



# Southeast Conference

## REQUEST FOR PROPOSALS

RFP: 2024-07

Title: Regional Municipal Solid Waste Management Planning  
Project Manager: Kaitlyn Jared  
Submittal Deadline: January 31, 2025  
Award Announcement: February 5, 2025  
Contract Award: February 19, 2025

### Submit Proposals to:

Kaitlyn Jared  
Special Projects Manager  
Southeast Conference  
9360 Glacier Hwy #201  
Juneau, AK 99801

or

via email at the following addresses: [kaitlyn@seconference.org](mailto:kaitlyn@seconference.org) and  
[office@seconference.org](mailto:office@seconference.org)

To verify receipt of proposal, proposer must contact the Project Manager before the submittal deadline.

Proposal submission requirements:

- a. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
- b. To assure consideration, proposals must be received by Southeast Conference (SEC) by the deadline. Proposals received after the deadline may be considered but only if they can be accommodated by SEC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries and questions regarding this request for proposals shall be directed to the Project Manager named above via email. Inquiries will not be accepted later than ten days preceding the submittal deadline. Interested parties are recommended to register with SEC by emailing the Project Manager listed. All questions provided to the Project Manager will be answered within five (5) business days. Each submitted question and SEC's response will be emailed to all registered parties and posted to the Opportunities Page of the SEC website.

### **REQUEST FOR PROPOSALS**

The Southeast Alaska Solid Waste Authority (SEASWA), in collaboration with Southeast Conference (SEC), has received Federal grant funding to pursue a regional solid waste planning effort to develop a MSW strategy for Southeast Alaska. SEC, on behalf of SEASWA, invites proposals for the research and mapping of MSW disposal needs in Southeast Alaska, research of MSW disposal best practices being used in other parts of Alaska and the Lower 48, and work with SEC and SEASWA to develop a strategy for efficiently managing MSW within and between

communities in the region. The final work product will be used by communities in the region to guide cost effective long-term disposal practices.

## **ABOUT SOUTHEAST CONFERENCE**

### **MISSION STATEMENT:**

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. Southeast Conference has 240 member organizations representing people from across 32 regional communities. The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities and a quality environment in Southeast Alaska. Southeast Conference formed in 1958 with a group of people supporting the establishment of a regional transportation system in Southeast Alaska, which led to the formation of the Alaska Marine Highway System. After that success, Southeast Conference stayed together through more than a half-century to focus on concerns unique to the region, including transportation, maritime, tourism, timber, seafood, mining, health care, government, and overall quality of life.

*Please note: All of SEC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. SEC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, SEC accepts no liability should such contents inadvertently be revealed to third parties.*

## **ABOUT SOUTHEAST ALASKA SOLID WASTE AUTHORITY**

The Southeast Alaska Solid Waste Authority (SEASWA) is a public authority created pursuant to section 29.35.800 of Alaska Statutes. Established in 2007, SEASWA consists of nine (9) member communities in Southeast Alaska with the intent to stabilize or reduce the cost of solid waste disposal in the region. The intent of SEASWA is to reduce or stabilize costs through a

combination of a long-term disposal contract and increased diversion through recycling. Current member communities are Hydaburg, Craig, Klawock, Thorne Bay, Kasaan, Coffman Cove, Wrangell, Petersburg, & Tenakee Springs.

## **1. PROJECT**

### **INTRODUCTION**

Southeast Conference, a state and federally recognized economic development organization for Southeast Alaska, and the Southeast Alaska Solid Waste Authority, a public authority, seek to conduct a thorough analysis, evaluating alternative methods and processes for the dispose of municipal solid waste (MSW) that decrease and control the costs of handling, processing, shipping, and ultimate disposal of MSW, for the development of a Regional Municipal Solid Waste Strategy. This Strategy seeks to improve the services for solid waste disposal for Southeast Alaska communities through a collaborative effort of towns and governmental agencies for mutual gain. The goal of this project is to identify how to achieve safer, more efficient and cost-effective waste management systems for Southeast communities by fully exploring available options and technologies used in the management of MSW, including diversion of compostable and recyclable materials and waste to energy opportunities, and finding mutually agreeable resolutions for Southeast Alaska communities, Tribes and, SEASWA members.

### **SOUTHEAST ALASKA**

The Southeast Alaska Regional Solid Waste Strategy will be bound by the Southeast Region of the State of Alaska and benefit the communities and Tribes within. The region runs along the western border of Canada and extends 500 miles along the coast from the community of Metlakatla Indian Community (South) to Yakutat (North), encompassing approximately 33,500 square miles of land and water. The region is made up of more than 1,000 islands with 35 communities, 18 designated Alaska Native Villages and one American Indian Reserve scattered throughout. Only four communities are connected to the road system, leaving most other communities only accessible by boat or plane. Nearly every community in the region is designated rural by federal standard

## DESCRIPTION OF REQUESTED WORK

**Scope of Work.** The proposal will address the ability of the consultant to carry out the following tasks for the creation of a Southeast Alaska Regional Solid Waste Strategy. Consultants are encouraged to submit any additional recommendations that would benefit the project. Tasks shall include, but are not limited to the following:

Activity	Tasks to Complete Activity	Subtasks
1. Create a detailed waste profile of SE Communities	1.1 Historical Data Collection and Review	<ul style="list-style-type: none"> <li>A. Gather existing analyses of community waste profile, virtual meetings with communities may be necessary.</li> <li>B. Identify MSW assets existing or in construction in the region.</li> <li>C. Identify current transportation options including methods used and methods available but not used (if any).</li> <li>D. Complete data gap for communities lacking analyses.</li> <li>E. Compile data sheets, by community, on current waste disposal needs by volume and cost, noting current disposal processes, challenges and successes.</li> <li>F. Historical Study Review on best practices, and waste to energy processes within State and regional district outside of the State with comparable populations.</li> </ul>
	1.2 Create MSW Community Profile of existing conditions	<ul style="list-style-type: none"> <li>A. Community Narratives, one per community or collection point.</li> </ul>
	1.3 Consolidate findings into regional profile	<ul style="list-style-type: none"> <li>A. Regional Profile identifying strengths, gaps of service, transportation networks, opportunities and challenges, including in transportation, other community waste (such as construction debris and HHW) as well as to help identify trends and future waste needs.</li> <li>B. Waste Stream Mapping of communities current MSW processes.</li> <li>C. Asset Mapping of existing local infrastructure to support various waste compositions</li> </ul>
	1.4 Provide Update to SEASWA	<ul style="list-style-type: none"> <li>A. Presentation to SEASWA BOD</li> </ul>

Activity	Tasks to Complete Activity	Subtasks
2. Engagement of local governments and non-profits to assess MSW Needs	2.1 Community Presentations	A. Presentation of findings B. Feedback collection
	2.2 Gather Public Feedback	A. Guided by Task 2.1 B. Additional presentations to the public
	2.3 Conduct needs assessment on highest cost MSW communities	A. Work with SEASWA BOD to determine number of needs assessments to be conducted. B. Deeper dive into specific communities on MSW burdens C. National evaluation on processes used to reduce burden
	2.4 Update SEASWA	A. Presentation to SEASWA BOD

Activity	Tasks to Complete Activity	Subtasks
3. Solution evaluation and matching	3.1 Opportunity Assessments on infrastructure	A. Identification of currently planned future infrastructure in the region. B. Research and identification of equipment, processes, other infrastructure and best practices done across the country. C. Research and identification of solid waste policies and best practices done across the country. D. Assessment of identified equipment, processes, other infrastructure and best practices ability to meet community and regional needs outlined in activity 2.
	3.2 Present Findings to SEASWA	A. Based on research from section 3.1, develop a white paper on feasible solutions for equipment, processes, and other infrastructure, with explanation of ability to meet community and regional needs outlined in activity 2. Ensure alignment and close coordination with identified planned infrastructure such as CBJ and T&H. B. Memo on recommended SEASWA policy changes, if any. C. Memo/s on recommended policy changes for communities, as needed. D. Present to SEASWA BOD

Activity	Tasks to Complete Activity	Subtasks
4. Develop the SE AK Regional Solid Waste Strategy	4.1 Define approach for the Southeast Alaska Regional Solid Waste Strategy	<ul style="list-style-type: none"> <li>A. Review findings from activities 1, 2 &amp; 3</li> <li>B. Host workshops, meetings and community discussions of possible solutions and community alignment</li> <li>C. Create a series of potential solid waste solutions from a regional perspective</li> <li>D. Work with SEASWA Board for policy changes based on community needs and recommendations</li> <li>E. Define SEASWA's future goals, scope, limitations and roles of SEASWA</li> <li>F. Identify which transportation method would be used in which case</li> </ul>
	4.2 Prepare cost-estimates and benefit analysis for communities	<ul style="list-style-type: none"> <li>A. Create solutions profile for each community with cost-estimates</li> <li>B. Consolidate findings into regional strategy showing new, anticipated waste streams and regional integration</li> <li>C. Memo on alignment with key study questions</li> </ul>
	4.3 Conduct cost estimates and benefit-analysis	<ul style="list-style-type: none"> <li>A. Create Cost Estimate Worksheet focused on infrastructure and transportation to include in strategy.</li> <li>B. Create action plan and Implementation Strategy</li> <li>C. Create memo on strategy weaknesses in sustaining it, and ways to mitigate impacts of weaknesses.</li> </ul>
	4.4 Present Findings to SEASWA and communities	<ul style="list-style-type: none"> <li>A. Host public presentation on findings and draft strategy</li> <li>B. Publish draft for review</li> <li>C. Work on revisions if/as needed</li> </ul>
	4.5 Finalize strategy and final recommendations	<ul style="list-style-type: none"> <li>A. Complete and package Strategy and action plan</li> <li>B. Final memo on feasibility of the selected regional MSW approach</li> </ul>
	4.6 Present SEARSWS to SEASWA BOD	<ul style="list-style-type: none"> <li>A. Present complete strategy</li> <li>B. Provide to BOD for approval</li> </ul>

Activity	Tasks to Complete Activity	Subtasks
5. Implementation of Strategy	5.1 Community-specific advancements	A. Work and provide consultation to communities on implementation.

**Communities.** Varying levels of communication is expected to occur with each of the 35 Southeast Alaska communities, depending on community size and waste needs. These communities include: Yakutat, Gustavus, Elfin Cove, Pelican, Hoonah, Tenakee Springs, Sitka, Port Alexander, Point Baker, Port Protection, Edna Bay, Whale Pass, Naukati Bay, Klawock, Craig, Hollis, Hydaburg, Kasaan, Metlakatla, Saxman, Ketchikan, Hyder, Meyers Chuck, Thorne Bay, Coffman Cove, Wrangell, Petersburg, Kupreanof, Kake, Hobart Bay, Angoon, Juneau, Haines, Skagway and Klukwan.

**Travel.** A mix of in-person but primarily virtual meetings is expected. Travel must account for a minimum of five in-person meetings per year for two years comprised of four community visits and attendance at one large annual meeting each year.

**Project Deliverables.** Work will lead to the following list of deliverables. It is expected that deliverables will include details and information gained through activities and subtasks.

Activity	Deliverables
1. Create a detailed waste profile of SE Communities	A. Regional Profile with community narratives B. GIS Waste Stream Mapping of communities current MSW processes. C. GIS Asset Mapping of local infrastructure.
2. Engagement of local governments and non-profits to assess MSW Needs	A. Memo on MSW burdens identified in highest cost MSW communities.
3. Solution evaluation and matching	A. White paper on feasible solutions for equipment, processes, and other infrastructure, with explanation of ability to meet community and regional needs outlined in activity 2. Ensure alignment and close coordination with identified planned infrastructure such as CBJ and T&H. B. Memo on recommended SEASWA policy changes, if any. C. Memo/s on recommended policy changes for communities, as needed.



4. Develop the SE AK Regional Solid Waste Strategy	A. Regional Solid Waste Strategy B. Memo on strategy weaknesses in sustaining it, and ways to mitigate impacts of weaknesses. C. Strategy action/ implementation plan D. Memo on feasibility of the selected regional MSW approach
5. Implementation of Strategy	None

**Period of Performance.** The period of performance for this contract begins on **2/19/2025** (or when subaward paperwork is complete) and must be completed by **2/1/2027**.

**2. GENERAL REQUIREMENTS**

**SEC Costs.** SEC is not liable for any costs incurred by the proposer during the proposal preparation.

**Single Point of Contact.** The consultant will designate one person as the project manager and point of contact with SEC. In the case of multiple investigators, one shall be designated as the lead to serve as the project manager and point of contact.

**Disbarment.** Applicants must have or acquire a SAM.gov account prior to award finalization. Applicants will be checked to see if they are disbarred from receiving federal funds.

**Subcontracts.** Proposers may subcontract portions of the contract. However, the proposer must have the major elements of expertise in house and demonstrate the ability to manage the subcontractor.

**Schedule.** Progress reports and invoices shall be submitted to SEC monthly, detailing completion of items described in the scope of work. At a minimum, progress reports shall include:

- a. An introduction;
- b. An overview of progress to date;
- c. Identification of any difficulties encountered in accomplishing the work;
- d. A schedule for completion of the remaining tasks; and

- e. Specific recommendations concerning the matters addressed.

**Final Payment.** A portion of the total payment to the consultant will be withheld until all requirements are met. No interest will be paid on any withheld payments.

### **3. REQUIRED PROPOSAL CONTENTS**

Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

#### **Cover Sheet (1 page)**

- Name, address, telephone number and facsimile number of proposer.
- RFP Title and Number
- Name of Principal Consultant(s)
- Cost of Proposal

**Table of Contents (1 page).** May include a list of Tables and Figures if appropriate.

**Introduction (1 page).** This section shall include the RFP title and number, brief general discussion of the problem and the proposed project. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

**Goals and Deliverables (No more than 4 pages).** Describe how the proposer intends to address the specific goals and provide the deliverables of the work requested, as listed above.

**Materials and Methods (No more than 4 pages).** Describe in detail the methods to be used and how they will produce the deliverables. Cite references and provide background information where applicable and as needed.

**Project Duration and Work Schedule (No Page Limit).** Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates and the timing of progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.

**Management Methodology (No more than 2 pages).** Clearly describe how the work will be managed including the role of each key individual expected to be involved in the work. Provide names and resumes of each. This section should also include information on how the scope, time and costs of the project will be controlled.

**Budget (No Page Limit).** Include information about the total costs (cited in U.S. Dollars), professional fees, expenses and contingencies. In case of overhead rates or administrative fees, give percent of direct personnel cost. Provide a breakdown of hours per individual and rates per individual. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

**Consultant/Contractual Services (No more than 1 page per subcontractor).** Indicate if, how, and why subcontractor/s will be used for any portion of the work. Provide names and resumes of each.

**Logistics and On-Site Visits (1 page).** Describe logistics and schedules for all travel in conjunction with the proposed work.

**Statement of Qualifications (No more than 3 pages).** Describe, relevant to the proposed work, previous work experience, related technical accomplishments and educational background of each of the principal investigators and subcontractors if used. If multiple investigators are involved, describe the role of each individual.

**References.** The names, contact persons, and telephone numbers of firms for which the respondent recently performed services shall be included. A minimum of three (3) such references are suggested but not more than five (5).

**Conflict of Interest.** Describe all financial, business or personal ties consultant has to SEC or SEASWA.

## 4. SUBMITTAL AND EVALUATION PROCESS

### A. Proposal Submittal

**Submit to:**

Kaitlyn Jared

Special Projects Manager

Southeast Conference

9360 Glacier Hwy #201

Juneau, AK 99801

or

via email at the following addresses: [kaitlyn@seconference.org](mailto:kaitlyn@seconference.org) and [office@seconference.org](mailto:office@seconference.org)

***To verify receipt of proposal, proposer must contact the Project Manager before the submittal deadline.***

### B. Submission Format:

1. It is recommended that proposals be single-paced pages, on letter size pages (8 ½" X 11"), using standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins.
2. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
3. To assure consideration, proposals must be received by Southeast Conference (SEC) by the deadline. Proposals received after the deadline may be considered but only if they can be accommodated by SEC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

### **C. Evaluation Criteria.**

Proposals will be evaluated and scored, using the criteria in the Evaluation Data, section 4.D, of this RFP in order to ascertain which proposal best meets the needs of SEC and SEASWA.

### **D. Evaluation Data**

The evaluation Data discussed below is presented in an effort to delineate which criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

- i. Proposed Method to Accomplish the Project (30%)
  - a. Proposer exhibits a complete understanding of the project and requested deliverables.
  - b. Proposer clearly address the requested scope of work.
  - c. The proposed approach to the scope of work is technically feasible.
  - d. Proposer identifies specific staffing strategies and efficiencies to minimize impacts on project budget.
- ii. Organization, Capacity of Firm and Personnel Qualifications (20%)
  - a. Evaluation will be made of the Proposer's organization and the ability to perform the desired services within the established schedule.
  - b. Proposed schedule for completion of the scope of work is in accordance with the requested project duration and schedule.
  - c. Proposed deliverables are in accordance with the deliverables requested in the scope of work.
  - d. Evaluation will be made based on proposed personnel, their relevant qualifications and experience, and their proposed scale of involvement.
  - e. Evaluation will be made on whether or not experiences, technology and successes cited are applicable to the geographic northern climate and sparse economies of scale found in SE Alaska.
- iii. Relevant Experience and Past Record of Performance (30%)

- a. Proposed team members and personnel qualifications.
  - b. Proposed team's past record of performance.
  - c. Proposed team's efficiency (The project cost estimate divided by the quantity of days).
- iv. Proposer's Budget (15%)
- a. The budget is reasonable and adequate for the work proposed.
  - b. The budget provides good value for the funds requested
- v. Quality of the Proposal (5%)
- a. Proposal clarity, concision, professionalism, and responsiveness to the project needs.

**E. Contract Award.** The successful proposal will be the one that, in SEC one opinion, best meets the needs as outlined in this RFP. In the event that SEC determines that no proposal completely meets all of the needs as outlined in the RFP, SEC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, SEC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that consultant to refine the proposal to achieve a contract that fully satisfies SEC needs.

**F. SEC Information.** The following information about SEC is available upon request to the project manager:

- SEC Bylaws
- SEC Newsletter
- SEC Brochure
- SEC Annual Report

---

END OF REQUEST FOR PROPOSAL