strictly prohibited from lobbying staff and officials of the City at any time in the application and selection process. Failure to comply with this clause shall be grounds for rejections of their submittal.

**1.2 Request for Qualifications Timeline**

RFQ Release Date	August 7, 2018
Submittal of Questions Due	August 14, 2018
Question Responses Posted	August 16, 2018
Statement Submission Deadline	August 20, 2018

All firms intending to submit qualifications are strongly encouraged to indicate their intent to respond to the CoA by sending an email with the subject line “City of Alexandria Waste Transfer Station - Submittal Intent” to Michael Wilkinson, P.E., [mike.wilkinson@cityofalex.com](mailto:mike.wilkinson@cityofalex.com). The CoA will provide all firms that have indicated their intent to respond in this manner with any addendums or modifications to the RFQ directly.

**1.3 Questions and Addendums/Modifications**

Answers to questions received in writing at the above email address by August 14, 2018, will be compiled and provided via email to the Point(s) of Contact for all firms that have indicated intent to submit by August 16, 2018. Additionally, addendums/modifications to the RFQ will be emailed to the firms that have indicated intent to submit qualifications.

**Section 2: Scope of Work**

**2.1 Background and Project Goals**

In an effort to offset rising costs, the City of Alexandria is desirous of permitting and constructing a Waste Transfer Station for its use in processing and consolidating municipal waste collected on behalf of its residents. This facility will be categorized as a Type II-A facility as determined in the Louisiana Department of Environmental Quality Environmental Regulatory Code (February 2106 edition).

The city owns a 160 Acre +/- tract of land on LA Highway 1 South (currently outside of the city limits) that is suitable for this purpose – see Enclosure (1). The tract is partially located within the 100-year flood plain and has a significant portion of suspected wetlands. The surrounding land-use is primarily agricultural with some residential located across from the proposed site.



**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

The proposed facility will be an enclosed structure of sufficient size to accommodate waste processing and consolidation for hauling to a Type I facility. The projected average monthly tonnage is 2,500 tons of waste to be processed and consolidated. This may increase if additional municipalities utilize this facility in the future. Associated facilities will include truck scales, a vehicle washing station and office spaces.

It is the goal of the city to have this project permitted, designed and under construction no later than November 15, 2018 with completion on or about April 15, 2019.

## **2.2 Anticipated Scope of Work**

Work shall consist of Basic Design services to prepare construction plans and specifications (in accordance with CoA and LADEQ standards) in the following steps: 1) Program Completion, 2) Preliminary Plans, 3) Plan-In-Hand, and 4) Final Plans. Other Basic Services shall include bidding the project for construction and construction administration.

Additional Services will consist of Environmental Assessment/Permitting, design survey, geotechnical investigation and project inspection services. These items will be addressed in more detail during contract negotiations.

## **2.3 Deliverables**

Expected deliverables shall consist of permits, plans, specifications and bid package for the purposes of constructing the proposed facility in accordance with the Scope of Work listed above. These milestones will be established with the selected consultant during contract negotiations.

## **Section 3: Rules Governing Competition**

### **3.1 Addenda, Rejection and Cancellation**

The CoA reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time prior to the submission deadline. Issuance of this RFQ in no way constitutes a commitment by the CoA to award a contract. The CoA reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the best interest of the CoA. All materials submitted in this response become the property of the CoA and selection or rejection of a proposal does not affect this right. The CoA also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ. The CoA will email modifications when released to each respondent intending to submit a statement. Respondents and their agents are strictly prohibited from lobbying staff or officials of the CoA at any time in the application and selection process. Failure to comply with this clause shall be grounds for rejection of their submittal.

### **3.2 Preparation Costs**

The CoA will not be responsible for costs associated with preparing the statement, or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked applicant and/or awarded contract and/or rejection of

**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

qualifications. By submitting a proposal each respondent agrees to be bound in this respect and waives all claims to such costs and fees.

### **3.3 Confidentiality and Disposition**

The content of all statements will be kept confidential until the award of the contract. All materials submitted in response to this RFQ shall become the property of the CoA. One copy shall be retained for the official files of the CoA and will become public record after award of the contract.

### **3.4 News Releases**

News releases pertaining to the award resulting from this RFQ shall not be made without prior written approval of the CoA.

### **3.5 Modification of Statements**

A respondent may withdraw a statement at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified statement prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final statement cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the CoA after the date of receipt.

### **3.6 Oral Change/Interpretation**

No oral change or interpretation of any statement contained in this RFQ is valid. Written addenda will be issued when changes, clarification, or amendments to the RFQ are deemed necessary by the CoA.

## **Section 4: Proposal Instructions**

### **4.1 Proposal Submission**

Four (4) hard copies and one (1) electronic copy of the proposal must be received by the CoA by 4:00 p.m. on Monday, August 20, 2018. All copies of the statement must be plainly identified as “City of Alexandria Waste Transfer Station” and delivered or mailed to:

Michael J. Wilkinson, P.E.  
625 Murray Street, 2<sup>nd</sup> Floor  
Alexandria, LA 71301

The electronic copy may be emailed to the POC listed above prior to the deadline – [mike.wilkinson@cityofalex.com](mailto:mike.wilkinson@cityofalex.com); however, hard copies must be received by the stated deadline in order to be considered as responsive.

### **4.2 Signature Requirements**

**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

All letters of transmission must be signed by an officer or other agent of a corporate firm, if authorized to sign contracts on their behalf; a member of partnership; the owner of privately-owned firm; or other agent if properly authorized by a Power of Attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

**4.3 Letter of Transmission**

1. Identify the RFQ for which the statement has been prepared.
2. Briefly state the firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
3. Provide the names of the persons authorized to serve as point of contact and to represent the respondent's firm, their titles, addresses, phone numbers, and email addresses.

**4.4 Required Attachments**

1. Resumes for key principals of the firm, the Project Manager and any proposed sub-contractors.
2. Evidence of professional liability insurance for the prime-consultant (Accord Standard Forms are acceptable).

**4.5 Recommended Attachments**

The CoA requests a proposed project flowchart and/or timeline in the statement in accordance with the goals established in Section 2.1.

**4.6 Late Submissions**

Statements received after 4:00 p.m. on Monday August 20, 2018, will not be considered and will be returned unopened after contract award.

**4.7 Proposal Narrative**

1. Firm Experience
  - Detail the firm's experience and performance in the same or similar areas of expertise and its adaptability to provide the required services for the project. A history of bulk transfer facility design/improvements is highly recommended.
  - Provide at least three (3) references for which your firm has provided the same or similar services. Include point of contact, current telephone number and description of the services.
2. Project Manager
  - Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services.
3. Key Project Staff and Sub-Consultants
  - Identify other key project staff, along with their availability, to provide services on behalf of the firm.

**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

- If any sub-consultants are to be used, they shall be clearly identified in the statement. The consultant shall notify the CoA in writing of changes in key staff and the CoA shall have the right to terminate or renegotiate the contract if these changes will affect the work product or time schedule.
4. Business Profile and Available Resources
- Provide information on the size, resources, personnel resources, current workload and brief history of the firm, indicating access to the services necessary to perform the work in the time available and within the required standard.
  - Describe the firm's location where the primary services are to be provided and the ability to meet in person during the performances of this contract.
5. Project Methodology and Approach
- Provide detailed information on the firm's methodology in meeting the scope of work requirements in Section 2.
  - Describe the overall approach to the project and any details unique to the firm.

#### **4.8 Selection Factors**

Proposals will be scored out of 100 total points based on the following factors:

1. Experience of the firm or sub-consultant with similar work. **(35 points)**
2. Personnel with the firm or sub-consultant such as the project manager, key project staff that have the educational background, knowledge and technical expertise to shepherd the project with professionalism, precision, and enthusiasm. **(25 points)**
3. Capacity of the firm to complete the work in a proper and timely manner given the firm's current workload, staff availability, resources and commitment. **(30 points)**
4. Methodology of the firm that demonstrates a thoughtful approach unique to this project; is specific to the conditions of this project and conforms to the scope of work for this project. **(10 points)**

### **Section 5: Evaluation and Selection Process**

#### **5.1 Statement Evaluation Period**

Selection is anticipated to be announced within sixty (60) days of the proposal deadline. All offers must be complete and irrevocable for ninety (90) days following the date of submission.

#### **5.2 Proposal Evaluation and Selection**

A committee of individuals representing CoA will perform an evaluation of the proposals based on the point system identified in Section 4.8. The committee will rank the proposals as submitted, and the CoA reserves the right to award the contract solely on the written statements depicted.

#### **5.3 Contract Negotiation Period**

The CoA reserves the right to terminate negotiations with any applicant should it be in its best interest. If an agreement cannot be reached with the highest-ranked applicant, the CoA will notify

**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

the applicant and terminate negotiations. The second-ranked applicant may be contacted for negotiations. This process may continue until successful negotiations are achieved.

**5.4 Contract Time**

The consultant shall proceed with the services specified herein after the execution of this contract and upon written Notice-To-Proceed from the CoA. The overall contract time to complete this project is estimated to be twelve (12) months, including construction. The delivery schedule for plan and specification development shall be negotiated between the firm and the CoA.

**5.5 Minority and/or Disadvantaged Business Enterprise (DBE) Firm Participation**

Under the City of Alexandria's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program, participation by minority and/or disadvantage business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime consultants will help effectuate the goals of increasing: the competitive viability of small business, minority and women business ownership by providing contract, technical, educational and management assistance; business ownership by small business persons, minority persons and women (including professional service opportunities); and the procurement by the CoA of professional services, articles, equipment, supplies, and material from business concerns owned by small business concerns, minority persons and women.

Prime consultants offering subcontracting should take specific action to ensure that a *bona fide* effort is made to achieve maximum results towards meeting established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontractors from minority or female contractors and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- D. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.



**City of Alexandria  
Waste Transfer Station  
Request for Qualifications**

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of small, minority, and disadvantaged businesses, please visit <http://diversityinaction.org>.