



REQUEST FOR PROPOSALS RFP 2016-22 Minor Air Quality Permit Application

The City of Dillingham is requesting proposals for technical services to develop an application for an Alaska Department of Environmental Conservation (ADEC) Minor Air Quality Permit to support the operation of the City landfill municipal solid waste incinerator.

Inquiries can be routed to Ken Morton, Public Works Director, PublicWorks@DillinghamAK.US

Deliver signed proposals to the office of the City Clerk no later than 3 PM on Friday, November 18, 2016 as described on the following page. Faxed and/or emailed proposals will not be considered. A notice of Intent to Award will be issued the day after proposals are reviewed. It is the City's intent to award a contract at the December 8, 2016 Re-scheduled Meeting of the Dillingham City Council.

Scope of Work

The successful proposer will work directly with the City Manager or designee for the purpose of preparing and negotiating an ADEC Minor Air Quality Permit application consistent with 18 AAC 50.

It is the City's intent to award a negotiated contract to the successful proposer and for the permit application to be submitted to ADEC by January 12, 2017.

Background

18 AAC 50.502 (b) (4) requires a system owner / operator to obtain a minor air quality permit to operate one or more incinerators with a cumulative rated capacity of 1,000 lbs or more per hour.

The City has operated a Pennram PHCA-1700 incinerator to process municipal solid waste since spring 2015 – however, the actual operational capacity of the system was unknown until August 2016:

- The manufacturer's rated capacity for the system is 1,700 lbs per hour based on typical municipal waste streams.
- The City is able to process a maximum of 1,200 lbs per hour of the local waste stream.

Permit Preparation Guiding Assumptions

- System Capacity: 1,200 lbs per hour based on 4 - 300 lb loads / hour
- Emission Factors: use AP-42, Modular Starved Air values

Required Proposal Content

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee (with assumptions regarding for ADEC interaction)
- References

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of current City of Dillingham Business License,
- Copy of current State of Alaska Business License,
- Certification of Insurance and Workers Compensation as required under AS 23.30 naming all employees. If the business is owner-operated than Workers Compensation is not necessary.
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars
- Vehicle liability insurance including applicable uninsured / underinsured coverage with limits of liability not less than one million (\$1,000,000) dollars per occurrence combined single limit bodily injury and property damage.

All insurance, worker's compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, P.O. Box 889, Dillingham, AK 99576.

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address provided below, on or before the deadline noted on the first page of this RFP, and with the number of required copies.

Required Copies– Provide four (4) copies of proposal

Delivery Instructions – mail or hand deliver in a sealed envelope marked **RFP 2016-22 Minor Air Quality Permit Application** to:

Janice Williams
Dillingham City Clerk
P.O. Box 889
Dillingham, AK 99576

Electronic and / or faxed proposals will not be accepted.

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the proposal due date.

The City reserves the right to cancel the RFP. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by written request received prior to the deadline for receipt of proposals.

All proposals and other submitted material become the property of the City and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Evaluation and Selection Criteria

Evaluation Criteria	Relative Weight
Transmittal Letter	5%
References	15%
Cost Estimate & Proposed Rates	35%
Qualifications & Experience	35%
Overall Quality of Proposal	10%

A committee will review the submittals.

Based on the committee evaluation, the City may select a short list of up to three proposers for more in-depth evaluation or interview.

The evaluation committee will recommend one finalist to the City Council for final contract award. The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City standard professional services contract form, to the individual or firm which, in the City Council's sole judgement, is best suited to perform the required services.