

RESOLUTION ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR 2022 SOLID WASTE MANAGEMENT PLAN UPDATE

WHEREAS, The Ashtabula County Board of Solid Waste Directors is soliciting Request for Proposals for the following:

2022 Solid Waste Management Plan Update:

The Ashtabula County Solid Waste District is seeking qualified consulting firms interested in submitting detailed proposals for the completion of the Ashtabula County Solid Waste Management Plan Update following Ohio EPA Format 4.1 to meet the requirements of ORC 3734.54. The successful consulting team will be responsible for undertaking all studies, research, and activities necessary to produce the Plan in such form that would result in approval by local political subdivisions and the Ohio EPA (OEPA). The District will provide data on historic recycling tonnages and waste generation as needed.

Proposal opening time is **September 16, 2022 at 2:00p.m.**; and

WHEREAS, Because the above request will be in excess of \$50,000.00, it is necessary to advertise for proposals as required by Section 307.862 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, By the Board of Solid Waste Directors of Ashtabula County, Ohio, proposals will be received as outlined above, in accordance with specifications now on file in this office, and the Clerk of the Board is hereby ordered to advertise in the newspapers and post notice on the bulletin board as required by law.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-5SW

August 30, 2022

**RESOLUTION ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR
2022 SOLID WASTE MANAGEMENT PLAN UPDATE**

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

REQUEST FOR PROPOSAL

2022 Solid Waste Management Plan Update

I. PROPOSAL

The Ashtabula County Solid Waste District is seeking qualified consulting firms interested in submitting detailed proposals for the completion of the Ashtabula County Solid Waste Management Plan Update following Ohio EPA Format 4.1 to meet the requirements of ORC 3734.54. The successful consulting team will be responsible for undertaking all studies, research, and activities necessary to produce the Plan in such form that would result in approval by local political subdivisions and the Ohio EPA (OEPA). The District will provide data on historic recycling tonnages and waste generation as needed.

II. ABOUT THE DISTRICT

The Ashtabula County Solid Waste Management District was established in 1993 after separating from the Geauga-Trumbull Solid Waste Management District. The District is responsible for implementing a county-wide solid waste management plan to achieve Ohio's goals for waste reduction, recycling, and solid waste management. The District receives its funding through a tiered fee on disposed waste as well as a \$5 rate and charge assessment fee per improved parcel.

Ashtabula County is the northeastern most County in the State of Ohio, with Lake Erie to its north and the State of Pennsylvania to its east. The County is also within an hour's drive of the Cleveland metro area. The County is the largest by land area in Ohio. The County's population of just under 100,000 has remained relatively stable for decades, although the population has been aging consistent with regional and state trends.

III. TIMELINE

The District anticipates the project will follow the timeline outlined below:

- OEPA Draft Due 4/12/2023
- Final Plan Submitted to OEPA for comment: 7/14/2024
- Final Approval Deadline: 10/12/2024

IV. SUBMITTAL REQUIREMENTS

Each interested firm should provide at a minimum the following information for consideration (5 print copies, 1 digital searchable PDF on USB Flash Drive):

- Company Overview
- Team Description
- Contractor Expertise and Capacity
- Project Understanding, Approach, and Activity Schedule
- Requested Fee Proposal with a **not-to-exceed** cost

The District will allow respondents to partner on a submittal provided that there be a primary firm responsible for the management of the project and provided that each partner and role is clearly identified within the submittal.

V. REVIEW CRITERIA

Proposals received by the deadline will be reviewed on the following criteria:

- Respondent's Experience/Work History (25)
- Project Understanding and Approach (25)
- Experience with Ohio EPA solid waste planning program (20)
- Activity Schedule and Availability (15)
- Cost Summary (15)

VI. ADDITIONAL REQUIREMENTS

The respondent will be required to conduct various meetings in the development of the District's Plan Update documents. Conference calls and video conferencing will be expected in order to develop strategies and programs for planning documents. In person meeting attendance will be required by the respondent in Jefferson, Ohio on an as needed basis. This may include but is not limited to:

- 3 public hearings
- 1 meeting with the EPA

In your cost summary please provide a line item price for in person meetings being all inclusive of transportation, lodging, and any additional costs.

VII. SUBMITTAL DEADLINE AND INSTRUCTIONS

Submittal Deadline: Firms that wish to be considered must submit their proposal and all supporting documentation by 2:00 p.m. on September 16, 2022 to:

Ashtabula County Solid Waste Management District
Community Services & Planning Office
ATTN: Jake Brand
25 West Jefferson Street
Jefferson, Ohio 44047

Questions about the Request for Proposal must be received by September 9, 2022 by 4:30 p.m. in written or electronic format and directed to Jake Brand, SWD Coordinator, at the above address, or by email at jabrand@ashtabulacounty.us.

VIII. SELECTION PROCESS

The District Staff will review all submittals and rank each proposal as outlined in Section 5 and if necessary, conduct discussions for the purpose of ensuring a full understanding of and responsiveness to the requirements specified in the RFP. The District may then

select the respondent it determines best meets the desired qualifications and can best fulfill all of the services requested at a reasonable cost.

Ashtabula County reserves the right to reject any proposal for any of the following reasons:

- a. Failure to meet the terms and conditions of the RFP;
- b. Submitting a proposal with prices that are excessive or that exceed available funds;
- c. If the county determines the proposal is not in the best interest of the county;
- d. The county reserves the right to conduct discussions with vendors for purposes of clarification or correction regarding a proposal.