

**REQUEST FOR PROPOSAL AND  
STATEMENTS OF QUALIFICATIONS FOR:  
Material Recovery and Waste-to-Energy Facility**

ADVERTISED RFQ# 0910-122  
RELEASE DATE: December 16, 2009

**1 INTRODUCTION (General Information)**

- 1.1 Carson City is in the process of establishing a minimum diversion rate for landfill recyclables, with a goal of 70 percent by 2015 and securing at least 100 years of sustainable processing and disposal capacity. To facilitate reaching these goals, the City desires to transition the Carson City Sanitary Landfill into a Resource Management and Waste-to-Energy Facility by entering into an agreement with one or more highly qualified Contractor(s) who can facilitate the phased development and operations of the facility. This expanded facility will serve the long-term needs of the City through the continued and sustainable operation of the landfill by diverting waste from the landfill by 1) constructing and operating a state-of-the-art Material Recovery Facility (MRF) to process and recycle municipal solid waste and construction debris, and 2) construction and operation of an organics-to-energy facility to manage the non-recyclable organic fraction of the waste stream.
- 1.2 The Carson City Sanitary Landfill is located at 3600 Flint Drive, at the eastern edge of Carson City, Nevada. Carson City currently owns and operates the facility. Opened in 1970, the majority of the materials originate from Carson City.
- 1.3 The facility currently accepts up to 450 tons of solid waste and recyclable material per day, and currently recovers less than 43 percent of the waste stream. In addition, the City has experienced an approximate 1 percent growth rate per year and is seeking to significantly increase its total diversion rate and the tons being buried in the landfill. The City is currently accepting approximately 13,176.17 (2008) tons per year of waste from out-of-county. The Contractor should address the possibility of attracting additional waste tonnage from the surrounding region. Information regarding the City and the local region's waste stream is provided in Attachment A.
- 1.4 The City is seeking an experienced Contractor(s) with a strong financial position capable of developing, permitting, constructing and operating the Resource Management Facility at the Flint Drive site. The City is seeking Contractor(s) able to provide a high diversion rate [70% minimum] of the waste received from the landfill into useful end products. Diversion activities may include onsite sorting and processing of recyclable materials, construction and demolition debris, and utilization of technology for processing the organic portion of the municipal solid waste (MSW) stream, including but not limited to food waste, yard waste, and the organic residue from processing recyclable materials. The technology must be capable of converting post-recycled residual solid waste into useful products (e.g., compost) and green fuels (such as hydrogen, biogas, natural gas), and renewable electricity. The City may consider the use of multiple technologies if they are complimentary in the processing of the waste materials and increase diversion. Contractors that also incorporate landfill gas-to-energy into their qualifications and concepts for the existing landfill may also be considered.
- 1.5 The City is working with the Nevada State Office of Energy at the direction of the Office of the Governor to secure grant funding in support of the project and while no commitment can be made regarding funding, the Contractor should consider how to integrate possible funding into the overall project.

- 1.6 The SOQs will be reviewed and evaluated by a selection committee, whose evaluation may include site visits, submittal clarifications and interviews of firms submitting SOQ packages. The selection committee's evaluations and recommendations shall be forwarded to the City's Board of Supervisors for final review and approval to enter into negotiations for development of a long-term operating agreement.
- 1.7 Each SOQ submittal must conform to and be responsive to the requirements in this document.
- 1.8 The City reserves the right to reject any and all SOQ submittals, and to waive any irregularities in the qualifications or in the selection process.
- 1.9 SOQ packages must be submitted by 5:00 p.m. on February 24, 2010, or Contractor will be disqualified for further consideration.

A mandatory proposer's conference will be held on January 13, 2010, at the City's Public Works Office, 3505 Butti Way, Carson City, NV, 89701, and will commence promptly at 10:00 a.m. Proposer's shall sign into the conference between 9:45 a.m. and 10:00 a.m. Any prospective proposer arriving **after** 10:00 a.m. shall be considered **late** and shall not be permitted to attend the conference; and a proposal **will not** be accepted from such proposer. **Carson city will accept and entertain SOQ packages from only those in attendance. NO EXCEPTIONS MADE.**

A site visit to the Carson City Sanitary Landfill project site will commence afterwards.

## **2 CARSON CITY CONTACT PERSON:**

- 2.1 Until the receipt and opening of SOQ's, an interested party, hereinafter referred to as a "Contractor", the Contractor(s) principal contact with Carson City will be as listed below. All questions are to be submitted in writing via e-mail or facsimile. Potential Contractor(s) will receive copies of all questions and answers except for questions that are considered proprietary. Questions that are considered proprietary by Public Works will only be answered directly to the Contractor(s) who asked the question. Questions will only be received through 10:00 a.m., on February 1, 2010.

Sandy Scott, Purchasing and Contracts Coordinator  
Carson Purchasing and Contracts Department  
201 N. Carson Street, Suite 3  
Carson City, NV 89701  
(775) 887-2133 x 30137  
e-mail: [SScott@ci.carson-city.nv.us](mailto:SScott@ci.carson-city.nv.us)  
FAX: (775) 887-2107

- 2.2 All contacts regarding the SOQ should be with the above-named individual only. Contractor(s) contacting other City staff, City officials, members of the Carson City Board of Supervisors, will be subject to disqualification.

## **3 CITY GOALS AND OBJECTIVES**

- 3.1 The specific objectives the City desires to achieve through this procurement include the following:
  - To reduce the impact on climate change and the environment from the City's waste and resource management practices.

- To select a Contractor(s) to transform and operate the Resource Management Facility, such that the diversion of waste from landfill is maximized, and waste is reused, recycled, or utilized in conversion technology to produce useful products and/or energy.
- To separate and process recyclables.
- To separate and process yard and green/wood wastes, agricultural and food materials, and other organic waste through from commercial and residential sources and to incorporate advanced waste-to-energy technologies for electricity, combined heat and power, or biofuels production.
- To develop construction/demolition waste reuse and recycling.
- To maximize reuse of reusable or repairable items and recycling of metal, plastic, glass, paper products and other recyclable materials.
- To provide an educational center, where local citizens, school groups etc. may learn about sustainable resource and waste management practices.
- To form a public-private partnership that will operate the new Resource Management Facility with acceptable gate fees, and in a manner that is financially self-sustaining, including the operation, closure and post-closure of the existing landfill for process residuals and non-recoverable materials.
- To operate the landfill for the remaining non-recyclable waste stream to maximize the longevity of the Carson City Sanitary Landfill.
- To provide an income stream from the operation of the facility for the General Fund of Carson City.
- To minimize the impact of Facility operations on the local environment, including noise, air quality conditions, and public utilities (ie. water supply and wastewater treatment facilities).

#### **4 STATEMENT OF QUALIFICATIONS CONSIDERATIONS**

4.1 The City's rights associated with the issuance of this SOQ include, but are not limited to, the following:

- Issuing addenda to the SOQ, including extending or otherwise revising the schedule for submittals of materials
- Withdrawing the SOQ
- Reissuing or modifying the SOQ or issuing a new SOQ
- Requesting clarifications and/or additional information from a potential Contractor submitting SOQ material at any point in the consideration process negotiating and/or executing an agreement with a Contractor on the basis of the original SOQ submitted and/or any other supplemental information submitted by the Contractor during the consideration process
- Rejecting any or all SOQs, waiving irregularities in any SOQ, accepting or rejecting all or any part of supplemental materials submitted alongside an SOQ, and/or waiving any requirements of this SOQ as may be deemed to be in the best interest of the City.
- Accepting and negotiating with a Contractor any combination of services; the services and combination to be chosen by the City at its sole discretion
- Discontinuing negotiations after commencing negotiations with a selected Contractor, if progress is unsatisfactory in the judgment of the City, and commencing discussions with another qualified Contractor.

4.2 The submission of an SOQ will constitute an incontrovertible representation and warranty that the Contractor has investigated all aspects of this document; the Contractor is aware of the applicable facts pertaining to the SOQ process, its procedures and requirements; and the Contractor has read and understands the SOQ, and has complied with every requirement.

4.3 The submission of an SOQ and any supplemental materials will not be deemed an agreement between the Contractor and the City. Specifically, the following conditions shall apply:

- The City shall not be obligated to respond to any SOQ submitted or be bound in any manner by the submission of an SOQ
- Acceptance of an SOQ by the City obligates the Contractor to negotiate in good faith with the City to detail services outlined in this document, should the City decide to engage in such negotiations
- Any and all agreements reached through negotiations with the City shall not be binding or valid against the City unless and until they are executed by the City Board of Supervisors and the selected Contractor, and the Contractor's performance bond or other surety has been accepted by the City.
- The cost of investigating, preparing, and submitting an SOQ is the sole responsibility of the Contractor, and shall not be chargeable in any manner to the City. The City will not reimburse any Contractor for costs associated with the preparation and submission of an SOQ or expenses incurred in making an oral presentation, participating in an interview, responding to questions from the City, or negotiating an agreement with the City following SOQ submission.

## 5 SOQ SCHEDULE

5.1 The City intends to adhere to the project schedule provided in the table below during the selection process. This schedule may change at the City's discretion.

<b>Activity</b>	<b>Date</b>
Formal issuance of SOQ	December 4, 2009
Mandatory Pre-Submittal Conference	January 13, 2010
Final Date for Submittal of Questions	February 1, 2010
City Issues Written Response to Questions	February 10, 2010
SOQ Submission Deadline	February 24, 2010
Interviews/site visits	March, 2010
Recommendation to Board of Supervisors	April 1, 2010

## 6 SOQ REQUIREMENTS

6.1 Contractors must provide all of the information requested in this section and addendums to the SOQ, if any, as part of their statement of qualifications. Failure to provide all required information may be grounds for rejection of an SOQ. The SOQ requirements have been separated into three components: 1) qualification, 2) project concept and 3) milestone development schedule.

### A. Qualification

1. Describe your company and staff qualifications as they relate to successfully implementing the technologies, systems, programs and services described in this document. If Contractor is submitting as a team, describe the qualifications of all team members and any prior successful working arrangements involving similar types of projects and services.

### B. Describe these qualifications by providing the following information:

1. Basic information. State the name and address of the company that would sign any agreement resulting from this SOQ process. State the name, address, phone number, fax number, e-mail address and title of the person to be contacted about the SOQ.

State the names of any other company(ies) that will share significant substantive responsibilities as team members under any agreement resulting from this SOQ process.

2. **Company Description.** Identify when your company was organized and, if it is a corporation, where incorporated and how many years engaged in providing full-service contract operations under that name. Provide a comprehensive description of company's corporate ownership history, including all mergers and acquisitions. Fully identify and explain any and all changes in corporate ownership and/or operating name. If publicly owned provide most recent Annual Report and Securities Exchange Commission 10(k) report.
3. **Company Qualifications.** Fully describe the services provided by your company currently or in the past that are directly relevant to the services requested in the SOQ document. Provide names and phone numbers of municipal clients over the past five years as references of your company's experience in developing, managing and operating solid waste processing and disposal facilities.
4. **Project References.** List all project references that are applicable to this submittal, including:
  - Reference name and phone number
  - Length of time your company has been involved with the reference and associated project
  - The role your company had in the design, permitting, financing, constructing or expanding the facility, and in the program, technology or facility operations
  - Tons per year received, and tons per day capacity
  - Remaining contractual term for operating the facility if it is not company owned
5. **Staff Qualifications.** Supply the names and resumes of principal officers, partners or other officials of each company that are proposed to perform significant, substantive responsibilities required under the SOQ. Describe relevant technical experience of key personnel, their background in solid waste management, marketing services, customer service, customer billing, professional training, and education.

## **7 PROJECT CONCEPT**

- 7.1 Please describe to a conceptual level the project or projects proposed. Include descriptions, drawings, photographs, charts, mass balances, process flow diagrams, etc. as appropriate to allow for an understanding of what you are offering to provide. Include adequate information to allow the City to understand the concept you are proposing with relevant background information and data for review and evaluation. It is required that the project concept description provide metrics which will allow the City to compare the relative merits of proposed technologies, such as ranges and estimations for the following:
- To provide an income stream from the operation of the facility for the General Fund of Carson City, at a base of fourteen dollars (\$14) per ton for the total waste inflow from all sources.
  - Land and other infrastructure requirements
  - Type and amount of City waste requested
  - Estimated capital and operating cost of the program or project
  - Marketable products produced and their values

- Proposed financing method(s), including possible grants
- Estimated gate fees and structure
- Preferred structure of public-private partnership with the City
- Contractor's preference regarding the inclusion or exclusion of Douglas County's waste and its likely impact on the project.
- Percentage of waste diverted from landfill
- Percentage of waste reused and/or recycled
- Estimated characteristics of residual waste stream to be landfilled
- Amount of clean, renewable energy or fuel generated (per ton of waste)
- Life-cycle greenhouse gas (GHG) emission reductions (per ton of waste) compared to landfilling as a baseline, itemized by reuse, recycling, energy production, landfill gas capture, and source reduction activities (as appropriate)
- Facility energy balance/budget
- Facility water balance/budget
- Potential adverse environmental impacts and mitigation measures (noise, air quality, traffic, etc.)

## **8 DEVELOPMENT SCHEDULE**

8.1 Describe the development schedule your company estimates would be required to develop the proposed program or project. The schedule should include all major milestone activities. Describe the history of your company in adhering to development schedules, and outline any factors that the City should be aware of in ensuring timely development for your project concept. At a minimum the schedule should include the following milestones:

- Completion of site specific preliminary design
- Completion of the environmental review process
- Receipt of all major permits and entitlements
- Financing and possible grant availability
- Final design
- Construction
- Facility Startup
- Phasing Plan

## **9 STATEMENT OF QUALIFICATIONS SUBMITTAL INSTRUCTIONS**

9.1 The details of the SOQ submission process, schedule and requirements are described below:

### **9.1.1 SOQ Process**

#### **Step One: Mandatory Pre-Submittal Conference**

A mandatory pre-submittal conference will be held at 10:00 a.m. on January 13, 2010 at the Public Works Office located at 3505 Butti Way, Carson City, Nevada, followed by a visit to the Flint Drive project site. Questions received in writing in advance of the conference, as well as questions brought up at the conference, will be answered to the extent possible at that time. Additional written questions may be submitted by February 1, 2010.

Questions of consequence will be recorded at the conference, and the questions and answers emailed to all parties recorded by the City by February 10, 2010. Any changes, interpretations, or clarifications considered necessary by the City in response to Contractor questions will be issued in writing as addenda and mailed or delivered to all parties recorded by the City as having received the SOQ. Only answers issued by formal written addenda will be binding on

the City. Oral and other interpretations or clarifications including those provided at the pre-submittal conference will be without legal effect.

### **Step Two: Written Questions**

Submit written questions and requests for clarification or additional information regarding the meaning or intent of the SOQ content, its process and enclosures by 5:00 p.m. February 1, 2010 to:

Carson City, Purchasing and Contracts Division  
Attn: Sandy Scott  
Re: Flint Drive Resource Management and Waste-to-Energy Facility SOQ  
201 N. Carson Street  
Carson City, Nevada 89701

Only written questions in a letter format received by mail, attached to an email or sent via fax will be accepted. The City may not respond to questions received after this date.

### **Step Three: Submit Statement of Qualifications**

Submit one **(1)** unbound signed original Statement of Qualifications and Proposal and ten (10) double sided copies of the SOQ printed on recycled paper to the City on or before 5:00 p.m. February 24, 2010. SOQs **may not** be submitted by facsimile, telegraph, electronic mail or any other means than by personal delivery, U.S. Postal Service or other delivery services such as Federal Express, United Parcel Service, etc. Proposal submittal packages shall be sealed and clearly marked "**Flint Drive Resource Management and Waste-to-Energy Facility SOQ**" Sealed proposals should be mailed or delivered to:

Carson City Purchasing and Contracts Division  
Resource Management Facility SOQ  
Attn: Sandy Scott  
201 N. Carson Street, Suite 3  
Carson City, Nevada 89701

**Signature.** SOQ submittal documents or any modification must be signed in the name of the proposing entity and must bear the original signature of the person or persons authorized to sign the SOQ.

**Modifications.** Any modification of the SOQ must be in writing and received by the City prior to the closing time for SOQs.

**Erasures.** SOQs submitted must not contain any erasures, interlineations or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the SOQ.

**Withdrawal of SOQ.** Respondents may withdraw their SOQ either personally or by written request at any time prior to the scheduled closing time for the receipt of SOQ documents.

### **Step Four: Clarifications/Interviews/Site Visits**

Contractor may be asked to arrange visits to similar programs or facilities and to clarify SOQ information through written questions or interviews. The clarification period will begin when the SOQs are opened. The Contractor will be expected to prepare and make oral presentations or participate in interviews, if requested. Contractors selected to be interviewed will be contacted approximately one-week in advance.

## 10 RESPONSE CONTENT

10.1 All responses to the SOQ must follow this outline and include the following:

1. A **cover letter** providing the following information:
  - Name, address, telephone and fax number and email address of Contractor and key contact person.
  - A description of the organization (e.g. corporation, partnership) submitting the SOQ.
  - If teaming with two or more parties is proposed, describe the past working relationship on similar projects.
  - Name the entity that would sign an agreement if one is negotiated for the project.
  - A written statement warranting that the requirements of the project, as described in the SOQ and all addends, have been reviewed and are understood. List all of the addenda and dates received that are covered by this statement.
  - A written statement warranting that this is a valid proposal fully authorized by the proposing entity and is valid for a minimum of 180 days.
2. An **executive summary** (not to exceed five pages) that highlights the major elements of your company's qualifications, experience and conceptual proposal for the project and which clearly states the services your SOQ addresses.
3. Responses to **all information required in this SOQ**. Organize the response into the three requested components (**qualifications, project concept, and development schedule**) and address each component following the format outlined above so that all requested information can be readily found.

10.2 Additional information or data related to your qualifications is optional and may be included as an appendix.

All pages of the SOQ must be numbered for reference.

The cover letter must be signed by an officer or agent of the Contractor who is duly authorized to bind the Contractor.

## 11 ACCURACY IN REPORTING REQUESTED INFORMATION

11.1 Information submitted as part of the statement of qualifications and proposal will be subject to verification. Inaccurate information or information that is misleading will be, at the City's sole discretion, grounds for removal of an SOQ from further consideration. Should the company be awarded any Agreement as a result of this SOQ, such inaccurate or misleading information will be, at the City's sole discretion, grounds for default.

## **ATTACHMENT A**

This attachment outlines current waste stream information. It includes tonnage information for the Carson City Sanitary Landfill as well as tonnage data from the surrounding counties including their disposal destinations.

### **Waste Quantity Information**

The tonnage in the following tables is provided by jurisdictional origin (county). All tonnage information in this table is for calendar years 2007 and 2008.