

**City of Moscow**  
**Request for Qualifications**  
For development of a  
**Comprehensive Sanitation System**  
**Master Plan**



City of Moscow, Idaho  
Department of Sanitation  
P O Box 9203  
Moscow, Idaho 83843

Issue Date: November 28, 2017  
Response Due Date: December 22, 2017

## **Requested Services**

The City of Moscow is seeking Statements of Qualifications from qualified consulting firms for the preparation of a Comprehensive Sanitation System Master Plan consistent with City of Moscow, Idaho Department of Environmental Quality and State of Idaho codes and regulations. Project duration is anticipated to be from January 15, 2018 to June 30, 2018.

## **Background**

The City of Moscow is located in Latah County, approximately thirty five (35) miles north of Lewiston, Idaho and eight (8) miles east of Pullman, Washington, and is the home of the University of Idaho. Moscow has a population of twenty five thousand two hundred thirty three (25,233) and is the largest city in Latah County. The City of Moscow provides curbside collection of municipal solid waste (MSW), bi-weekly collection of single stream recycling, MSW transfer station facility services, City-owned recycling center services, yard waste drop off services, non-municipal solid waste (NMSW) landfill services and household hazardous waste (HHW) services through a franchise agreement with Latah Sanitation, Inc. This franchise agreement expires in 2035.

The City of Moscow contracts with Waste Connections of Idaho for transportation and disposal of MSW accepted at the transfer station. MSW is hauled to and disposed at Finley Buttes Regional Landfill in Boardman, Oregon. This contract expires in 2023.

The remaining population of Latah County is thirteen thousand nine hundred sixty three (13,963) and includes the cities of Bovill, Deary, Genesee, Juliaetta, Kendrick, Potlatch, Troy and the unincorporated areas of Latah County. Latah County and the cities mentioned, have separate solid waste collection contracts with Latah Sanitation, Inc. Latah County and the cities mentioned, also have separate disposal contracts with the City of Moscow which include MSW transfer station facility services, recycling center access, NMSW landfill services and HHW services which expire in 2023. Latah County also administers recycling programs and bulky waste services for County residents including the cities mentioned outside of Moscow.

## **Proposed Scope of Work**

The purpose of the work described herein is to evaluate existing sanitation system components, infrastructure and programs to identify vulnerabilities and recommend necessary changes with the intent of having all sanitation components integrated as efficiently and effectively as possible. This process will include evaluation of the current operations of the recycling program, as well as impacts from recently implemented programs, including the roll cart garbage collection program, roll cart single stream curbside recycling collection program, alternatives for yard waste drop-off (including the potential for a yard waste collection program), and relocation of the current Recycling Center.

Emphasis shall also be given to development of a Capital Improvement Plan that prioritizes needs based on this evaluation, and addresses relocation of the Recycling Center and Yard Waste drop-off facilities.

The City is interested in exploring the feasibility of processing single stream recycling at the local level. The analysis will include both local and regional single stream recycling tonnages. Moscow currently ships single stream recyclables to a Material Recovery Facility (MRF) in Seattle, Washington for processing, adding considerable cost to the program.

The City intends to convene a stakeholder group consisting of representatives from the Moscow community and representatives from Latah County and its incorporated cities. The successful proposer will be expected to develop a public survey and assist the City with stakeholder meetings and other public outreach efforts to better understand the citizens' interests. The successful proposer may recommend a different approach to the project; therefore, a final scope of work and schedule will be developed with the successful proposer.

#### Task 1: Project Management

Organize and manage Consultant project team coordinating with the City's project manager to facilitate the development of the Comprehensive Sanitation System Master Plan. Participate in a public participation process through survey, stakeholder meetings and presentation to City Council. The duration of the project is anticipated to be from January 15, 2018 to June 30, 2018.

#### Task 2: Sanitation System Evaluation and Master Planning

Develop recommendations or options based on the comprehensive review of the existing Sanitation system and programs. This master planning shall also include public involvement, including development of surveys to determine the wants and needs of the community. This task will involve several periodic stakeholder meetings as the planning process progresses.

#### Task 3: Capital Improvement Plan

Develop a proposed Capital Improvement Plan which addresses identified deficiencies and major challenge areas at the current Recycling Center to be addressed in the relocation of the facility. The current Recycling Center/Yard Waste drop-off property is a "prime" location for potential relocation of other City facilities. Identified deficiencies, major challenge areas and recent changes to the curbside recycling program in Moscow has resulted in the necessity for design and operational changes to a recycling center facility that efficiently meet future service demands.

The Capital Improvement Plan should set objectives and define options for relocation of the Recycling Center, conduct cost and feasibility analyses of facility options, and determine a preferred approach to implementation.

#### Task 4: Local MRF Feasibility Study

Perform a local Material Recovery Facility feasibility analysis based on Moscow single stream recycling tonnages and also regional, “quad city” (Moscow, Pullman, Lewiston and Clarkston) single stream recycling tonnages. This analysis should include facility and equipment requirements and estimated costs. The analysis should also include a tons per hour throughput and operations and maintenance cost.

#### **Document Deliverables**

Provide draft and twelve (12) copies of final all-encompassing Comprehensive Sanitation System Master Plans for review and approval by City.

#### **Submittal Requirements**

Statements of Qualifications shall not exceed twenty (20) pages, including photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. All responders will provide a minimum of five (5) complete (hard copy) submittals for review.

#### **Responder Submittal Information Requested**

Proposal must contain the following information:

a. Cover Letter.

Provide name and address of the proposer and project contact person with address, telephone number and email address. Briefly summarize your understanding of the project scope and services being required. Provide a summary of the benefits you believe the City would receive from selecting your firm.

The cover letter must be signed by a duly authorized official of the proposer. Consortiums, joint ventures or teams submitting proposals must establish that contractual responsibility rests solely with one (1) company or one (1) legal entity.

b. Project Team Experience and Qualifications.

Identify specific project team members to be committed to the project and their roles in completing the work. State the years of experience, length of employment with proposer and experience providing solid waste management related services.

c. Experiences.

Each proposer shall supply recent examples of similar projects with other solid waste systems the proposer has been involved with. Include related past projects completed along with discussion comparing similarities with this proposed project.

- d. References.  
Provide a list with contact information of agencies the proposer has listed as having provided Solid Waste Management Planning Services.
- e. Understanding of Project.  
Provide in detail your understanding of what the project entails.
- f. Approach to Scope of Work.  
Provide a clear and concise statement of the approach to be undertaken on the project. Specifically identify any recommended deviations from the City of Moscow proposed scope of work and include a discussion supporting any alterations of the proposed scope. Discuss how you will accomplish the scope of work. Include details of how the Master Plan will be developed, how and when you will interact with staff and how you plan to complete each task.
- g. Project Schedule.  
Provide your schedule for performing the work, including major milestones and deliverables.

Responses in a sealed envelope clearly marked **“SOQ – Development of Comprehensive Sanitation System Master Plan”** will be received by Laurie Hopkins, City Clerk, 3<sup>rd</sup> Floor of City Hall, 206 E. Third Street, Moscow, Idaho 83843, until **5:00 p.m.** Local Time, on **Friday, December 22, 2017.**

#### **Statements of Qualifications review process and submittal scoring**

A selection committee will evaluate and numerically rate each Statement of Qualifications and determine the best statement deemed most qualified based on the below criteria. All submittals will be evaluated on the following point allocation:

Experience and Qualifications of the Proposer. **15 points**

Experience of project team members. **30 points**

Specific Solid Waste System Planning experience. **30 points**

Approach to scope of work and schedule. **25 points**

Submission of a Statement of Qualifications implies the respondent’s acceptance of the selection procedure, criteria and process and recognition that subjective judgements may be made by City Selection Committee.

Upon review and rating of the Statement of Qualifications, the highest rated proposer(s) may be invited in for an interview or to enter into negotiations with the City. If an agreement cannot or is not reached with the highest ranked proposer, City reserves the option to consider the second ranked proposal. The same process may be repeated with the other ranked proposals if no such agreement is reached. The City reserves the right to not select any proposal associated with this Request for Qualifications.

The City expects to make a selection based on the written qualification statements. The City may elect to conduct supplementary interviews, based on selection committee recommendations. If on-site interviews are necessary, proposers will be responsible for all costs associated with providing the presentation.

All Statements of Qualification and materials submitted shall be the sole property of the City of Moscow and, to the extent prescribed by law, may not be used in a manner or reproduced in any form by others without the written permission of City.

## **Project Contact**

Tim Davis  
Sanitation Operations Manager  
(208) 883-7131  
[tdavis@ci.moscow.id.us](mailto:tdavis@ci.moscow.id.us)

## **Response Deadline**

5:00 p.m. local time

December 22, 2017

## **Response Location**

City of Moscow  
P O Box 9203  
Moscow, ID 83843