



# Southeast Conference

P.O. Box 21989 Juneau Alaska 99802-1989 Tel. (907) 463-3445 Fax (907) 463-5670

## **Solid Waste Entity FORMATION FRAMEWORK**

### **REQUESTS FOR PROPOSALS**

**PROPOSALS DUE:** Friday, March 18, 2005 - 5:00p

**PROJECT DURATION:** April 1, 2005 to June 30, 2005

**BIDS/PROPOSALS NOT TO EXCEED \$15,200**

Please E-mail

#### **Submit to:**

**Southeast Conference**

**Email:** [rollo@seconference.org](mailto:rollo@seconference.org)

#### **Contact:**

Rollo Pool, Executive Director, 907 463 3445 X 27

Southeast Conference

PO Box 21989, Juneau, AK 99802

Southeast Conference seeks a contractor or firm to develop Phase II of its effort to develop a comprehensive solid waste strategy that includes a regional landfill and enhanced recycling in Southeast Alaska. This RFP asks, among other things, to develop a template for a solid waste entity.

The SEC solid waste program will be phased:

I – Community Support and Regional Strategy - Funded, 2004, USDA Rural Development. Project timeline is December 2004 to October 2005

**II – Entity Formation Framework.** The Project is to be completed by June 30, 2005. This is funded by the Denali Commission.

III – Entity Formation and Organization. No timeline.

IV – Funding and Land Acquisition. No timeline.

V - Equipment Purchase and Construction. No timeline.

VI – Initial Operation. No timeline.

## **Background**

Southeast Conference is a regional, nonprofit corporation, founded in 1958, whose membership includes over 130 members: municipalities, Native corporations and village councils, regional and local businesses and civic and non-profit organizations throughout the region. Its mission is to undertake and support activities that promote strong economies, healthy communities and a quality environment in Southeast Alaska. Solid waste, transportation, wise resource use, utilities and economic development are some of the issues and projects this group undertakes.

Southeast Conference is the State-designated Alaska Regional Development Organization (ARDOR) and the federally-designated Resource Conservation and Development Council (RC&D) for southeast Alaska. It also has Federal Department of Commerce designation as an Economic Development District (EDD). Recently, Southeast Conference was selected as the Regional Council for the Alaska Workforce Investment Board. Each of these designations requires Southeast Conference to take an active role in regional resource management and economic development planning.

## **Summary of the Project Area and Project**

Southeast Alaska is an isolated area of 73,000 residents in more than 25 communities scattered over an area comprising 20 million acres - roughly half the size of Washington State. The area is dependent on barge, airline and ferry service to connect it with the contiguous 48 states and British Columbia.

Recycling and municipal waste collection is expensive for this region, with some cities paying over \$200/ton to ship recyclables and wastes to market. If solid waste is delivered to the Anchorage landfill, the cost is about \$40/ton. Many of the Southeast Alaska towns now ship municipal solid waste over 1,000 miles. Other communities are nearing capacity for landfills. Many smaller communities have improper or unpermitted dumps.

The SEC solid waste program is to develop a regional strategy to foster communication and cooperation among the affected communities. By cooperating in a regional approach, we can maximize benefits to the area's various recycling and waste collection programs. Cost savings will be realized from shipping and equipment purchases – ideally leading to a reduction of prices to private households and businesses.

Phase II, which this grant proposal is designed to fund, develops the legal framework so communities can work under the umbrella of a single

organization. There are scores of solid waste authorities and federations across the country from which to draw examples. Most use the "authority" model, but others, as in the Greater Seattle area, use a "federation" model. Our electrical intertie committee recently selected a "cooperative" model as its legal entity for intertie segments in Southeast Alaska.

Work under this RFP should:

- Identify and compare the range of options for entity formation (authority, federation, cooperatives, LLC, non-profit, others) for handling solid waste;
  - Develop a matrix that shows advantages and disadvantages of each;
  - *You may need to research other solid waste entities and review their website information (SEC has a partial list);*
- Research Alaska statutes and regulations to see if establishment of this type of entity needs statutory assistance;
  - If new legislation is needed, develop a plan to work with legislators and state agencies to draft new legislation;
- Develop a template for entity formation that can be used in Southeast Alaska, as well as in other regions of Alaska.

Contractor will be expected to have a 3-4 short teleconferences per month with SEC and interested committee members, while work is underway.

### **Ownership / Final Product**

The final product will be delivered in electronic media (e-mail or CD-rom) and in printed report form. We will submit this to the Denali Commission for use by other communities or regions without charge.

### **Total Project Cost**

Proposals up to \$14,700 will be considered. Reimbursed office expenses for long-distance telephone and faxes will be allowed up to \$500. Other expenses may be negotiated.

No travel is anticipated.

Production of CD-Roms and duplication of the contractors' printed materials will be done by SE Conference.

### **Timeline**

Work is to be completed between March 25 and June 30, 2005.

## **Selection Criteria**

Southeast Conference will use a competitive bid process to select an individual or firm with expertise in this field. Selections will be reviewed by committee members. Low bidder will not necessarily be given the award. Ideally, proposals without resumes will be no more than 4-10 pages. Please include a 1-2 page resume of each person you likely will assign to this project.

The proposals will be evaluated for:

- Understanding of the tasks to be accomplished
- Contractor's understanding of the issues and problems
- Completeness/thoroughness
- Work experience and/or similar projects of those assigned to this project

You may propose an alternate route or timeline to get us to the final product – legal template.

**Proposals arriving after 5p on March 18, 2005 will be rejected.**

**SUBMITTALS should be E-mailed as a MS Word Document or as a pdf file to:**

[rollo@seconference.org](mailto:rollo@seconference.org)