

Nez Perce Tribe Solid Waste Planning and Implementation
REQUEST FOR PROPOSAL
Nez Perce Tribe Water Resources Division, Solid Waste & Recycling Program

DECEMBER 2024

Project Name

Nez Perce Tribe Solid Waste Planning and Implementation

Background and Overview

The Nez Perce Tribe Water Resources Division (WRD) Solid Waste & Recycling Program is requesting proposals from qualified consultants for Tribal solid waste planning and implementation. The Nez Perce Reservation is a checkerboard reservation, a reservation where land ownership is intermingled between Indian (17%) and non-Indian (83%) ownership, resulting in a checkerboard ownership pattern that creates unique logistical and jurisdictional challenges for solid waste management. The 770,500-acre Reservation is in north-central Idaho within a five-county, largely rural area served by four commercial solid waste providers.

The Tribe's 2008 Integrated Solid Waste Management Plan (ISWMP) is outdated. The solid waste inventory was for the five-county area, not Tribal solid waste generated. The plan does not lay out a road map for effective solid waste management implementation or emphasize environmentally sound practices such as recycling, reuse, repair, and composting. Additionally, the current plan does not address the unique needs of Tribal members, Tribal enterprises, and the communities currently served on the Reservation.

Currently, the Nez Perce Tribe's Solid Waste and Recycling Program manages trash and recycling for Tribal government offices and provides free community recycling but does not provide residential trash service to Tribal members. The absence of a comprehensive waste management strategy contributes to inefficiencies, gaps in service, and missed opportunities for environmental stewardship.

Project Objectives

The project aims to update the Tribe's outdated ISWMP under the current EPA Solid Waste Infrastructure for Recycling (SWIFR) Program grant. Key objectives include:

- 1) Identify funding opportunities to expand solid waste services and capacity for tribal members and tribal enterprises, addressing current gaps in service.
- 2) Explore and develop partnerships or collaborations with neighboring municipalities and service providers to improve waste management efficiency and coverage.
- 3) Implement environmentally sustainable practices that reflect the Tribe's cultural values and commitment to environmental stewardship.

The project will include the following three major milestones:

- 1) Conduct a waste characterization to assess current waste management practices and generate data specific to the Tribe's needs.

- 2) Revise the ISWMP to provide a detailed roadmap for sustainable and effective waste management.
- 3) Begin implementing the updated plan, including outreach efforts to engage the Tribal community and stakeholders.

Contractor Scope of Work

1) Waste Characterization

Perform a waste characterization analysis to assess current waste generation, management practices, and potential areas for improvement. Relevant contributors include the Tribal government, Tribal Enterprise facilities (e.g., Clearwater River Casino and Lodge, It'se Ye-Ye Casino, Red Wolf Golf Club, and gas stations), and potentially local cities with significant Tribal populations, such as Kamiah, ID, and Lapwai, ID. The analysis will involve:

- a) Conducting a comprehensive assessment of current waste management systems, identifying existing practices and gaps.
- b) Reviewing applicable waste management plans, audits, current services, and areas requiring enhancement.
- c) Conducting a Curbside Collection Analysis.
- d) Designing and deploying a process to sort and categorize waste and recycling materials.
- e) Sorting materials in a dedicated location, managing transport and logistics as necessary.
- f) Organizing materials into up to 12 categories.
- g) Evaluating the feasibility of single or multiple waste streams to optimize efficiency and cost-effectiveness.
- h) Presenting findings, solutions, and recommendations in a comprehensive MS PowerPoint presentation for Tribal leadership and stakeholders.
- i) Identifying target materials for reduction, reuse, or recycling based on feasibility and environmental impact.

2) Integrated Solid Waste Management Plan (ISWMP)

Update the ISWMP within the EPA SWIFR Timeline. The updated ISWMP will serve as a comprehensive roadmap for sustainable waste management on the Reservation. Key tasks include:

- a) Conducting a thorough assessment of current waste management systems and identifying inefficiencies and opportunities for improvement.
- b) Reviewing applicable waste management plans, audits, current services, and identified service gaps.
- c) Mapping the existing hauler territories and identifying opportunities for consolidation or expansion to enhance service delivery.
- d) Developing waste prevention recommendations by:
 - i) Identifying opportunities to reduce product consumption through purchasing and operational changes.
 - ii) Collaborating with staff and vendors to propose and refine actionable changes.
 - iii) Communicating recommended changes in advance to facilitate smooth implementation.

The resulting ISWMP will include detailed, actionable recommendations for:

- a) Waste Reduction strategies tailored to the Tribe's needs.
- b) Expanded recycling program and infrastructure.
- c) Organics diversion, including composting initiatives.
- d) New waste management service opportunities.
- e) Strategies to address illegal dumping and abandoned vehicles effectively.
- f) Ensuring sustainability and financial viability of new capacity ventures and initiatives.

3) Presentation of approved ISWMP

Once the ISWMP is approved by the Nez Perce Tribal Executive Council, the contractor will lead its implementation during the remainder of the SWIFR grant period of performance. Responsibilities include:

- a) Representing the Tribe in outreach efforts to potential partners and collaborators to arrange exploratory discussions.
- b) Optimizing waste services to align with the updated ISWMP.
- c) Developing and supporting a community Solid Waste Action Committee (SWAC) through:
 - i) Scheduling and facilitating SWAC meetings.
 - ii) Maintaining detailed records of meetings and discussions.
 - iii) Coordinating action items and ensuring accountability.
 - iv) Managing communications within the SWAC and with stakeholders.
- d) Facilitating procurement for necessary equipment, materials, or services.
- e) Conducting funding research to identify and secure additional resources for waste management initiatives.
- f) Driving community engagement through education and public relations by:
 - i) Collaborating with community, Tribal staff, and partners to design and implement training and education programs.
 - ii) Utilizing diverse platforms, including in-person training, social media education, and other communication outlets, to maximize outreach and participation.

The contractor will comply with the EPA-approved SWIFR grant Quality Assurance Project Plan in terms of metrics and data tracking. Quarterly progress reports must be provided to the Tribe, detailing milestones, metrics, and outcomes.

Deliverables

Deliverables include a report and presentation on the waste characterization(s) with data and recommendations, quarterly progress reports with data for QAPP metrics; an ISWMP; training and education program; documentation of SWAC meetings and in-person training.

Anticipated Project Timeline

Jan 17, 2025: Proposals must be received by WRD by 5:00 PM.

Feb 7, 2025: Tentative Award Selection and contractor notification.

Mar 2025 – June 2025: Conduct waste characterization activities and develop report.

July 2025 – Nov 2025: Develop the ISWMP and PowerPoint presentation.

Jan 2026 – April 2027: Implement the ISWMP, including outreach activities, and provide a final report summarizing implementation progress and outcomes.

Proposal Submission Requirements

The bidders' proposals are to be submitted in the format outlined below, including all necessary attachments, enclosures, drawings, and exhibits to provide a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

1. Company Information

Provide the following details about the bidder's organization:

- a) The name and address of the organization, including the branch office or other subordinate elements that will perform the work.
- b) The primary point of contact for the project, including name, title, phone number, and email address.
- c) The type of organization (e.g., corporation, LLC, sole proprietorships) and the state in which it is incorporated or organized.

2. Prior Experience

Demonstrate prior relevant experience by providing:

- a) Details of relevant experience, including knowledge of remote and small community waste management planning and experience working with Native American Tribes.
- b) Case histories of similar projects with sufficient detail to demonstrate their relevance to this RFP.
- c) References for each project, including the name, address, and phone number of the responsible official from the client organization.

3. Description of Proposed Services

Provide a comprehensive description of the proposed services, including the following:

- a) Executive Summary: State in succinct terms the description of services to be provided pursuant to this RFP.
- b) Narrative: Include a detailed narrative describing the proposed approach and deliverables. Include recommended additional strategies for alternative approaches or methods in the creation of the study. If any support is to be provided by a subcontractor, describe their capabilities and role in detail.
- c) Statement of Work and Budget: Provide a detailed plan and budget for accomplishing the project, including:
 - A breakdown of costs associated with each task outlined in the Statement of Work.
 - A summary of the overall project cost.
- d) Project Staffing: Information on the project team, including:
 - Names, titles, and roles of key personnel.
 - Resumes and short biographies for each key team member.

- Percentage of time dedicated to this project for each team member.
- e) Subcontractors List: If applicable, provide a list of subcontractors, including:
- Firm name and address.
 - Contact person's details.
 - A complete description of the work to be subcontracted.
 - Resumes of key personnel from subcontractor firms.
- f) Additional Information and Comments: Include any other information that is pertinent but not specifically asked for in the RFP. Bidders should identify additional work not outlined in the RFP that the bidder considers necessary.

4. Proposal Submittal

Bidders must submit a proposal electronically via email as a PDF attachment.

- Recipient: Send proposals to Ken Clark at kenc@nezperce.org, with a cc to: lindan@nezperce.org.
- Subject Line: Use the subject line *"Proposal: Nez Perce Tribe ISWMP."*

5. Changes in the RFP

Any changes to the RFP resulting from bidder questions or concerns will be provided in writing and distributed via email to all bidders. The Nez Perce Tribe reserves the right not to respond to all questions received.

6. Contract Execution and Timeline

Work will commence upon the successful execution of a contract for services between the contractor and the WRD. All work under this contract, including invoices, must be completed and delivered to the WRD no later than April 30, 2027.

Proposal Evaluation and Award Process

Proposal selection will be conducted through a quality-based selection process (QBS) by a review team. Evaluation will be based on a weighted scoring method, with the following selection criteria listed in descending order of importance:

1. **Adequacy of Technical Proposal:** 100 points
 - a. Proposal content and applicability of the approach to addressing and completing tasks in the Statement of Work (75).
 - b. Creative, efficient, and/or novel approaches presented (25).
2. **Project Management:** 75 points
 - a. Previous experience the project manager has had in this type of work (25)
(Priority will be given to contractors who demonstrate experience working with Tribes)
 - b. Three references who can recommend the firm for similar work (25)
 - c. Organization and clarity of the project management plan (25)

3. **Personnel Qualifications:** 75 points
 - a. Technical experience of principal project staff relevant to the project (25)
 - b. Educational qualifications of principal project staff relevant to the project (25)
 - c. Experience in similar project planning and implementation projects (25)

4. **Cost:** 25 points
 - a. Lowest price will be considered for addressing all questions and completion of all tasks described in Scope of Work (25).

The selection process will involve a preliminary screening of submitted proposals, followed by interviews with shortlisted candidates. The WRD staff will evaluate proposals in accordance with the criteria set forth above. During the selection period, the Project Team may reach out to the consultant's Point-of-Contact to clarify responses or request additional information related to the RFP.

The NPT WRD reserves the right to:

- Contract all or portions of the work to individual contractors if deemed beneficial.
- Negotiate scope and price with the top-ranked contractor based on the evaluation process.

The final negotiated contract will reflect fair and reasonable compensation for the services required.

Proposals Constitute Firm Offers

Submission of a Proposal affirms the Contractor's commitment that all terms and conditions of the Proposal constitute a binding offer. This offer shall remain firm for a period of ninety (90) days from the proposal submission Closing Date.

Signature Requirement and Proposer Affirmations

An authorized representative of the Contractor must sign the original Proposal in ink. By signing and submitting the proposal, the Contractor affirms that:

- The Contractor agrees to be bound by the terms and conditions outlined in the RFP.
- The Contractor agrees to adhere to all terms and conditions specified in any resulting contract.

Type of Contract

The NPT WRD shall execute a Subcontract for Technical Services with the selected Contractor.

Requests for Further Clarification of Proposals

The NPT WRD may request additional clarification from Contractors on any portion of the submitted Proposal.

Cancellation of RFP

The NPT WRD reserves the right to cancel this RFP at any time if deemed in the Tribe's best interest.

Rejection of Proposals

The NPT WRD may reject any individual Proposal or all Proposals if it is determined to be in the Tribe's best interest to do so.

Investigation of References

The NPT WRD reserves the right to investigate the references and past performance of any Contractor, focusing on:

- Successful performance of similar services.
- Compliance with prior RFPs and contractual obligations.
- Lawful payment of suppliers, sub-contractors, and employees.

The NPT WRD may postpone the award or execution of a contract after the announcement of the apparent successful Contractor in order to complete its investigation. The NPT WRD reserves the right to reject any proposal at any time prior to the execution of the contract.

Amendments

The NPT WRD reserves the right to amend the resulting Contract. Amendments may include but are not limited to:

- Changes in the statement of work.
- Extensions of time.
- Adjustments to considerations or compensation.

All amendments shall be documented in writing and signed by all parties before becoming effective. Only the NPT WRD has the final authority to execute changes, notices, or amendments to Contract.

Independent Contractor Status

The Contractor and its agents or employees shall perform all work under this agreement in an independent capacity and not as officers, employees, or agents of the Nez Perce Tribe. Nothing in this Agreement shall be construed so as to create a partnership, joint venture, or other relationship between the parties.

Liability

The contractor agrees to indemnify and to hold the Nez Perce Tribe harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to the contractor's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, or third parties engaged under this Agreement. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits.

RFP Points of Contact

Ken Clark at kenc@nezperce.org, 208-843-7368 (WRD office)

Linda Nemeth at lindan@nezperce.org, 208-553-3644 (cell)