

## **REQUEST FOR QUALIFICATIONS**

Metro Waste Authority  
Metro Park East and West Landfill(s)

Metro Waste Authority is soliciting Statements of Qualifications (SOQs) from firms who are interested and qualified to develop a master plan for Metro Park East and West Landfill(s). A single consultant will be selected to accomplish all associated work at both sites. Metro Waste Authority requests a written SOQ, highlighting firms' staff, experience, approach, timeline, and additional details. Interviews may be extended to selected firms to present a detailed presentation.

### **PROJECT DESCRIPTION**

The master plan will undertake several critical evaluations to optimize site utilization and maintain a state-of-the-art solid waste management system. Some components of the master plan may include:

- Consolidation and summary of existing technical information, reports and studies related to the site's physical conditions and future development
- Site design, including cell phasing and construction detail, consistent with current Iowa Department of Natural Resources' regulations
- Landfill disposal capacity
- Dirt movement and placement plans
- Storm water management plans
- Leachate management plans
- Gas management plans
- Future program expansion plans
- Future support facilities to provide for optimum development
- Education plans throughout the life of the landfill
- Cell closure sequencing
- End use plans (and meld with operational plans)
- Incorporation of existing traits (e.g. water features, hills, views)
- Identification of opportunities and challenges in the development of the landfill

Master plan will be used to provide:

- Strategy for optimizing the phased development of the site(s) based on agency needs and space allocation

- Vision for the landfill(s) for three decades; please address short, middle and long-term planning phases
- Communication/planning tool for regulators, commissioners, neighbors, employees, and other stakeholders
- Decision making pertaining to site utilization, capital improvement, future development and permit requirements
- Resource to minimize operational costs
- Plan to incorporate intentional innovation

### **QUESTIONS & CORRESPONDENCE**

Firms should express intent to respond to this RFQ by providing an email address for correspondences to Art Kern at [ake@mwatoday.com](mailto:ake@mwatoday.com) by April 9, 2021. Questions will only be accepted via e-mail at [ake@mwatoday.com](mailto:ake@mwatoday.com). Responses to questions will be sent to all parties submitting an SOQ.

### **WRITTEN STATEMENT of QUALIFICATIONS**

Electronic submissions due to Art Kern, [ake@mwatoday.com](mailto:ake@mwatoday.com), by 4:00 p.m. Monday, April 26, 2021. Email should read "SOQ for Master Plan."

The SOQ should include the following details:

- Name, location and size of firm
- Name, positions, experience of proposed staff involved
- An organizational chart
- Examples of landfill-related engineering experience and corresponding contact person
- Describe the firm's approach to quality assurance/quality control
- If applicable, provide a list of commonly used sub consultants and the work they would be performing
- References: Include three references for whom this type of work was or is being performed. Please include contact's name, and phone number.
- Approach: Include details of how your firm would approach this project. This may include:
  - Communication and project management style
  - Overall understanding of MWA's short-term and long-term needs/goals
  - Recommendation for phasing of this project
  - Vision of final product, delivery, use, etc.
- Proposed schedule
- Estimated range for fee of service

## **INTERVIEWS**

Metro Waste Authority may schedule virtual interviews to ask follow-up questions and to discuss approach to developing master plan for Metro Park East and West Landfill(s).

## **TERMS AND CONDITIONS**

Metro Waste Authority reserves the right to:

- Accept or reject any or all SOQs
- Negotiate with all qualified sources, pertaining to this RFP, or cancel all or part of this scope of work
- Retain all SOQs; submission of SOQ indicates acceptance by the firm of the conditions contained in this RFQ

## **Evaluations**

During the evaluation process, MWA may request additional information or clarifications from proposers, or allow corrections of errors or omissions. At the discretion of the Selection Committee, firms submitting SOQs may be requested to make oral presentations as part of the evaluation process.

## **Reimbursements**

There is no express or implied obligation for MWA to reimburse responding firms for any expenses incurred in preparing SOQs in response to this RFQ. MWA will not reimburse responding firms for these expenses, nor will MWA pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

## **Communication**

MWA shall not be responsible for any verbal communication between any employee of MWA and any potential firm. Only written qualifications will be considered.

## **Negotiations**

Negotiations may be conducted with qualified firm(s) who submit SOQs that are reasonably susceptible of being selected. All firm(s) reasonably susceptible of being selected based on qualifications submitted in response to this request may be given an opportunity to make a presentation and/or interview with the Selection Committee.

## **Disclosure**

At the public opening, there will be no disclosure of contents to competing firms. All SOQs will be kept confidential during the negotiation process. Except for trade secrets and confidential information that the firm identifies as proprietary, all SOQs will be open for public inspection after the contract award.