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**REQUEST FOR QUALIFICATIONS
BENNINGTON COUNTY SOLID WASTE ALLIANCE
EDUCATION AND OUTREACH PROGRAM
JULY 30, 2015**

Issued by: The Bennington County Regional Commission on behalf of
The Bennington County Solid Waste Alliance

Purpose: Develop and implement an education and outreach program for
the Bennington County Solid Waste Alliance

Date Issued: July 30, 2015

Qualifications Due by: September 3, 2015

Work to begin: October 8, 2015

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I. GENERAL INFORMATION

The Bennington County Regional Commission (BCRC), on behalf of the Bennington County Solid Waste Alliance (BCSWA) is requesting qualifications from parties interested in developing and implementing an education and outreach program to businesses, schools and institutions for the Alliance to implement parts of the draft BCSWA Solid Waste Implementation Plan.

This RFQ makes reference to the draft SWIP, so interested parties should review the draft solid waste implementation plan available from:

<http://bcrcvt.org/documents/DraftJuly2015BenningtonCountySolidWasteAllianceSWIP.pdf>

Or go to: http://bcrcvt.org/Programs/Solid_Waste/ and look on the right side of the page under “Solid Waste Announcements” for “Draft July 2015 SWIP.”

The Universal Recycling Law (URL) or Act 148 was passed by the Vermont Legislature in 2012. The primary purpose of this law was to significantly reduce the amount of material going into landfills. Over the past decade 30 to 36% of materials have been diverted from landfills, and that amount has not increased as was hoped. At the same time, the average amount of material each Vermonter generates has increased. This means that many useful and recyclable materials still end up in those landfills, which are gradually becoming full. The Universal Recycling Law seeks to provide more choices and convenience for Vermont residents, businesses and institutions to make it easier for them to recycle. The law is being phased in over time to allow for the creation of the systems for managing materials.

The towns of Arlington, Bennington, Dorset, Glendon, Manchester, Pownal, Rupert, Sandgate, Searsburg, Shaftsbury, Stamford, Sunderland and Woodford have worked together to develop a Solid Waste Implementation Plan (Draft SWIP) to fulfill their responsibilities under the URL. As part of the planning process, the towns formed the Bennington County Solid Waste Alliance (BCSWA) through an interlocal contract, pursuant to 24 V.S.A. Chapter 24, to implement the plan.

II. PROJECT DESCRIPTION

The Draft SWIP focusses on education and outreach to residents, businesses, schools and institutions. Specific actions are organized around the following program areas: recycling, organics, and household hazardous waste (HHW). In addition, the Alliance will need some assistance in the areas of construction and demolition debris and biosolids. The contractor will work closely with the Alliance to target and implement education and outreach programs in these areas. The proposed contractor responsibilities under each program area in the Draft SWIP are underlined below.

Recycling – School Outreach: The Alliance will implement a school outreach program as described in the Draft SWIP (Section III.A.). The Alliance school outreach program will address recycling of all mandated recyclables listed as banned from landfills in the Universal Recycling Law. The contractor will work with at least 10% or 2 schools (whichever is greater) annually to implement school-wide waste reduction programs covering recyclables, organics, and HHW ensuring that 50% of schools are reached by end of SWIP term. The actions that would be the responsibility of the contractor include R1a-e in the Draft SWIP.

Recycling – Business Outreach: The Alliance will conduct outreach to at least 2% or 20 (whichever is greater) businesses/institutions in the region per year to increase their recycling and their access to recycling in their public spaces, ensuring that a minimum of 10% of the businesses and institutions have been reached by the end of the SWIP term. The actions that would be the responsibility of the contractor include R3a-e in the Draft SWIP.

Recycling – Outreach for Events: The Alliance will provide technical assistance for waste reduction at public and private events. The actions that would be the responsibility of the contractor include **R4 in the Draft SWIP**. The contractor will also work with the Alliance to identify major events scheduled for each year and to provide materials for the Alliance web page.

Recycling – Textiles: The Alliance will highlight the programs of Planet Aid, Goodwill and others on the Alliance web page. The contractor would be responsible for implementing **R5a in the Draft SWIP**.

Organics Outreach to Schools: The Alliance school outreach program will address organics as part of a program that will be integrated with R1. The contractor will be responsible for implementation of **O1 in the Draft SWIP**. The program will focus on working with schools to divert food scraps consistent with the Universal Recycling Law which will require small generators such as schools to divert scraps by July 1, 2020.

Organics Outreach to Businesses and Institutions: In addition to schools, the Alliance intends to reach out to at least 2% or 20 food based businesses and institutions (whichever is greater) each year, ensuring that at a least 10% of the business and institutions are reached by the end of the SWIP term. This program will be integrated into R3, but focusing on food oriented businesses and institutions including hospitals, restaurants, and major food stores such as Price Chopper, Shaws and Hannaford. The contractor will be responsible for implementing **O3 in the Draft SWIP**.

Outreach for events will integrate both recycling and organics, so the contractor will be responsible for implementing **O4 in the Draft SWIP**.

Outreach to Food Organizations: The Alliance intends to contact and collaborate with local food redistribution groups and networks to conduct outreach and education to food service businesses and institutions about the opportunities to donate quality food within the region to feed people. The contractor will be responsible for implementing **O5a-d in the Draft SWIP**.

Household Hazardous Waste Outreach: As part of outreach on household hazardous waste, the contractor will be responsible for implementing **H1 and H3**, which involve outreach to schools and businesses/institutions respectively.

The contractor will work with the Alliance and the Bennington County Regional Commission to identify and prioritize schools, businesses, institutions and food organizations to target these programs.

In addition to the above, the contractor will be asked to provide materials and content for use in the Alliance's web site and multi-media outreach program which are intended to inform residents, businesses, and institutions (hospitals, nursing homes, colleges, correctional facilities,

and other large waste generators). The content would address recycling, textiles, organics, construction and demolition debris, biosolids and household hazardous waste (see R2, R5, O2, H2, C1 and S1 in the Draft SWIP).

III. SUBMISSION REQUIREMENTS

Please provide the following items:

1. A concise, but detailed letter of interest.
2. A statement describing qualifications.
3. Summaries of experience with similar projects involving outreach to businesses, schools and institutions in the management of recyclables, organics, household hazardous waste, textiles, construction and demolition debris and biosolids
4. Contact information for three references where the work has involved outreach and education for the management of recyclables, organics, household hazardous waste, textiles, construction and demolition debris and biosolids.
5. Details of hourly rates for personnel and estimated costs for travel, materials, supplies, equipment and other necessary costs and services.

Electronic copies of these items must be received by 5:00pm on Thursday, September 3, 2015. **RFQ submittals should be no more than ten (10) pages in length.**

Direct all inquiries and submissions to Michael Batchner at mbatchner@bcrcvt.org.

IV. SELECTION CRITERIA

- Experience and qualifications to perform the requested services which involve providing outreach on solid waste management to schools, businesses and institutions.
- Staff and other potential costs.
- A demonstrated ability to work effectively and coordinate activities with other parties.
- Strong communication and organizational skills.

V. SCHEDULE

- RFQ issued July 30, 2015.
- Qualifications due September 3, 2015.
- Review of Qualifications September 4-9, 2015.
- Interviews September 14-18, 2015.
- Selection on or about September 18, 2015.
- Contract negotiation with contract finalized on or about October 2, 2015
- Work to begin on or about October 8, 2015

VI. Other Information

1. The Bennington County Solid Waste Alliance (BCSWA) may accept or reject any proposal and may cancel the project at any time.
2. Preference will be given to a vendor who can perform all tasks described above. However, BCSWA may contract with different vendors to provide different services or to work on implementing different parts of the plan.
3. BCSWA may modify and reissue the RFQ following their review of submitted proposals.
4. BCSWA is not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
5. BCSWA may negotiate a contract with the vendor whose proposal would be the most advantageous to them.
6. All proposals submitted as part of this RFQ shall become the property of the BCSWA. As such, they are public information and may be reviewed by anyone requesting to review them.
7. BCSWA may request additional information as part of the proposal review.
8. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
9. All proposals will remain valid for ninety (90) days from the date of submittal.
10. The selected vendor will need to show proof of adequate insurance and any required licensing, certification and permitting.