

**PEMISCOT COUNTY PORT AUTHORITY
2353 N State Hwy D
Hayti, MO 63851
(573) 333-4125
Fax (573) 333-4216**

**REQUEST FOR PROPOSALS
PROFESSIONAL PLANNING AND ENVIRONMENTAL CONSULTING
SERVICES**

The Pemiscot County Port Authority (Port) requests proposals from qualified organizations to provide Environmental Consulting Services for analysis of the Pemiscot County Landfill (Landfill) to guide decision making regarding Port's potential purchase and resulting maintenance requirements of landfill.

The purpose of the project is to provide a strategic landfill assessment to guide port decision makers on the permitted uses and associated risks with Port Acquisition of the Pemiscot County Landfill.

Scope of Work

The project will involve a thorough assessment and analysis of:

- Existing Pemiscot County Landfill (from establishment to present day).
- Port's operations and potential uses of Landfill.
- Short and Long-Term maintenance requirements of Landfill.
- Short and Long-Term financial impacts of owning Landfill.

Agreement Requirements

The selection of the consulting firm resulting from this RFP is subject to a post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, the Port shall reserve the right to cancel the selection of that consulting firm (Firm) and the right to select a different Firm.

Proposal Submission Information

(A) SUBMISSION OF PROPOSALS

1. **Submission and Signature:** Proposals shall be signed and returned to John Ferguson II, Executive Director, Pemiscot County Port Authority, 2353 N. State Hwy D, Hayti, MO 63851.
2. **The Firm must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.**
3. **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to John Ferguson II, Pemiscot County Port Authority, 2353 N. State Hwy D, Hayti, MO 63851, (573) 333-4125, Fax (573) 333-4216, john@pemiscotport.com.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Firm's experience in offering the services requested in this RFP during the past five (5) years. The description should include a list of the agencies which your Firm has served or currently serves.
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Firm. Information presented in this section should highlight the Firm's previous experience, as well as any work with other similar organizations. Firm must furnish a complete listing of each sub-consultant, if any, and complete contact information for that sub-consultant.
3. **References.** Proposals must indicate the names and contact information of officials of at least three (3) clients within the past five (5) years.

(C) EVALUATION CRITERIA AND PROCESS

Evaluation Factors: Any agreement for services resulting from this RFP shall be awarded to the Firm providing the best proposal to the Port. Proposals will be evaluated in accordance with the following factors and respective weights:

- Relevant experience of firm in environmental impacts of landfills 60%
- Relevant experience of individuals assigned to project 20%
- Opinions of references for which firm has done similar work 20%

Initial proposals should be no more than ten (10) pages, including transmittal letter, and are due by **September 9, 2022**. A contract will be executed by the Port and selected consulting firm on or before September 30, 2022, with all work to be completed by December 31, 2022.