

Metro Nashville & Davidson County Solid Waste Master Plan

DRAFT RFP Scope of Services and Evaluation Criteria

Background

The Metro Public Works Department in collaboration with the Davidson County Solid Waste Region Board is soliciting proposals from qualified firms to develop a long-term (20 year) Solid Waste Master Plan. The purpose of the Master Plan is to evaluate Metro & Davidson County's existing solid waste management system and provide options to improve and enhance the system and increase waste diversion in the future.

The Master Plan will need to include recommendations on how Nashville & Davidson County can maintain an integrated solid waste management system and should include:

- Evaluation of the current solid waste management system
- Detailed plan on how the Metro region can meet and exceed the requirements of the State of Tennessee 2025 Material Management Plan
- Recommendations on how to increase reuse and recycling
- Detailed waste diversion plan with long-term projections and goals

Metro Nashville & Davidson County intends to use the Solid Waste Master Plan to set the vision for waste diversion and management for the next 20 years.

Last calendar year, over 1.3 million tons of waste and recycling were generated in Davidson County and just over 1 million tons went to municipal solid waste or construction and demolition waste landfills from Davidson County. Metro Public Works collection programs comprised less than 20% of that material.

Scope of Services

Developing a long-term solid waste management plan that proactively addresses all aspects of Nashville & Davidson County's waste management system including Urban Services District, General Services District, residential and commercial waste as well as collection and processing options will be important to achieving greater waste diversion and effectively managing Nashville's waste and recycling programs in the future.

- 1. Research** - The Solid Waste Master plan should include assessing and evaluating solid waste management options including, but not limited to:
 - Residential (single and multi-family), commercial (including the downtown core area), institutional and industrial recycling in the Urban and General Services District.
 - Construction & demolition diversion and recycling
 - Organic recycling and processing including:
 - Analysis of Metro Water Services co-generator plan
 - Analysis of Resource Capture's proposed anaerobic digester plan
 - Systems with high diversion rates including successful zero waste programs
 - Waste management collection, processing and disposal systems/options:
 - Variable rate systems
 - Franchise systems
 - Methods to effectively engage businesses and residents outside Metro Public Works collection programs in waste reduction

- Landfilling
- Organic processing systems
- Conversion technologies and emerging technologies
- Waste to Energy
- Mixed waste processing
- Wet/dry systems
- Waste and recycling infrastructure including recommendations for waste transfer stations or processing facilities
- Legislative or policy options including but not limited to mandatory diversion programs
- Future funding options
- Source reduction initiatives that could impact the waste stream

2. Evaluation - The following factors will be assessed and evaluated for all options:

- The costs and benefits of each option in detail including per capita costs and benefits. Costs would include, but not limited to, infrastructure start-up, operation and maintenance, public education and outreach, and projected end-of-life closure costs, if any. Also included would be estimated costs to communities and the environment, both of which are often considered external costs that are not accounted in costs/benefit analyses.
- Where the facility/ies would be located including permitting, zoning and any other requirements. Consideration should be given to regional partnerships and options where possible.
- The projected types and amount of wastes that would be diverted from landfills of any and all classes. Gross diversion rates and per capita diversion rates would need to be reported. Waste projections and diversion rates should be for the next 20 years and clearly state the methodologies used to calculate them.
- Byproducts of the system, if any, and how byproducts can be sold, managed or disposed.
- Specific implementation plans and timelines for each option including any local or state legislation that would be required.
- Examples, where possible, of each the option operating at scale.

3. Public engagement

1. Organize at least 4 public meetings and listening sessions for resident and business input
2. Interview members of Metro Council, at a minimum, interviews should be conducted of the Metro Council Public Works committee
3. Interviews of key environmental groups to include, but not limited to, the Tennessee Environmental Council, RAM and BURNT
4. Conduct an online survey of Nashville residents and businesses
5. Organize a meeting of TDEC staff and waste management staff in surrounding counties to determine regional needs and options

4. Recommendations and Goals - Based on the research conducted research and public input develop a list of recommendations, goals and a target timeline. Additionally, the recommendations and goals from the Solid Waste Master Plan must be done in consultation with Mayor Barry's Livable Nashville Committee and the Metro Public Works Department and consistent with NashvilleNext, the Tennessee Department of Environment & Conservation's

2025 Material Management Plan, the State of Tennessee requirements for 10 Year Solid Waste Plans, Mayor Dean's Green Ribbon Committee recommendations and any other related plans. The final report should include details showing how the above mentioned plans and reports, including any other known plans and reports not mentioned, have been considered and integrated in to the final Solid Waste Master Plan.

5. **Waste Stream Characterization** - Conduct a comprehensive waste stream analysis of Nashville & Davidson County's waste to include all types of waste generators.

Contractor Support

Metro Public Works will provide the following information and services to support the contractor's work.

- Metro Public Works will provide a project manager to service as a single point of contact for the contractor that will provide general guidance, oversight and coordination. The contractor, however, will be responsible for completing all research, data collection, interviews, public engagement and reports required for this project.
- Statistics on Metro Public Works waste collection and recycling programs
- Electronic copy of the current 10 Year Solid Waste Plan
- Electronic copy previous Annual Progress Reports
- Electronic copy of the Solid Waste Management Diversion Option Evaluation prepared December 2015

Project Deliverables

In addition to conducting all the required items listed in the scope, the following deliverables shall be required in the performance of this contract:

- Monthly progress reports to the Public Works project manager. These reports should include the progress on each of Items 1-5 of the Scope of Services.
- Quarterly progress reports and presentations to the Davidson County Solid Waste Region Board
- Formal presentations of Solid Waste Master Plan draft to (Note that any formal presentations must be coordinated with Metro Public Works in advance):
 - Metro Public Works
 - Mayor Megan Barry
 - Metro Council Public Works Committee
- Electronic copy of all draft and final documents in PDF and Microsoft Word. All drafts and final documents must be submitted to the Public Works project manager prior to finalization.
- Electronic copies of all research, interview, raw data, reports, etc. will be supplies to Metro and will be the property of Metro Government.
- The Solid Waste Master Plan must be completed in a matter that meets the requirements of Tennessee Code and the Tennessee Department of Environment and Conservation of a Solid Waste Region Plan. It must also include a detailed plan on how the Metro region can meet or exceed the requirements of the State of Tennessee 2025 Material Management Plan.

Timeline

Unless otherwise requested by the contractor and approved by Metro, all items required in this contract should be completed and the final documents submitted to metro Public Works 12 months after the contract is approved, signed and filed with the Metro Clerks Office.

Additional Services

Metro Government, upon completion of the Solid Waste Master Plan, reserves the right to engage the contractor further to develop implementation strategies.

Evaluation Criteria

- 1. Qualifications & Experience**
 - a. Provide an organizational chart containing the names of all key personnel and any subcontractors with titles and their specific task assignment for this contract.
 - b. Demonstrate at least 5 years' experience in completing projects of similar scope and size.
 - i. Provide a list of 3 similar projects in size and scope
 - ii. List city/county/state, population, project cost, description of the project, link to final report, contact person including name, title, email and phone number.
 - c. Identify key individuals of your organization or team, their role on this project and provide their qualifications as it relates to this project. Please show previous experience on projects of similar size and scope for their area of expertise.
 - d. Describe how you are best qualified to complete the requirements of this project.
- 2. Understanding and Analysis of the Project**
 - a. Provide a detailed narrative describing how you would perform the work as described in the Scope of Services and the degree of familiarity your company has with the waste generation and disposal practices used in Nashville & Davidson County. Take each of the items in the Scope of Services and describe your approach to completing that item.
 - b. Include a detailed timeline showing how and when work will be performed beginning with the contract award and ending with the submission of the final report/s. Include in the timeline all key dates identifying, on the timeline, all deliverables.
 - c. Describe any major constrains, obstacles and assumptions specific to Nashville & Davidson County's waste management situation that impact this project and how you would address them.
 - d. Describe how you will work to meet the project deadline and complete all aspects of the scope of this contract in a timely manner.
- 3. Cost** – Attached a detailed budget showing cost to perform each of the items listed in the scope.