



**The City of Alexandria
2018 2nd Request for Proposals (RFP) –
Municipal Solid Waste Disposal Services**

**Proposal Due Date- August 24, 2018, by 5:00 p.m.
Q & A: August 17, 2018
LOI: August 14, 2018**

Contact:

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City of Alexandria
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Electronic copies of RFP are available at:
www.cityofalexandrialala.com/rfp

The information within a proposal is your sole responsibility. Proposal materials should be clearly written and signed by an individual or individuals legally authorized to bind your organization or company.

2018 2nd Request for Proposals (RFP) – Municipal Solid Waste Disposal Services
PLAN OF ACTION FOR COOPERATIVE DEVELOPMENT**INTRODUCTION**

The City of Alexandria (“City”) is requesting information, proposals, and qualifications from interested persons, entities, or firms (“Proposers”), to provide solid waste disposal and related services for the City.¹ The City collects a significant volume of municipal solid waste and is interested in partnering with a third party to optimize its solid waste disposal services, which currently includes accepting delivery/ownership at a state/federally permitted transfer facility located within a reasonable distance from City, and final disposal of solid waste in a state/federally permitted landfill.

The City operates a sanitation collection department and a streets and parks department, which together collect household waste, green waste (tree trunks, limbs, leaves and shrubs) and miscellaneous household white goods (“MSW”), using city owned trucks and other collection devices. The City currently does not own a transfer facility where solid waste can be sorted, compacted and on-loaded to larger vehicles for delivery to a state/federally permitted landfill.

Accordingly, the City *had been* interested in contracting with a third party which had ready access to a state/federally permitted transfer facility reasonably convenient to City where it could deliver MSW at the most efficient cost and that would accept delivery/ownership and guarantee final disposal in a state/federally permitted landfill. A transfer facility must receive MSW Monday through Friday, designated holidays excepted, between the hours of 7:30 a.m. and 4:30 p.m.

This is a new proposal to replace the old system. The City has determined it would be feasible to develop, co-develop or otherwise partner to create a new non-processing waste transfer station (see *Scope*).² A proper determination of feasibility includes considerations of: transportation and logistics; public safety concerns related to transit; and coordination-with-other-assets considerations to optimize uses and planning with public assets, green space and private sector community partners and initiatives (such as our current wastewater treatment facility). Alexandria values are optimized with a properly vetted and feasible plan of action in a best-practice model.

¹ The City issues this document, *in part*, as a Request for Information (commonly, “RFI”). In a typical RFI, Alexandria would be in the *information-gathering stage*, but not yet ready to seek formal qualifications or proposals. An RFI would be followed by intense public input, a second-stage RFQ for qualified professional assistance, and then core projects through individualized RFPs. The City incorporated the RFI with a Request for Proposals asking for actual project partnering with Proposers to partner, co-build, lease, or sell via a development agreement (the “RFP” portion). A stand-alone RFI seeks stakeholder information, and, as such, does not necessarily result in a project; the City often uses a three-part process for community projects including an initial RFI (seeking proof of, or support for, a concept), followed by a Request for Qualifications (“RFQ”) (seeking expert help), and culminating in a RFP or series of RFPs. The reason for this approach is because development projects face numerous logistical, financial, and environmental obstacles. In this case, for such a standardized and straightforward capital process, which already has been thoroughly vetted internally, the feasibility largely is known. In this RFI/RFP, Alexandria allows for a more nimble approach by way of the submission of *early* qualification narratives by professionals, firms, or persons wishing to respond now. This version focuses on the expert determinations already studied, allows for efficiencies if the right plan emerges early, and protects the process for additional input and process. While it carries additional risks for the professional respondent, it could reward the “early bird with the worm.”

² As stated, feasibility preliminarily has been determined by the City regarding operational feasibility, any posed legal obstacles, and environmental issues and mitigation. Thus, the “early bird” referenced here means: “early” would be within the RFI/RFP period as opposed to waiting until the City completes its own RFQ to build out the facility, which is being submitted in tandem with this RFP. The “benefit” is that Alexandria might engage an “early” Proposer; the “risk” is that an early Proposer might expend valuable resources and be required to submit again, and thereby sustain “losses” and potential dilution of its intellectual contribution as its “early” submission is absorbed in the public discourse. Of course, in the event of at least one option (#4) in this document, a second process or one involving a City-driven capital process is negated driving the value for the early Proposer.

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Prior to Alexandria contributing value, feasibility and other determinations should be made (and have been conducted in this case).³ In order to do so, this Request for Information, Qualifications and for Proposals (“RFP”) is issued to stakeholders pertaining to a cooperative endeavor and development process.⁴

I. SCOPE OF REQUESTS FOR INFORMATION, QUALIFICATIONS AND PROPOSALS WITH REGARD TO THE STUDY OF CONSTRUCTING AND OPERATING A MUNICIPAL SOLID WASTE TRANSFER STATION.

BACKGROUND. The EPA notes citizens “may have concerns, including uncertainties about potential safety and health impacts” relative to municipal solid waste transfer stations. Simply stated and as defined by the EPA:

a transfer station is a facility where solid waste is unloaded from smaller trucks and reloaded into larger vehicles for transport to a final disposal site. Waste transfer stations make solid waste collection more efficient and reduce overall transportation costs, air emissions, energy use, truck traffic, and road wear and tear. This saves you and your community money and lowers the cost of your solid waste management services. The selection of a site for any waste-related facility can be a sensitive issue, particularly for those living nearby. In principle, most people realize that such facilities are needed and will be needed in the future. In some cases, however, concern arises about a specific location for a waste transfer station and whether the facility will be properly managed.

The City of Alexandria is considering the existing monopoly involved with current and past negotiations regarding municipal solid waste and its removal from the City. Because one provider has had total control of the local transfer of waste, there has been little economic incentive for qualitative changes to services brought about by competition. This is especially important since the economic transfer of municipal solid waste depends heavily on consolidation of waste from smaller units of transportation to larger ones for eventual permanent storage or disposal. Additionally problematic, when transfer stations are owned and operated by the same owners and operators of the nearest landfills or permanent waste storage and disposal facilities, essentially, these operators can set their own prices. Statutory provisions make new permanent facilities superficially unattainable—as does any concerned community—rendering competition stifled, at best. The simple act of opening the non-processed transfer of municipal solid waste may open the entire process.

The scope of the Alexandria Utility System (AUS)’s half-year study focused on that simple question—the strengths, weaknesses, and threats of the current model and the threats and opportunities to consumers in the absence of, and with, change. The implications could be measurable for Alexandria and, indeed, for the region in opening competition.

³ To meet Alexandria’s requirements for a cooperative endeavor, deliverables of a commensurate nature (proportionality for Alexandria’s value in exchange for future and actual values created by the project) must be defined and evaluated. The City ensures (i) the expenditure or transfer of public funds or property, or the pledge, donation, or aid of public or private endeavor by public funds is based on a legal obligation (*e.g.*, a valid statute, ordinance, charter or contract); (ii) the expenditure is also for a public purpose; and (iii) the expenditure creates a public benefit proportionate to its cost (*i.e.*, the amount expended by the City is met with a comparable return or real and substantial obligation to create a future return).” “Deliverables” or returns on investment are necessary.

⁴ The decision of the City to locate a site on the property described herein is assumed by this process and has been properly vetted. Alexandria is willing to craft and financially support such a process to ensure viability of the project and other related assets, as long as Alexandria goals are met.

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OPPORTUNITIES. The City of Alexandria, in 2004, acquired property for the purpose of a proposed water treatment plant to treat Red River water for the City’s drinking water system, or to operate the area with plant activity related to municipal purposes.⁵ It is located on approximately 160.05 acres, outside of residential areas of the City, and may be a prime remote location for such a transfer station given the ability to locate the station tucked away from other activity. It would save citizens every month on the ultimate disposal of municipal solid waste, and would operate under the AUS, allowing Alexandria to chart its destiny just as it did to create the AUS and electric generating assets and integrated system (formerly, the AUSP).

The City’s review made important discoveries. As stated by the EPA, a solid waste transfer station involves important community considerations. The EPA notes best practices, such as that a transfer station should be:

- **Located, designed, and operated to ensure the public health, safety, and welfare of the community and environment.**

City response to EPA standard:

- 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.**

City response to EPA standard:

- 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.**

City response to EPA standard:

- 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.**

City response to EPA standard:

- 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.

⁵ The oft-criticized premise was that the City’s well water would completely dissipate or have such diminished capacity from its aquifers that system failure was a future certainty. The study was expensive and, again, does not enjoy favorable institutional memory. This proposal allows use of this *remote* land for a clear public purpose, of definable goals and metrics, and save money for our citizens.

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- This would involve no bonding or large debt service. It is similar in size to more routine capital projects undertaken by the City.

Preliminarily, the City meets each of these standards. After further professional vetting, it is concluded the Department of Public Works, alone or in tandem with the AUS, can operate the station or partner, after competition, with a private operator; or enter into a development agreement with a private developer and open competition. In this way, the current threatening monopoly over the City is broken, and stakeholders can let the free market create a more proper balance. For purposes of feasibility, the City offers this process to determine which of the following is best:

- **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 this scope.
- **TOTAL SELF-SUFFICIENT (OPTION #2)**. City built and operated, the non-processing transfer station would be a part of 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.
- **COOPERATIVE ENDEAVOR AND DEVELOPMENT AGREEMENT (ONGOING PUBLIC-PRIVATE PARTNERSHIP)(OPTION #3)**. City built and privately managed, a P³ 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.
- **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.
- **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.

II. TERM

To be negotiated depending upon which model is used. The proposals under favorable consideration would most likely necessitate long-term agreements (20-30 years) to extract the value from any such proposals.

III. COSTS, ADDENDA, REJECTION, CANCELLATION AND COMMUNICATIONS

3.1 Communication should occur through established lines of contact since this is a desired process by the legislative and executive branches of city government.

3.2 The City desires to make the process transparent. Thus, while it acknowledges the right of any citizen to come before its elected bodies, individual communication by Proposers should not include “lobbying,” influence peddling, or contacts of or with the Alexandria City Council without first properly responding to this Request for Information/Proposals and complying with its rules unless and until the Alexandria City Council alters the process by resolution or ordinance.

3.3 All communications⁶ shall commence by telephoned, mailed, and electronically submitted contact to:

⁶ At some point between the Letter of Interest and final submission, Alexandria will be available for questions and assistance with responses. This period shall be the primary, though not exclusive, means for ensuring compliance with the process and ensuring a qualifications narrative or proposal is complete.

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Charles Johnson
Office of the City Attorney
915 Third Street
Alexandria, Louisiana 71301
(318) 449-5025
charles.johnson@cityofalex.com

- 3.4 No Proposer shall contact, directly or indirectly, any city employee or elected official, except the Mayor, those designated by the Mayor, or the Attorney for the City (in writing only), and such communication shall be limited to questions relative to the requirements of this proposal and shall cite or refer to the section numerically or alphabetically with specificity. Any breach of this requirement will disqualify Proposer.
- 3.5 Addenda, Rejection and Cancellation. Alexandria reserves the right to revise any RFI/RFP, MOU, or Term Sheet by issuing an addendum at any time. Issuance of a letter of intent to negotiate or Term Sheet in no way constitutes a commitment to award a contract at any time even after the completion of the process. Alexandria reserves the right to accept or reject, in whole or part, and/or cancel this announcement if it is determined to be in Alexandria's best interest. Alexandria also reserves the right, at its sole discretion, to waive administrative formalities contained in any future RFP, RFI, or RFQ.
- 3.6 Preparation Costs. Alexandria shall not be responsible for costs associated with preparing a response or for any other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise). By submitting a response, Term Sheet, or engaging in this Request for Information/Proposals, the respondent, and their agents, consultants, and staff, agree to be bound in this respect and waive all claims to such costs and fees.
- 3.7 Warranty Against Cost Disclosure and Conflicts. The Proposer shall warrant that it has neither discussed nor disclosed price or cost data with the City prior to the opening of the proposal, and that all price and/or cost data have been arrived at independently without consultation, communication, or agreement with any competitor or other Proposer. Any discussions or drafts of potential scopes of this process discussed with any competitors, the current provider, and other potential partners have been the result of the vetting process and have not involved any such price or cost data, except for the following:
- 3.7.1 The information provided herein and to the public in past processes.
- 3.7.2 The information related to rates and charges contained in the public record.
- 3.7.3 The information provided to the current provider in negotiation meetings and as a result of contract renewal negotiations.
- 3.7.4 The information provided by 3.7.1-3.7.3 (and provision of content of the *Scope*, alone) to potential competitors (prior to this process being issued) to determine the feasibility of creating additional competition, which is the primary goal of the process and supports the City's tandem RFQ being issued to build a non-processing transfer station for the City's MSW to avoid being locked into one state of negotiation. This has included investigation of existing transfer and final disposal stations.
- 3.7.5 Proposer shall guarantee there will be no conflict or violation of the Ethics Code if it is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.
- 3.7.6 Proposer shall guarantee that the entire proposal will be valid for a period of 120 days after the submission date.
- 3.7.7 Proposer shall guarantee that the proposal submitted shall become a contractual obligation and valid if a contract is awarded.
- 3.7.8 As part of any submittal you intend to make for a project, Proposer may be required to include a Disclosure Statement that answers the following specific questions:
- 3.7.8.1 Describe any business transactions occurring within the prior three years between your firm and Alexandria.
- 3.7.8.2 Describe any gift, loan, gratuity, discount, favor, hospitality, service, or benefit of any nature that your firm has provided to Alexandria officials within the prior one-year period, with the exception of legally disclosed campaign contributions.

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3.7.8.3 A conflict of interest is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative is associated. A potential conflict of interest is defined as any action, decision, or recommendation by a person acting as a public official, the effect of which could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon these two definitions, and with the exception of legally disclosed campaign contributions, describe any conflict of interest or potential conflict of interest that your firm has with Alexandria. Any required Disclosure Statement should be dated and signed by an authorized representative for the Proposer. Please note there are more specific conflicts set forth in Louisiana Revised Statutes, Title 42 and the Alexandria Home Rule Charter, section 7-02, among other laws and regulations.

3.7.8.4 The Proposer shall contact the City Attorney for a method of orally disclosing whether a written disclosure of the following issues is merited:

- Any litigation in the past seven (7) years.
- The outcome and experience with the litigation.
- Any claims or letters of demand in the past seven (7) years regarding questions of performance or threats of litigation.
- Any instances in which your firm or a member thereof has ever been removed from a contract or failed to complete a contract as assigned or refused to sign a contract at the original bid or proposal amount submitted.

3.8 Confidentiality. The content of all responses is a public record. Please Note: Louisiana has a very broad public records law.

3.8.1 If you are expecting confidentiality, please call the City Attorney before forwarding information for an advisory opinion.

3.8.2 This office will be liberal in its interpretation in favor of disclosure.⁷

3.8.3 News releases pertaining to any proposal made in response to this RFP shall not be made by any Proposer without prior written approval of the City.

IV. PROPOSAL SUBMISSION RULES AND TIMELINES

4.1 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be placed on: (1) conformance to instructions, (2) responsiveness to requirements, (3) overall completeness, (4) clarity of content, (5) professional experience and track record of successes in providing disposal of MSW.

⁷ Most written communications to or from the City of Alexandria or its officials are public records available to the public and media upon request. Your e-mail address, submitted materials, and communications may therefore be subject to public disclosure. Please consider this in your messages to the City and in your submissions. While some e-mails, documents, or materials may contain confidential and privileged material (e.g., ongoing litigation, proprietary plans of a business entity seeking to locate in Alexandria, or security measures of a municipality), and are therefore for the sole use of the intended recipients, the submission for purposes of this initiative by you in all likelihood is purely public. Accordingly, use professional discretion and assume any information you forward is public. The City will respect proprietary information disclosing methods or plans clearly marked as such when in compliance with La.R.S. 44:1 et seq. If, however, the information becomes material to a decision, it may force its inclusion in the public domain. Please be aware the safest approach is to submit directly and with the understanding your submittal is public.

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- 4.2 The original plus three (3) copies of any proposal must be received by the City by **5:00 P.M. CST**, on **August 24, 2018**.⁸ All copies of a proposal must be plainly identified as **“2018 2nd Request for Proposals (RFP) – Municipal Solid Waste Disposal Services”** and must be delivered, mailed or emailed to:

David Gill
Chief of Staff
Post Office Box 71
Alexandria, Louisiana 71309-0071
david.gill@cityofalex.com

- 4.3 Each offer must be legible, signed and sealed. An officer or other agent of a corporate firm, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned firm; or other agent if properly authorized by a power of attorney or equivalent document, may sign a proposal. The name and title of the signatory individual(s) must be shown immediately below the signature.
- 4.4 Any explanation desired by a Proposer regarding the meaning or interpretation of this RFP and any attachments must be e-mailed to charles.johnson@cityofalex.com. All communications must include in the subject line **“City of Alexandria – 2018 2nd Request for Proposals (RFP) - Municipal Solid Waste Disposal Services.”** All inquiries and questions must be submitted by **5:00 PM CST, August 17, 2018**. All responses shall be in writing and shall be posted on the City Website for public viewing. The identity of questioner(s) will be kept anonymous when questions and answers are posted to the City’s Website. A Letter of Interest (“LOI”) shall be submitted relative to this **“City of Alexandria – 2018 2nd Request for Proposals (RFP) - Municipal Solid Waste Disposal Services”** by **August 14, 2018**.
- 4.5 Questions to consider and discuss with the City include your queries about how your proposal compares with every feasible alternative Option ##1-4; and thus how may the City partner to determine:
- 4.5.1 Timely Completion - The feasibility of completing the project according to the proposed project schedule of six months to no longer than one year.
- 4.5.2 Feasibility of Cost Estimates - A determination of whether the costs are hard costs or estimates from a dashboard assessment? If hard, where is support data? May the City have this data?
- 4.5.3 How have you ascertained any past environmental impacts? Who performed them? Is this study requested of the City of Alexandria? Will you consider such information prior to its conclusion and site selection if the City provides authoritative data?
- 4.5.4 Have you determined any special public services needed?
- 4.5.5 How will you objectively assess and grade proposals? Are there any areas other than these to address in the proposal:
- square feet needs for buildings
 - modular growth or expandability quotient of the site

⁸ The City recognizes the quick turnaround requested. This may be extended by notice of the City upon proper request made by a Proposer prior to **August 20, 2018**, 5:00 p.m. CST. Extensions benefit all Proposers but shall be made for good cause. Note well: this RFP process does not call for your final all-costs proposal, but instead gauges the ability to contract in good faith for such a final agreement. The City is seeking to complete feasibility of private inputs versus operating its own NPTS compared to partnering in some hybrid fashion but in any event creating more competition. Feasibility is defined as being required to: *analyze objectives, requirements, and system concepts of a proposed project, system, or facility use, including the project justification, schedule, and end products. If there are comparators or other alternatives, these should be vetted against the proposed project as part of whether it is feasible. The objectives of the system, project, or facility use or plan are defined based on the needed functions sought by the feasibility determiners, in many cases public or private business entities attempting to decide whether to do a certain project. Included in these system objectives are functional and performance objectives and any assumptions and constraints. When the system objectives have been identified, the various alternatives for satisfying those objectives are determined. For each alternative, the costs in time and resources are estimated. A determination is then made as to the most feasible development alternative.*

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- parking availability adjacent or proximate to site
 - public service efficiencies
 - sufficient acreage for construction with access and access relative to major thoroughfares and interstate
 - location consistent with population to be served
 - utility tie ins
- 4.6 A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of withdrawal, signed by an agent authorized to represent the Proposer to the address of the Chief of Staff, above. The Proposer may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered unless there is an expansion of the process or selection.
- 4.7 A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations. No oral change or interpretation of any proposal is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarification, or amendments to proposal documents are deemed necessary by the City. **SUBMISSIONS RECEIVED AFTER 5:00 P.M. CST ON AUGUST 24, 2018, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**
- 4.8 Any Proposer aggrieved by any decision made by the City arising from or related to this Request for Proposal agrees in advance that the venue for any legal action against the City, its agents, employees, or elected officials in either their individual or representative capacity, including but not limited to claims for equitable, injunctive, or declaratory relief, or other claims, shall be the Ninth Judicial District Court for the Parish of Rapides, State of Louisiana.
- 4.9 **AFEAT.** Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged 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 Proposers will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise 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 City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime Proposers offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the 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 subcontracts from minority or female construction Proposer 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 Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.

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- E. 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

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://www.diversityinaction.org>.

V. UNIVERSAL TERMS OF ENGAGEMENT AND ELEMENTS OF PROPOSAL NARRATIVES REQUIRED

- 5.1 A final *draft* of any MOU or Term Sheet, outlining terms for all Cooperative Endeavors needed to accomplish agreed-upon goals, will be a requirement before approaching the City Council, with certain minimum conditions and terms, as more fully set forth herein and as contained in any referenced or utilized Term Sheets. NOTE: The City reserves the right to negotiate all terms and conditions of any agreement. Any proposed contract must be approved ordinance of the council.
- 5.2 As to all material in this RFP and any future Term Sheet, a Proposer understands the Term Sheet and this RFI/RFP in no way constitute an agreement, and are merely recitations of the goals needed to achieve a binding agreement with the City of Alexandria. Specifically, you understand until a valid ordinance is adopted, allowing for a contract, which is then negotiated and executed, any discussions, Term Sheets, or MOUs are merely expressions of possibility, except as designated by the Mayor by separate writing as falling under an existing ordinance or authority to contract. As to all material in any Term Sheet, any Proposer understands the Term Sheet and this RFP in no way constitute a guarantee of participation or the advance of incentives by any party, including Alexandria.
- 5.3 Proposer should have an implementation plan, including proposed funding mechanisms and federal and state matches, credits, and grants available.
- 5.4 Proposer shall research all potential industry constraints or issues that could affect the project's feasibility, timing, and impact to the community—including the current economic climate and budgetary constraints.
- 5.5 Proposers shall include in their proposal narrative and be graded upon Disclosure Statements and their:
- 5.5.1 Professional Qualifications:

The minimum qualifications are detailed in the following sections.

Experience OR Uniqueness (0-20 points):

- Direct, hands-on experience and participation in similar projects.
- Objective measures of success, such as awards or commendations resulting from previous projects. -OR-
- Unique community ties, knowledge, or ability to effect best practices in the development of non-processed transfer of MSW and the opening of competition in this region.

Project Manager leadership (0-40 points):

- Detailed information on the qualifications and relevant experience of the project manager, listing all professional degrees, certifications, awards, and commendations and providing points of contact for work on similar projects.

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Key Project Staff and Sub-consultants (0-30 points):

- Detailed information on the qualifications and relevant experience of all key staff, listing all professional degrees, certifications, awards, and commendations and providing points of contact for work on similar project.
- An explanation of what each key staff member will individually bring to the project and how their individual contribution is not duplicative or unnecessary.
- If any sub-consultant will be employed, they shall be clearly identified in the qualification. The prime consultant shall notify the City, in writing, of any changes in key staff, and the City shall have the right to terminate or renegotiate the contract if those changes affect the work product or the time schedule.

Project Methodology and Approach (0-10 points):

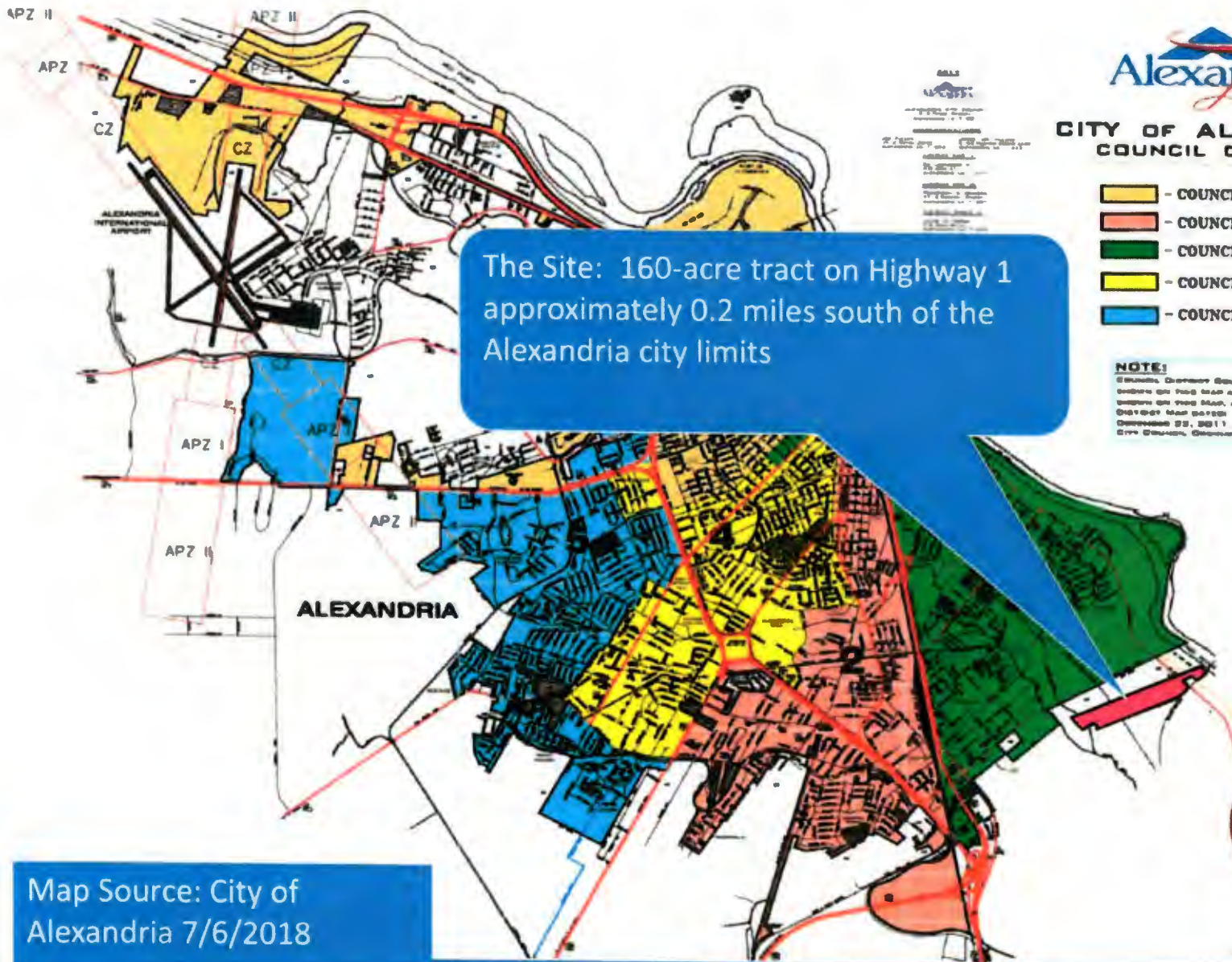
- Provide detailed information on your methodology and availability in meeting the scope of work and unique local or similar expertise.

Total Possible Points: 100

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 2nd 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 Site: 160-acre tract on Highway 1 approximately 0.2 miles south of the Alexandria city limits



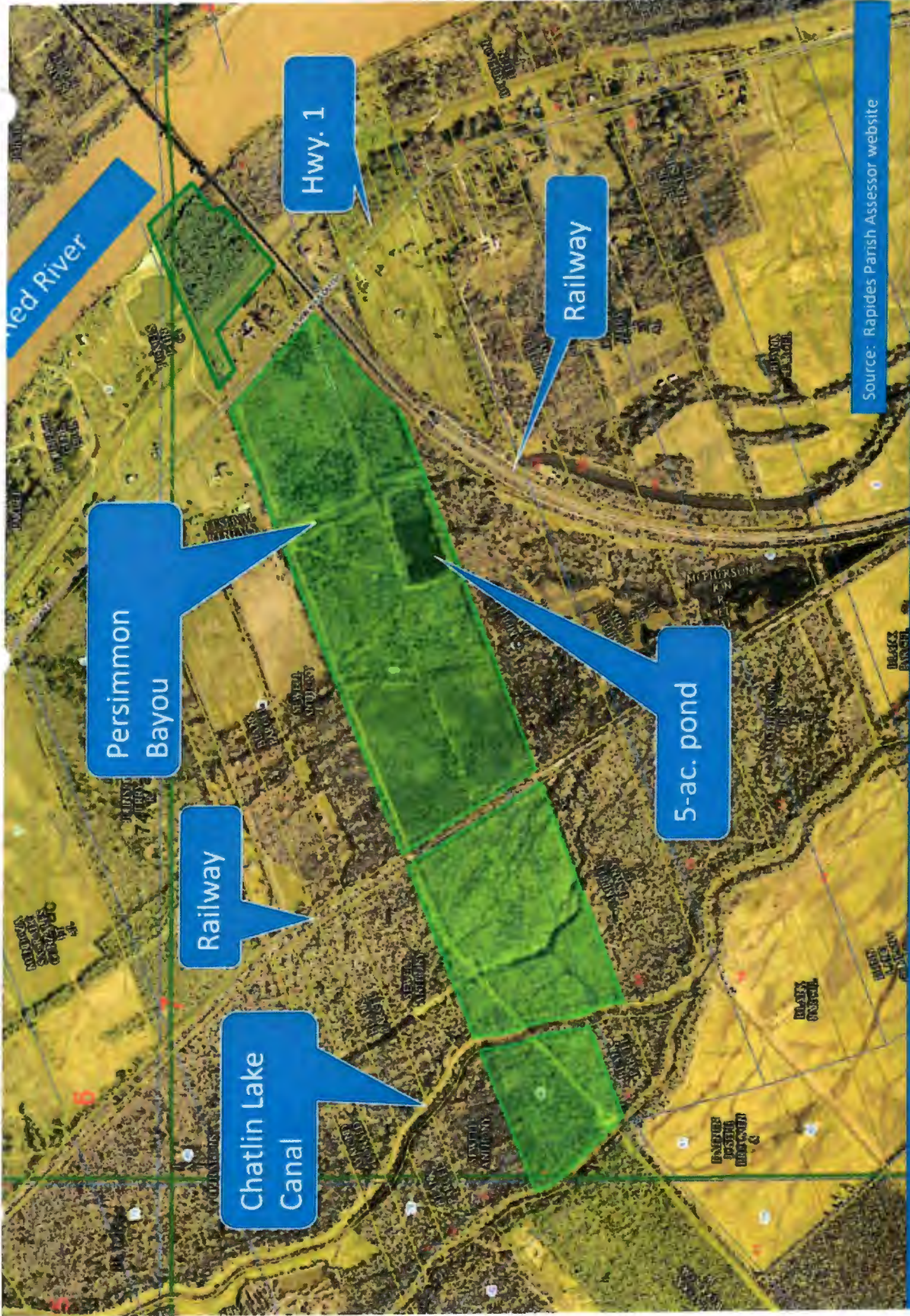
**CITY OF ALEXANDRIA
COUNCIL DISTRICTS**

- COUNCIL DISTRICT 1
- COUNCIL DISTRICT 2
- COUNCIL DISTRICT 3
- COUNCIL DISTRICT 4
- COUNCIL DISTRICT 5

NOTE:
Council District Boundaries, and City Limits shown on this map are subject to change on the date and effective date shown. District Map dated April 1, 2010, as well as Ordinance 20, 2011 and passed by City Council, Ordinance No. 107-2011.



Map Source: City of Alexandria 7/6/2018



Persimmon Bayou

Railway

Chatin Lake Canal

Hwy. 1

Railway

5-ac. pond

Source: Rapides Parish Assessor website

The 160-ac. site owned by the City of Alexandria



CITY OF ALEXANDRIA, LOUISIANA
MAYOR JACQUES M. ROY

**NOTICE OF INTENT TO RESPOND
CITY OF ALEXANDRIA, LOUISIANA
AUGUST 2018 REQUESTS FOR COOPERATIVE DEVELOPMENT
2018 2nd RFP FOR MSW PARTNERING
LETTER OF INTEREST (LOI)**

_____ (Individual/Stakeholder/proposer) received the Alexandria
Request for Proposal for the **“2018 2nd Request for Proposals (RFP) – Municipal Solid Waste Disposal Services.”**

“The proposer intends to respond to the narrative request with Alexandria.” (You may attach an additional single-page letter regarding your intent, especially regarding the “Other” box and the preferred option.)

We anticipate submitting a proposal that will include:

- Providing private financial support toward the Project;
- Providing proof of credit worthiness within budget limits as required for the Project; and
- Other (Option #3 or #4) Proposer leans toward one option over the others, that being [] because [].

You should indicate whether you will provide:

- ☐ A financial plan detailing the assumptions used in the recommended development.
- ☐ The assumptions used for operating projections.
- ☐ The bank to which you will submit information to be reviewed in confidence.
- ☐ Detailed financial statements of individual or business financial statements indicating wherewithal to develop and provide any required private contribution or capitalization of a business plan. Providing proof of credit worthiness or the ability to fund a capital project with a budget ranging from \$500,000 to \$2,500,000 as required for the Project.

Other Proposed Points of Agreement, Issues and Questions to Be Answered by City:

Respondent’s Representative:

Name: _____

Position: _____

Business Mailing Address: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Please send completed form to charles.johnson@cityofalex.com