



PERMIAN BASIN REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSAL

**Contractual Services for
Regional Solid Waste Management Plan
Permian Basin Regional Planning Commission**

November 20, 2020



Permian Basin Regional Planning Commission

Contractual Services for Permian Basin Regional Planning Commission Regional Solid Waste Management Plan 2022-2042 Request for Proposal

SECTION I. GENERAL INFORMATION

INTRODUCTION:

The Permian Basin Regional Planning Commission (PBRPC) seeks a qualified firm to conduct research, surveying and complete the Regional Solid Waste Management Plan for the 17 county region of the Permian Basin including Andrews, Borden, Crane, Dawson, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward and Winkler Counties and the cities contained within. This plan will incorporate analysis and specify the goals and activities necessary to address the Solid Waste Management needs of the region. The project must be completed by September 30, 2021.

Background Information:

The Permian Basin Regional Planning Commission is the local Council of Government serving 17 counties and twenty-eight incorporated cities and non-incorporated towns of the Permian Basin region. The PBRPC operates federal and state funded programs throughout the region. These include 9-1-1 Emergency Communications, Criminal Justice Law Enforcement Academy, Homeland Security, Area Agency on Aging, and the Regional Services. The Regional Services department operates Economic Development Administration, U.S. Department of Transportation Pipeline Safety Administration, Texas Department of Agriculture, U.S. Department of Agriculture Solid Waste Management Technical Assistance, and the Texas Commission on Environmental Quality programs.

This request for proposal addresses the need to update The Regional Solid Waste Management Plan for the 2022-2044 period. (The current plan may be referenced at PBRPC.org/sw.php).

This Request for Proposal is not in itself and offer of work, nor does it commit the PBRPC to fund any proposals submitted. The PBRPC is not liable for any cost incurred in the preparation or research of proposals. It also has the right to cancel all or portions of the RFP, and to reject any contract. During the procurement process, if changes occur regarding service delivery requirements, funding, or the scope of work to be procured, the RFP package may be amended. All proposers of record shall be

notified of the modification(s) in writing. If modifications are substantial and may affect each proposer's right to equal and non-biased treatment, the RFP package shall be withdrawn and another package shall be prepared.

PBRPC staff reserves the right to conduct a pre-award review to determine the administrative capacity of the recommended proposers, and to assess the ability of the organization to deliver the proposed services.

Scope of Work:

PBRPC seeks consultant or contractor to work with the PBRPC Regional Services Solid Waste program to develop the region's plan for the solid waste infrastructure and the associated environmental activities and initiatives for reducing landfill use and extend landfill capacity through local reuse, sustainability programs, recycling and other local activities. Responsibilities include:

- Facilitate and conduct research of active landfill inventory for the region; incorporating the needs of the region based on population, economic and other data for the region which impact current and projected need.
- Coordinate with PBRPC Director of Regional Services and the Executive Director to facilitate activities to collect input from local elected municipal and county elected officials, as well as stakeholders throughout the region.
- Develop processes, survey, and stakeholder engagement strategies to obtain information personally, through public forums and other means identified.
- Coordinate with PBRPC Director of Regional Services and the Executive Director to design, write and complete the Solid Waste Management Plan according to Texas Commission on Environmental Quality specifications.
- Coordinate with PBRPC Director of Regional Services to periodically meet with the PBRPC Solid Waste Advisory Subcommittee addressing the Plan and provide update on progress and receive feedback and recommendations for achieving success.

RESPONDENT'S QUALIFICATIONS:

Responses will be accepted from universities, public and private industry planning professionals, and engineers.

CONTRACT TERMS:

Term period for any resulting contract or service agreement is expected to be January 11, 2021 through September 30, 2021. Fifty percent of the cost may be billed in FY 21, no later than August 31, 2021 with completion of first draft. Final draft must be submitted by September 30, 2021 and billed accordingly.

RFP Schedule:

December 15, 2020	Written Proposals Due, 5:00 P.M.
December 18, 2020	PBRPC Evaluates, Selects Contractor
January 11, 2021	Contract Start Date
September 30, 2021	Contract End Date

(PBRPC reserves the right to modify the evaluation date if necessary).

Questions by Prospective Proposers:

Prospective proposers may submit questions in writing to Virginia.Belew@pbrpc.org. All questions must be received by December 4, 2020. Responses will be provided in writing within 5 working days.

Proposals should be clearly marked “Sealed proposal for PBRPC/Solid Waste RSWMP”.

Proposals received after the submission deadline will be returned unopened and will not be considered under any circumstance. Faxed proposals will not be considered. Electronic Copy submitted to DFranco@pbrpc.org, two (2) complete printed copies and two (flash drives) of the proposal are required.

PBRPC requests a not-to-exceed, All INCLUSIVE, fee estimate proposal.

NOTICE: Prospective proposers who have received this document from a source other than the PBRPC Administrative Department should immediately contact the PBRPC Administrative Department and provide their name, company, and e-mail address to ensure any addendum to the RFP or other communication will be provided. Any prospective proposers who fail to provide the PBRPC with this information assume complete responsibility in the event they do not receive communications from the PBRPC after the RFP issue date.

Evaluation of Proposal

- A. Proposals will be evaluated based on which are most likely to meet or exceed the RFP requirements. PBRPC reserves the right to contact any source regarding vendor reputations, product service quality, past performance, or any other factor necessary to evaluate the proposal.

<u>Criteria</u>	<u>Maximum Points</u>
Quality of Proposed Approach	30
Experience and Capacity to Perform	30
Reasonableness of Cost	<u>40</u>
	Total 100

- B. The minimum standards to be met if the proposal is to be evaluated include:

1. The proposal was submitted before the closing time and date.
2. The proposing organization is not on a Federal or State Debarment List.
3. The proposing agency is fiscally solvent.
4. The person signing the proposal cover sheet as the submitting officer has the authority to do so.
5. The proposing agency agrees to meet all Federal, State, and local compliance requirements,

SECTION II. PROPOSAL REQUIREMENTS

Table of Contents:

The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.

Letter of Transmittal and Requirements:

The letter of transmittal should include at least the following information:

1. A brief understanding of the regional solid waste management plan activity to be performed.
2. A positive commitment to perform the service within the time period specified.
3. The names of persons authorized to represent the respondent, their title, address, and telephone number.
4. Reference to a sealed envelope that contains the all-inclusive fee for which the project work will be completed.
5. Proven ability to research Solid Waste Management information, data, and conduct surveys necessary to meet the specifications set forth by TCEQ.
6. 6. Proposed project tasks, and timeline for submission.

Certifications and Assurances

By submission of a proposal, the respondent certifies that all information contained is true and correct and shall be open to verification; that all costs are real and necessary for the provision of the proposed services; and has the legal authority to enter into a binding agreement. By submitting this proposal, the proposer is providing the certification that the proposal is a material representation of fact upon which reliance is placed when PBRPC determines to enter into transaction, contract, or purchase agreement. The proposer also certifies that it shall provide immediate written notice to PBRPC if at any time the vendor learns that circumstances have changed with respect to debarment and suspension as defined by Executive Order 12549. If it is determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the State and Federal Government, PBRPC may terminate any transactions, contract or purchase agreement for cause or default.

All organizations awarded contracts will be required to provide assurances stating:

- A. Legal organizational status.
- B. Organization or any of its principal owners or partners are not barred from receiving state or federal funds.
- C. Funds will not be used for lobbying on behalf of this program.
- D. Equal Opportunity laws and guidelines will be followed.

Cover Sheet and Checklist for Proposal

Please complete the Cover Sheet and Checklist -- Attachment I and submit with your proposal.

Proposal Narrative Description

Identify all proposal elements to be offered and provide a thorough description of how each of those elements will be provided.

REFERENCE MATERIALS

Attachment II & Attachment III (Volume I) are included with this announcement. The resource documents and Regional and Local Solid Waste Management Implementation Plan Guideline Requirements (Volume II) are available at the PBRPC.org website.

ATTACHMENT I – Proposal Checklist, Cover Sheet

Submission Requirements and Proposal Checklist

Each proposal package must contain the following components:

- A.  Table of Contents of Your Proposal
- B.  Cover Sheet
- C.  Letter of Transmittal
- D.  Proposal Check List
- E.  Proposal
- F.  All Required Signatures

Attachment II

Regional Solid Waste Management Plan Volume I

Regional Solid Waste Management Plans are required by Texas Health and Safety Code (THSC), §363.062, relating to Regional Solid Waste Management Plan (RSWMP). Contents of the RSWMP are described in THSC §363.064 and in 30 Texas Administrative Code (TAC), Chapter 330, Subchapter O.

This form contains set fields for data entry. To complete an entry, click on the area where the instructions are shown and begin typing. Rows can be added or deleted in the tables as needed. The RSWMP Volume I Form was developed by the Texas Commission on Environmental Quality (TCEQ) in coordination with the Texas Association of Regional Councils. Planning organizations with questions about the form can contact the **TCEQ Business and Program Services Section** by calling **512-239-2335**.

Regional Solid Waste Management Plan Volume I

Regional Organization Information

Table 1. Organization Information

Name of Council of Government	Enter the name of the regional council of government.
Mailing Address	Enter the mailing address for the organization, including street number and name, city, state, and zip code.
Website	Enter the website for the organization.
Phone Number	Enter the number for the organization.
Email Address	Enter the email address for the organization.

Section I. Geographic Scope

[Ref. 30 TAC §330.645(a)(1)]

The geographic scope of the regional planning process shall be the entire planning region.

Table I.I. Geographic Scope

Names of Member Counties in the Entire Planning Region	Enter the names of the member counties in the planning region.
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Section II. Plan Content

[Ref. 30 TAC §330.635(a)(2)]

A regional plan shall be the result of a planning process related to the proper management of solid waste in the planning region. The process shall include identification of overriding concerns and collection and evaluation of the data necessary to provide a written public statement of goals and objectives and actions recommended to accomplish those goals and objectives.

II.A. Regional Goals and Objectives

[Ref. 30 TAC §330.635(a)(2)(A)]

In the table, list the long-range regional goals and corresponding objectives for the proper management of solid waste in the planning region. Add rows as needed.

Table II.A. Regional Goals and Objectives

Goal #1 Enter the first goal.	<p>Objective 1.A. Enter Objective 1.A. for the first goal.</p> <p>Objective 1.B. Enter Objective 1.B. for the first goal.</p> <p>Additional Objectives Enter and number additional objectives for the first goal.</p>
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<p>Goal #2 Enter the second goal.</p>	<p>Objective 2.A. Enter Objective 2.A. for the second goal.</p> <p>Objective 2.B. Enter Objective 2.B. for the second goal.</p> <p>Additional Objectives Enter and number additional objectives for the second goal.</p>
<p>Additional Goals Enter and number additional goals. Add rows as needed to capture all goals.</p>	<p>Objective X.A. Enter Objective X.A. for the next goal.</p> <p>Objective X.B. Enter Objective X.B. for the next goal.</p> <p>Additional Objectives Enter and number additional objectives for the goals.</p>

II.B. Efforts to Minimize, Reuse, and Recycle Waste

[Ref. 30 TAC §330.635(a)(2)(B)]

In the table, provide a description and assessment of efforts to minimize, reuse, and recycle waste.

Table II.B. Waste Minimization, Reuse, and Recycling

Subject	Description
Current Efforts to Minimize Municipal Solid Waste and to Reuse or Recycle Waste	Provide a brief description and an assessment of current efforts in the region to minimize municipal solid waste (MSW), including sludge, and efforts to reuse or recycle waste.
Recycling Rate Goal for the Region	Provide the established recycling rate goal appropriate to the region. Include a brief explanation on how the goal was established.
Recommendations for Encouraging and Achieving a Greater Degree of Waste Minimization and Waste Reuse or Recycling	Provide a list of any recommendations for encouraging and achieving a greater degree of waste minimization and waste reuse or recycling in the geographic area covered by the plan.
Existing or Proposed Community Programs for the Collection of Household Hazardous Waste	Provide a description and assessment of existing or proposed community programs for the collection of household hazardous waste.
Composting Programs for Yard Waste	The recommended composting programs for yard waste and related organic wastes may include: <input type="checkbox"/> (I) creation and use of community composting centers. <input type="checkbox"/> (II) adoption of the "Don't Bag It" program for lawn clippings developed by the Texas Agricultural Extension Service; and <input type="checkbox"/> (III) development and promotion of education programs on home composting, community composting, and the separation of yard waste for use as mulch.
Public Education/Outreach	Include a public education/outreach component in the solid waste program directed at efforts to minimize, reuse, and recycle waste.

II.C. Commitment Regarding the Management of MSW Facilities

[Ref. 30 TAC §330.635(a)(2)(C)]

By checking the boxes below, the Council of Government makes a commitment to the following, regarding the management of MSW facilities:

- (i) encouraging cooperative efforts between local governments in the siting of landfills for the disposal of solid waste.
- (ii) assessing the need for new waste disposal capacity.
- (iii) considering the need to transport waste between municipalities, from a municipality to an area in the jurisdiction of a county, or between counties, particularly if a technically suitable site for a landfill does not exist in a particular area.
- (iv) allowing a local government to justify the need for a landfill in its jurisdiction to dispose of the solid waste generated in the jurisdiction of another local government that does not have a technically suitable site for a landfill in its jurisdiction;
- (v) completing and maintaining an inventory of MSW landfill units in accordance with Texas Health and Safety Code, §363.064. One copy of the inventory shall be provided to the commission and to the chief planning official of each municipality and county in which a unit is located: and
- (vi) developing a guidance document to review MSW registration and permit applications to determine conformance with the goals and objectives outlined in *Volume II: Regional Solid Waste Management Plan Implementation Guidelines* as referenced in 30 TAC §330.643.

Section III. Required Approvals

Table III.I. Required Approvals

Solid Waste Advisory Committee	Enter approval date by the Solid Waste Advisory Committee.
Public Meeting Dates	Enter dates of public meetings.
Executive Committee	Enter approval date by the Executive Committee.

Attachment III- Helpful Links

1. Texas Administrative Code
[https://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](https://texreg.sos.state.tx.us/public/readtac$ext.viewtac)
2. Texas Health and Safety Code
<https://statutes.capitol.texas.gov/Docs/SDocs/HEALTHANDSAFETYCODE.pdf>
3. Links to the most recent Municipal Annual Waste in Texas, MSW's annual reports
https://www.tceq.texas.gov/permitting/waste_permits/waste_planning/wp_swasteplan.html
4. Link(s) to the raw data that landfills submitted to the agency as part of their annual reporting that comprised this report

This raw data report will be offered to TARC for distribution to COGs.

5. Links to any other MSW waste activities that may have been submitted from transporters, storage sites, processors

This raw data report will be offered to TARC for distribution to COGs Section.

6. Texas Recycling
<https://www.tceq.texas.gov/p2/recycle>
7. Annual Reporting for Used or Scrap Tire Transporters, Storage Sites, and Facilities
<https://www.tceq.texas.gov/tires/tires-reporting>
8. Municipal Solid Waste Facilities in Texas
https://www.tceq.texas.gov/permitting/waste_permits/msw_permits/msw-data
9. US Census
<https://www.census.gov/en.html>
10. Texas Demographic Center
<https://demographics.texas.gov/>
11. Federal Reserve Bank of Dallas
<https://www.dallasfed.org/research/indicators/tei.aspx>
12. More Information on Population Data in Texas
<https://www.dshs.state.tx.us/chs/popdat/moreinfo.shtm>
13. Texas Demographic Statistics
<https://www.infoplease.com/us/comprehensive-census-data-state/demographic-statistics-79>

14. Population Data Estimates

<https://catalog.data.gov/dataset/population-estimates>

15. Population in the US – Google Public Data Explorer

<https://www.google.com/publicdata/explore?ds=kf7tgg1uo9ude>