

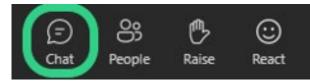
Project Management Services RFP Pre-Proposal Conference

February 20, 2024

Proposal Due Date: March 13, 2024



- Questions?
 - Ask today: Use the "Chat" feature in Teams (along the top of your Teams screen) to type in your question



- Note: Oral statements (including during this pre-proposal conference) shall not be relied upon to be terms of the RFP documents. All modifications to RFP documents shall be in writing.
- Ask after the meeting: email jredmond@recyclingandenergy.org



Presentation Outline

- Overview of Ramsey/Washington Recycling & Energy
- Overview of project management scope of work
- RFP process and information
- Q&A after presentation

Ramsey & Washington Counties, MN

- Two counties in the eastern part of the seven-county Minneapolis-St. Paul metropolitan area
- Population of around 820,000
 - 14% of the population of Minnesota
- Consists of urban, suburban and rural areas
- Racially diverse, many languages spoken
- In Minnesota, counties are the unit of government responsible for the management of solid waste and implementing programs (recycling, composting, hazardous waste disposal, etc.)





Recycling & Energy Board & Facility

- Joint powers board public entity
- County commissioners from Ramsey and Washington counties
- Own and operate the R&E Center in Newport, MN, since 2015
- Receives all trash from the two counties
- Annually, the R&E Center:
 - Manages about 450,000 tons of trash
 - Recovers ~14,000 tons of metals from the trash



Ramsey/Washington Joint Activities

- R&E projects/programs led by R&E staff, who working closely with each county's public health department
- R&E programs known as Joint Activities
- Help the community manage waste through prevention, reuse & recycling
- As of 2024, for both facility operations and Joint Activities, R&E has
 - 114 budgeted FTEs
 - \$67 million total annual budget



Vision

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Vibrant, healthy communities without waste Mission

Enhancing public health and the environment by creating value from waste through partnerships



R&E Guiding Principles

- 1. Plan for a 20- to 30-year horizon
- 2. Build on the current system and allow changes in processing to emerge over time
- 3. Assure flexibility
- 4. Manage risks
- 5. Pivot the view from "waste" to "resources" to add value to the local economy and the environment



Project Management at R&E

- Project management is an area of high need for R&E
 - Significant growth in budget, responsibilities and complexity
 - More emphasis on strategic plan implementation, internal communications, resource management and performance measurement
- In 2022, R&E established a new department to support the organization's programs and operations: the Planning & Project Management (PPM) Department
- PPM is staffed with two FTEs: a manager and a planning specialist
- PPM supports projects and programs across all parts of the organization

Road to an R&E PMO

Planning Efforts:

Q4 2022

 PMO concept presented to & approved by management and leadership



 Initial planning and phasing preparations

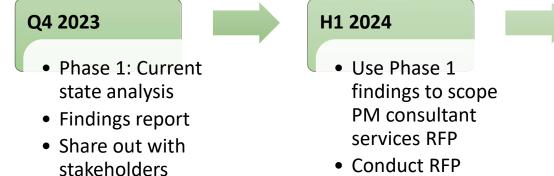


- Put on hold pending 2024-25 budget process
- 2023-25 PMO plan approved

August 2023

- Budget approved including line item for PMO development
- Prepared Phase 1

Implementation:



Conduct RFP

H2 2024

 Phase 2: PPM work with consultant to build PMO tools & processes

2025

- Phase 3: Use PMO processes & tools
- Develop & conduct training plan





Phases for R&E PMO

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Phase 1	Phase 2	Phase 3
Current	Develop	Start PMO
State & Gap	PMO Tools	& Training
Analysis	& Methods	program

Summary of Scope

R&E is seeking a consultant to assist PPM with two components:

- 1. Stand up an R&E Project Management Office (PMO)
 - Establish formal, organized and consistent project planning and project management services
- 2. Develop and implement an internal project management training program
 - Build capacity and knowledge about project management principles



Scope: Co-develop and implement a PMO

Tasks:

- 1. Review existing materials and collect background information
- 2. Develop PMO introduction guide
- 3. Develop customized project templates
- 4. Design a customized approach for project progress tracking & internal communications
- 5. Implement the PMO tools and approaches
- 6. Consult on projects as requested



Scope: Develop/conduct PM trainings

Task: Develop, design and implement an ongoing training program

- Three skill levels:
 - o Beginner level: General project management concepts & skills
 - Intermediate level: Skills for project managers/staff that do project management as part of their day-to-day jobs
 - Managerial/executive level: Project management concepts
- Design training sessions for staff that include (but are not limited to) the following areas:
 - $_{\odot}\,$ Project management services offered by PPM
 - Key project management terminology
 - $_{\odot}\,$ How to incorporate performance measurement into projects



RFP Evaluation

- All required items must be included in the response
 - See: section 2.2, Instructions to Proposers on page 8
 - See: Table 05: Proposal Checklist on page 9
- Proposers will be ranked based on responses
- Evaluation considerations will include qualifications, demonstrated understanding and approach, cost, references, and any additional relevant information
- Selected proposers may be chosen for interviews



Overall Timeline





RFP Point of Contact & Addendum

Section 1.10 of RFP – page 6 – Table 02 – Point of Contact

All inquiries shall be submitted to Jim Redmond at jredmond@recyclingandenergy.org

Due date for proposer questions: February 23, 2024, at 4 pm CST

All addenda will be published on the R&E website at <u>www.recyclingandenergy.org/vendors</u>



Proposal Checklist

Section 2.2 of RFP – Page 9 – Table 05 – Proposal Checklist

- Signed cover letter (Section 2.3)
- Completed proposal response form (Section 2.4; Attachment 1)
- Completed information and reference form (Section 2.5; Attachment 2)
- Firm introduction, qualifications/experience, key personnel (Sections 2.6-8)
- Work plan for scope of services (Section 2.9)
- Description of cost/budget (Section 2.10)
- Exceptions to terms & conditions (Section 2.11)
- Application for designation of trade secret information (Attachment 3; Section 2.12)





Notify Jim Redmond via email (<u>Jredmond@recyclingandenergy.org</u>) if you wish to be added to the email distribution list about this RFP

Next Steps

- Questions may be emailed to jredmond@recyclingandenergy.org
- All clarifications and RFP revisions will be documented in an addendum and published to R&E's website <u>www.recyclingandenergy.org/vendors</u>
 - Questions received after Feb. 23 may not be answered

Proposals due Wednesday, March 13, 2024

• Proposal mailing address – Section 2.2 of RFP – page 8 – Table 04





Question & Answer

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