

REQUEST FOR PROPOSALS
EVALUATION AND ASSESSMENT OF SANITATION SERVICES PROGRAM
CITY OF POWDER SPRINGS, GEORGIA
RFP # 21-002

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from qualified firms or individuals for the purpose of establishing a fixed price contract for completion of a comprehensive evaluation and assessment of the city's sanitation services program.

Sealed proposals shall be received by no later than **12:00 noon EST on Friday, February 5, 2021** at the City of Powder Springs, 4484 Marietta Street, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EST on Tuesday, January 26, 2021**. All questions shall be submitted to the attention of Dwayne Eberhart, Public Works Director, at deberhart@cityofpowdersprings.com.

Vendors shall submit an original and four (4) copies of the proposal.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

Approximately 5400 residential customers are currently being served by the City's garbage collection services program.

C. SCOPE OF SERVICES

The purpose of the evaluation and assessment study will be to conduct a detailed efficiency study, to include potential cost savings, of existing operations of the City's sanitation services program including garbage collection services and current recycling and landfill contracts. The study will include an assessment of current operational costs, service levels, and long- term capital costs. The consultant will use total evaluation methods established by the International City/County Management Association to determine the total annual cost of the City's garbage collection services program.

General requirements of the evaluation and assessment study are as follows:

1. Review existing routes and identify methods to create greater efficiencies or optimize the routes. (i.e., the use of GIS)
2. Assess the most efficient use of trucks and assignment of personnel per truck.
3. Identify efficient supervisory roles. For example, does the city achieve greater efficiency and cost savings by having the supervisor participate in the collection process while driving?
4. Review and make recommendations for improvements or changes to existing policies and procedures related to collection services. (i.e.: collection of waste that will not fit in provided cart, holiday schedules or practices, etc.)
5. Make recommendations related to efficient staffing levels for waste collection services for cities similar in size to Powder Springs.
6. Review and make recommendations to the existing roadside pick- up program.
7. Review existing wage and benefit levels for the city's sanitation personnel.
8. Review existing rate structure.
9. Review and make recommendations related to the City's existing vendor contracts including recycling and landfill contracts.
10. Review and make recommendations to sanitation services billing processes.

D. COMPLETION SCHEDULE

Upon of approval of a contract award by the City Council, the study will commence on February 15, 2021 and shall be completed and submitted to the City Manager by no than March 15, 2021.

E. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Introductory Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts. The cover letter should include the name, address, email address, and phone number of contact person.

2. Company Background

Provide information on company background to include the following:

- a. Firm local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of firm
- e. Location of personnel that will be involved in the study.

3. Relevant Experience

- a. Provide information on experience relative to providing sanitation and garbage pick-up operational efficiency studies for clients of similar size to the City of Powder Springs.
- b. Provide a minimum of three (3) references where your firm has provided services related to conducting comprehensive sanitation services efficiency studies during the past five (5) years. Include client name, location, contact person, phone number, and e-mail address.

4. Methodology and Approach

Provide information on methodology, approach and timeline that demonstrates how your firm will ensure that the study meets the requirements of the RFP and the needs of the city. How will you ensure that the study is completed by the specified completion date?

5. Total Cost

Provide a total lump sum cost for completion of the study as requested on the attached Price Form. The total cost will include all related costs including travel expenses and reproduction costs. **Enclose completed price form in a separate sealed envelope.**

F. EVALUATION/AWARD CRITERIA

Proposals will be evaluated based on the following factors by an evaluation team consisting of City management personnel. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the City.

1. Methodology and Understanding of the Requirements of the Study
2. Relevant Experience
3. Total Cost
4. Company Background
5. Reference Responses

PRICE FORM

Evaluation and Assessment of the City's Sanitation Services Program

DESCRIPTION

TOTAL COST

Conduct a comprehensive evaluation and assessment study of the operations of the city's sanitation services program as specified

\$ _____

Proposer Name _____

City of Powder Springs, Georgia

CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned CONSULTANT verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603) ; in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

The undersigned further agrees that, should it employ or contract with any Sub CONSULTANT(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, CONSULTANT will secure from such CONSULTANT(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub CONSULTANT Affidavit provided in Rule 300-10-01-08 or a substantially similar form. CONSULTANT further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the Sub CONSULTANT(s) is retained to provide the service.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

Subscribed and sworn before me on this, the
_____ day of _____, 20

Notary Public: _____ My commission expires:

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

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EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub Consultant

Date

Title of Authorized Office or Agent of Sub Consultant

Subscribed and sworn before me on this, the
_____ day of _____, 2020

Notary Public: _____

My commission expires: _____