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REQUEST FOR PROPOSALS

Missouri Sustainable Materials Management Plan

STATE ENVIRONMENTAL IMPROVEMENT AND ENERGY RESOURCES AUTHORITY (EIERA)

MISSOURI MARKET DEVELOPMENT PROGRAM

February 15, 2024

IMPORTANT DATES

Due Date for Questions/clarifications: March 15, 2024

Due Date for Proposals: March 29, 2024



I. INTRODUCTION

The Missouri Environment Improvement and Energy Resources Authority (“EIERA” or Authority”) is a governmental instrumentality and body corporate and politic established pursuant to Sections 260.005 to 260.125 RSMo., as amended. The EIERA is authorized to provide for the conservation of air, land and water resources of the State by the prevention or reduction of pollution; to provide for proper methods of disposal of solid waste and sewage; to provide for the furnishing of water facilities and resource recovery facilities; to provide for the development of the energy resources of the state; and to provide for energy conservation, energy efficiency projects. In 1990, the Missouri General Assembly directed the EIERA to establish the Missouri Market Development Program to promote the development and maintenance of markets for recovered materials.

In 2022, The U.S. EPA announced that the Bipartisan Infrastructure Law would provide \$275,000,000 total from Fiscal Year 2022 to Fiscal Year 2026 for grants authorized under the Save Our Seas 2.0 Act. EPA made available \$30,000,000 in Fiscal Year 2023 for states and territories to improve post-consumer materials management programs through planning, data collection, and the implementation of plans.

The EIERA, in consultation with the Missouri Department of Natural Resources (MoDNR), responded to the solicitation for Solid Waste Infrastructure for Recycling (SWIFR) Grants for State and Territories. EIERA received notification that the work plan was accepted with a 3 year project term, beginning October 1, 2023. The EIERA work plan included the following 3 components:

- Create a Missouri Sustainable Materials Management (SMM) Plan as an update to the 2005 Missouri Solid Waste Management Plan
- Development of a Statewide Market Development Plan
- Development of a Sustainable Organic Materials Management Plan

II. OBJECTIVE

The EIERA is seeking a qualified consultant to develop the following plans that must comply with all applicable Federal and State solid waste laws, regulations, and guidance:

- Create a Missouri Sustainable Materials Management (SMM) plan as an update to the 2005 Missouri Solid Waste Management Plan
- Create a Statewide Market Development Plan for inclusion in the SMM Plan
- Create a Sustainable Organic Materials Management Plan as an integral component or addendum to the SMM Plan

The purpose of the plan is to provide a common basis for decision makers, solid waste management districts, the MoDNR, and the Missouri Solid Waste Advisory Board (MoSWAB) regarding waste management programs and the resources needed to develop a more sustainable and environmentally sound management of materials. This will help ensure that Missourians have sufficient resources to meet today’s needs as well as the needs of the future. The solid waste management districts, municipalities, and county health departments will be encouraged to align their solid waste management plans with SMM practices and consider the recommended action items created in the new SMM Plan.

An updated SMM Plan would promote a sustainable materials management approach as the more environmentally sound way to reduce and manage waste streams. SMM is a systemic approach that seeks to use and re-use materials and products more productively over their entire lifecycles from extraction to disposal. More specifically to waste management efforts, SMM promotes a circular system focus on source reduction, reuse, recycling, and composting. The EIERA wishes to develop a plan that aligns solid waste management efforts with SMM practices. The new SMM Plan will provide recommendations to develop or improve programs for special waste and emerging problematic wastes including but not limited to: solar panels, batteries, wind turbine blades, plastics and packaging) and supports DOE’s critical minerals and materials strategy.

III. SCOPE OF WORK

A. Create a Missouri Sustainable Materials Management (SMM) plan as an update to the 2005 Missouri Solid Waste Management Plan.

Plan Requirements:

1. The plan must include a comprehensive evaluation of the current state of Missouri's solid waste, and materials management systems.
2. The plan must include recommendations or strategies to align waste management efforts with SMM practices by finding the best end-of-life options for materials.
3. The plan must identify key trends related to the management of solid waste, recyclable materials, compost and organics, etc.
4. The plan must provide recommendations to develop or improve programs for special waste and emerging problematic wastes including, but not limited to: solar panels, batteries, wind turbine blades, plastics and packaging. Recommendations should support DOE's critical minerals and materials strategy.
5. The plan must provide actionable strategies to move the State, solid waste management districts, counties, and municipalities toward a more environmentally sound and sustainable management of materials.
6. The plan must provide recommendations and strategies for increasing input and representation from disadvantaged communities as it relates to solid waste planning.
7. The contractor shall prepare the draft plan for EIARA review and incorporate comments into the final plan to be submitted to the EIARA in both Word and Adobe formats.
8. The contractor shall present the SMM Plan at various meetings of the MoSWAB, Missouri Waste Control Coalition (MWCC), the Missouri Recycling Association (MORA), etc.

B. Develop a Statewide Market Development Plan

Develop a STATEWIDE MARKET DEVELOPMENT PLAN as an integral component of the updated SMM plan. Market development as it relates to this project, would stimulate demand for recovered materials and recycled content products. The development of recycling markets is essential for fostering and sustaining the demand for recovered materials while encouraging production of products derived from such materials. Recent disruptions and restrictions in export markets and decline in commodity values, requires us to prioritize the development of domestic recycling markets.

Currently, the EIARA Missouri Market Development Program's financial assistance is targeted towards developing and expanding manufacturing capacity in Missouri by assisting businesses with the purchase of equipment needed to enable manufacturing facilities to use recovered materials as feedstock. A Statewide Market Development Plan should have a broader focus.

Information and recommendations from the market development plan will support priorities and strategies in the SMM Plan.

Plan Requirements:

1. The plan should include strategies and recommendations to improve the State's current sustainable procurement efforts and initiatives to ensure it is meeting all state and federal requirements.
2. The plan should include strategies and recommendations to promote best practices for sustainable procurement to all state agencies, procurement professionals, and educational institutional purchasing agents.

3. The plan should include recommendations and strategies for building markets for compost and organics.
4. The contractor shall prepare the draft plan for EIERA review and incorporate comments into the final plan which will be included into the new SMM plan.

C. Develop a Sustainable Organic Materials Management Plan

Develop a SUSTAINABLE ORGANIC MATERIALS MANAGEMENT PLAN as an integral component of the SMM plan. The plan shall include priorities and strategies for organic materials recovery and keep in mind EPA's new Wasted Food Scale which prioritizes actions that prevent and divert wasted food from disposal.

Information and recommendations from the organic materials management plan should support priorities and strategies in the SMM plan.

1. The Contractor shall identify, locate and categorize existing organics and mulch operations and our current composting infrastructure to assess the current management of organic waste. The contractor shall reach out to key stakeholders including the MoDNR Waste Management Program (MoDNR WMP), the Solid Waste Management Districts (SWMDs), the Composting and Organics Association of Missouri (COAM), Missouri Department of Agriculture, private companies and municipal programs.

a. The Contractor shall create and populate a simple database or spreadsheet to become the property of the EIERA. The contractor will work with EIERA to determine the appropriate categories and data fields to be included in the data base.

b. The Contractor shall create maps identifying composting/organics collection sites.

*Lists shall be provided to EIERA in Excel format. Currently MoDNR WMP uses the ARCGIS Pro software for maps (click here for [hyperlink](#)).

2. The SUSTAINABLE ORGANIC MATERIALS MANAGEMENT PLAN should include the following elements:

a. The plan should include a needs & gap analysis; analyzing available waste generation data. The analysis should include the following:

i. Current processing capacity vs. needed processing capacity

ii. Recommendations to maximize diversion (include both short term/long term)

iii. Analyze existing data to identify the average amount of food waste generated by particular sectors including grocery stores, hospitals, universities and colleges, schools, restaurants, large state facilities, and prisons.

iv. Identify and estimate the amount of food waste that is collected by food scrap haulers as: source separated from its packaging; collected in packaging; and collected by mixing source separated with packaged food.

v. Estimate the amount of the food wastes managed via animal feed, compost, depackaging machines, anaerobic digester, and the amount disposed of in landfills

b. The plan should include potential strategies for future waste characterization studies that would improve efforts to gather essential data related specifically to landfilled organic waste (i.e., identify large generators of organic and food waste via gate surveys, identify "useable" food waste, etc.).

c. The plan should include recommendations for market development opportunities or strategies for composting and organics (in line with the market development plan above).

- d. The plan should include findings, recommendations, or best management practices for incorporating packaging, dinnerware, and other items labeled as “compostable” into composting operations.
- e. The plan should identify opportunities and provide strategies for developing and/or improving diversion opportunities related to the following ‘key’ components:
 - i. Recovery of usable food for the food insecure
 - ii. Recovery of organic materials for composting
 - iii. Recovery of organics for animal feed
 - iv. Recovery of organics for biochar/agricultural applications/anaerobic digestion

3. The contractor shall prepare the draft plan for EIARA review. Incorporate comments into the final plan which will be included into the new SMM plan.

D. Provide Professional Support

The contractor shall attend relevant meetings and provide updates to EIARA Staff as requested.

The contractor shall present the SMM Plan to the various stakeholder groups including, but not limited to: the MoDNR Solid Waste Advisory Board, MWCC Conference, and the MORA Conference.

IV. SUPPORT BOTH STATE AND FEDERAL GOALS

These plans are intended to support EPA’s [National Food Loss and Waste Reduction Goal](#) to halve food loss and waste and contribute to achieving the [National Recycling Goal](#) to achieve a 50% recycling rate by 2030. In addition, the plans will support EPA’s draft [National Strategy for Reducing Food Loss and Waste and Recycling Organics](#). This Strategy is part of EPA’s [Series of Strategies on Building a More Circular Economy for All](#).

The goal of the Strategy is to prevent the loss and waste of food where possible, increase recycling and composting of food and other organic materials to support a more circular economy for all, reduce GHG emissions, save households and businesses money, and build cleaner, healthier communities.

V. FEES, CHARGES AND EXPENSES

Fees and expenses of the contractor are to be paid by the contractor. None of the EIARA, MoDNR or any other entity shall be liable for expenses incurred by the contractor.

VI. AGREEMENT

The contractor selected will be required to enter into a written Agreement for Services with the EIARA. The Agreement will include, among other provisions, immediate termination for cause; termination by either party without cause with thirty days prior written notice; provisions for changing assigned personnel; requirements concerning general liability and bodily injury as well as professional liability/errors and omissions coverage acceptable to the EIARA; indemnification; and certifications regarding conflict of interest, employment of unauthorized aliens and anti-boycott of Israel .

The EIARA anticipates that the selected contractor will provide services as requested and outlined in this RFP. The Authority will not, however, guarantee that any minimum compensation will be paid to the firm or any minimum usage of the firm’s services.

VII. PROPOSALS

Each response to this RFP shall include the information described in this section. Failure to include all of the information specified may be cause for rejection. Additional information may be provided as long as it is relevant to the goals of the RFP. Any additional information included that is not specifically requested should be included as an appendix to the proposal.

1. **Qualifications and Experience:** Describe your company and provide a statement of qualifications for performing the requested or similar services. Please include an organizational chart and any variation in staffing levels over the past three (3) years. Please provide links to reports or studies conducted by your firm.
2. **References:** Provide a minimum of three (3) references for projects or services similar in nature and scope that have been completed within the last five (5) years. Include brief descriptions of the projects, dates and reference contact information. Public sector references are preferred.
3. **Qualifications of Team:** Provide a summary of the role, qualifications and experience of each team member and designated project manager assigned to this project. Include length of service for each team member as well as their assigned geographical location. Please identify the key personnel who will be assigned to these activities and what role each will play in enabling the firm to successfully meet the scope of services. List each individual's experience in solid waste and organics. Include (as an attachment to the proposal) each individual's resume. **Include resumes of only those personnel who will be assigned to these activities.**
4. **Project Understanding:** Based on the available information and experience with similar projects, provide a narrative describing your understanding of the services requested in this RFP. Include any issues that you believe will require special consideration for this project as well as identify any unique approaches or strengths your company may have.
5. **Project Plan:** Provide a detailed discussion of your company's approach to the successful completion of this project. Include thorough discussions of methodologies you believe are essential to accomplishing each task. Include a proposed work schedule and timeline to accomplish all of the required tasks and identify the team member responsible for each.
6. **Competency:** The EI ERA wants to ensure that the successful proposer has the necessary resources and experience to provide the specified services in a satisfactory and timely manner. Please list and explain any pending bankruptcies, liens, judgments, lawsuits, arbitrations or any similar actions filed or resolved within the last seven (7) years. Please indicate whether a client has ever terminated a contract with your firm for breach, and if so, please explain.
7. **Minority/Female Employment Opportunities.** Please discuss your firm's commitment to minority and female employment opportunities and the success of those efforts. Provide a copy of your firm's EEO policy as an attachment.
8. **Conflicts of Interest.** Please describe any potential or actual conflicts of interest in connection with your firm's involvement with the State, DNR, or EPA.
9. **Missouri Business Preference.** Chapter 34.073 RSMo. provides that, "in letting contracts for the performance of any job or service, all agencies, departments, institutions, and other entities of this state and of each political subdivision of this state shall give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quotes is the same or less." Please address this in your proposal.
10. **Cost.** The cost proposal should include the estimated hours and hourly rates at a firm fixed price, by each of the three (3) activities: create a Sustainable Materials Management Plan as an update to the 2005 Missouri Solid Waste Management Plan; Development of a Statewide Market Development Plan; and Development of a Sustainable Organic Materials Management Plan. In addition to cost, the proposal will be used to evaluate and compare the firm's understanding of the scope of work.

VIII. SUBMITTAL REQUIREMENTS

To be considered, an electronic copy of your proposal must be received by 12:00 p.m. (noon) CST on March 29, 2024. E-mail proposals to EIERA@eiera.mo.gov. If you do not receive a confirmation of receipt by noon of the business day following your submittal, contact us at (573) 751-491. Any proposals received after this deadline will be rejected.

If you have any questions regarding this solicitation, please e-mail them to EIERA@eiera.mo.gov or use the “Contact Us” link on our website. All questions submitted by 4:00 p.m. CST on March 15, 2024, and responses thereto will be available for viewing no later than noon on March 20, 2024, via a link on the Authority’s website found [here](#). Questions and answers may be posted prior to March 20, 2024. Questions submitted after 4:00 p.m. CST on March 15, 2024, will not be answered.

It is the responsibility of each potential proposer to check the Authority website for responses to questions and RFP revisions. We will not be sending questions and responses or RFP revisions to individual firms.

The proposals will remain confidential until the EIERA has selected the contractor. All proposals become the property of the EIERA and shall not be returned to the firm unless all proposals are rejected or the RFP is cancelled. Otherwise the contents of all proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Missouri law. The EIERA may treat all information submitted by a firm as public information following the conclusion of the selection process unless the firm properly requests that information be treated as confidential at the time of submitting the proposal. Any request for confidential treatment of information must be included in the transmittal letter with the firm’s proposal. In addition, the firm must enumerate the specific legal grounds for such request. If the firm designates any information in its proposal as confidential the firm must also submit by email one (1) copy of the proposal form which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.

IX. SELECTION OF PROPOSAL

All proposals received will be evaluated for the purpose of selecting a contractor which best meets the requirements of the RFP. The following areas will be considered:

1. Qualifications and Experience of the Firm and the Team Assigned to the Project: Proposals should demonstrate significant experience in developing statewide or large-scale plans related to solid waste management. Personnel dedicated to the project should have an adequate amount of expertise related to solid waste management. Proposer’s past work in this field or on similar projects will be considered in the selection process.
2. Project Understanding and Project Plan: Highly ranked proposals will demonstrate an understanding of the goals and work required by the scope of services and will provide a framework to develop the plans described in this RFP.
3. Minority/Female Employment Opportunities: The success of your company’s efforts toward the employment of minorities and women will be evaluated.
4. Missouri Business Preference: Chapter 34.073 RSMo. provides that, “in letting contracts for the performance of any job or service, all agencies, departments, institutions, and other entities of this state and of each political subdivision of this state shall give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quotes is the same or less.” Please address this in your proposal.

5. Cost: The cost proposal should include the estimated hours and hourly rates at a firm fixed price, by each of the three (3) activities: 1) creation of a Sustainable Materials Management Plan as an update to the 2005 Missouri Solid Waste Management Plan; 2) development of a Statewide Market Development Plan; and 3) development of a Sustainable Organic Materials Management Plan. While cost is an important factor, it is only one of the items considered.

X. OTHER MATTERS:

1. The EIERA reserves the right to:
 - a. Cancel this solicitation;
 - b. Reject any or all proposals;
 - c. If the EIERA deems it necessary or appropriate, in its sole discretion, to revise any part of this RFP, addenda will be provided to all parties originally receiving this RFP;
 - d. Select any proposal and negotiate with the firm which, in the EIERA's sole opinion, meets the Authority's needs regardless of the estimated costs in the proposal;
 - e. Determine whether conflicts or potential conflicts will preclude a proposer from being considered;
 - f. Request additional information and/or an oral interview with individuals or firms prior to the award;
 - g. Negotiate a contract; and
 - h. Waive any technicalities and make any award that it determines to be in the Authority's best interest.
2. The EIERA is not obligated to provide a debriefing for any proposers.
3. The EIERA is not liable for any costs incurred by any parties submitting proposals.
4. It is anticipated that selection of the Contractor will occur June 2024.
5. EIERA requires all vendors to participate in [E-Verify](#). If awarded the contract, please be prepared to provide proof of participation.

The Missouri Environmental Improvement and Energy Resources Authority is committed to principles of equal employment opportunity within the Authority and equal access to all of its programs, services, and activities. Accordingly, the public, Authority employees, applicants for employment, contractors, regulated entities, and all other persons are to be treated equitably and fairly, and not be subjected to harassment, retaliation, or intimidation, regardless of age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity), or socioeconomic status.

DO NOT CONTACT THE EIERA BOARD MEMBERS, EIERA STAFF, OR MoDNR STAFF REGARDING THIS RFP. Questions regarding this solicitation should be submitted in the manner described in the Submittal Requirements section above.

THANK YOU FOR SUBMITTING YOUR PROPOSAL FOR THE DEVELOPMENT OF THESE STATEWIDE PLANS FOR A MORE SUSTAINABLE SOLID WASTE FUTURE FOR THE STATE OF MISSOURI.