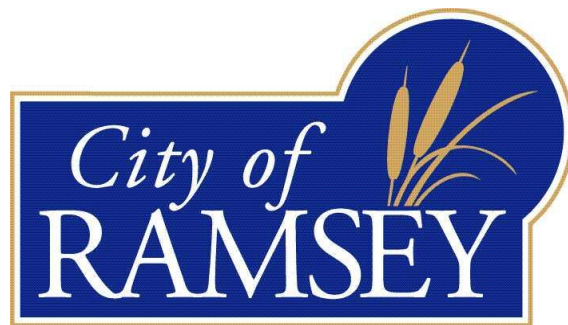


Request for Proposal

Full Service, Year-Round Recycling Drop-off Center Analysis and Plan Development

City of Ramsey, Minnesota



City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303

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Full Service, Year-Round Recycling Drop-off Center Analysis and Plan Development

REQUEST FOR PROPOSAL ("RFP")

The City of Ramsey is seeking a qualified consultant to assist with analyzing the potential of a year-round drop-off recycling center as well as plan development for such a facility. The City of Ramsey is a developing suburban community with an estimated population of 23,500, currently contracts for curbside recycling services and offers two (2) recycling day events per year that provide residents an opportunity to properly dispose of a wider spectrum of materials than through the curbside program. The City has been awarded grant funds to hire a consultant to assist with assessing applicable criteria for an efficient and effective year-round drop-off recycling center, including development of a non-site specific site plan.

The City of Ramsey intends to select a consultant and enter into a not-to-exceed contract for analysis and plan development of a potential, non-site specific, year-round recycling drop-off center. City Staff will review submitted proposals and select the proposal that best meets the needs of the City.

The City of Ramsey reserves the right to reject any and all consultant responses to the Request for Proposal.

Instructions to Proposers

- a. All proposals should be sent to:

Chris Anderson, Associate Planner/Environmental Coordinator
City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303
Phone: (763) 433-9905

- b. All proposals must be clearly marked: "Full Service Year-Round Recycling Drop-off Center Analysis and Plan Development Proposal". All proposals must be received by 4:30 p.m. on October 12, 2012 at which time they will be opened. The Associate Planner/Environmental Coordinator will notify the selected Proposer by October 24, 2012.

Objectives

The City of Ramsey's objectives with this project are to:

- Assess and identify the key factors and criteria associated with the potential development of a full service, year-round recycling drop-off center.

- Develop a non-site specific plan for a full service, year-round recycling drop-off center that could be implemented within the City of Ramsey and potentially other Anoka County municipalities.
- Provide residents a year-round option for recycling of standard curbside recyclable materials (aluminum, steel and tin cans, food and beverage glass containers, plastic bottles, containers, tubs and lids, newspaper, cardboard, boxboard, magazines, mixed paper, etc.) as well as other materials such as appliances, CFLs, electronics, mattresses and other materials as new markets emerge.

Information Requested from Proposers

I. Organization

- a. Name, address, and telephone number(s) of the main office and contact for this project.
- b. Name, position, qualifications and experience of individuals designated to work on this project.

II. Experience/Background

- a. Provide a description or summary of your firm's background and experience with development and planning for full-service drop-off recycling centers.
- b. Provide a list of municipalities, counties or public organizations with whom your firm has worked on that were similar projects in the past three years.
- c. Provide three (3) references from municipalities, counties, or public organizations with whom your firm has worked on that were similar projects in the past three years.

III. Scope of Services

- a. Meet with City Staff to discuss vision for project (scoping meeting).
- b. Assess and recommend minimum property size necessary for a year-round drop-off recycling center.
- c. Assess and recommend minimum building requirements including but not necessarily limited to, building size, exterior finish (as it may relate to the respect zoning district), bays, and interior layout (critical to provide for space for future materials that may be accepted).
- d. Assess and recommend best configuration of site for most efficient traffic flow and maneuverability.

- e. Assess and recommend equipment needs for a full service year-round drop of recycling center (e.g. dumpsters, bailers, fork lift etc.).
- f. Assess and recommend most effective hours of operation as well as days of the week to be open.
- g. Assess and recommend acceptable materials for collection.
- h. Assess potential quantities of acceptable materials on an annual basis.
- i. Assess and provide recommendations on collection method (e.g. co-mingled or separated collection of standard recyclables).
- j. Meet with City Staff and recycling vendors (either in person or via phone) to gather input and feedback on a potential full service, year-round recycling drop-off center.
- k. Assess and provide recommendations on potential of partnership(s) with private sector.
- l. Assess and identify potential sites within the City of Ramsey that may be suitable for a full service, year-round recycling drop-off center.
- m. Assess and identify all potential costs with actual development of a full service, year-round recycling drop-off center.

IV. Process and Services

- a. Describe the process to be used by your firm for this RFP.
- b. Identify which elements of the process your firm performs with in-house staff and which elements of the process are contract services (i.e. sub-contracted work).
- c. Describe the level and type of participation required by City staff, markets and potential service providers.
- d. Describe the product to be delivered upon completion of the project.

V. Deliverables

- a. By December 31, 2012, the Proposer shall provide the City with both a detailed report and a non-site specific site plan indicating the recommended configuration of site as well as buildings, equipment, material collection areas, etc.

VI. Timing

- a. Indicate the proposed start date.
- b. Provide a projected timeframe for completion of assessment work and report.
- c. Indicate an end date for producing the deliverables.

VII. Cost

This project shall be completed with a 'not to exceed' contract. Provide an estimated hourly rate for services as well as a total, not-to-exceed amount:

- a. Detailed fee listing.
- b. Detailed billing structure (i.e. bill in 15 minute increments)
- c. Not-to-exceed total project cost.

Please include any "additional" services offered by your firm that may be relevant to the project and are not specifically included in the estimated total project cost.

VIII. Additional Information

Include an attachment of any additional information you consider relevant to the fair evaluation of your firm's proposal.

IX. RFP Submission Requirements

The first date of review for this Request for Proposal ("RFP") will occur on October 12, 2012. All submissions must be submitted electronically in PDF format to be considered. Please email the submission to canderson@ci.ramsey.mn.us or deliver one (1) CD containing a PDF copy of your response to Chris Anderson at the following location:

Chris Anderson, Associate Planner/Environmental Coordinator
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
Tel. (763) 433-9905 Fax (763) 427-5543 email: canderson@ci.ramsey.mn.us

Questions concerning this RFP may be directed to Chris Anderson at the above-referenced location (email preferred).