



111 South Street, Suite 203, Bennington, VT 05201 (802) 442-0713 (802) 442-0439 fax

Request for Proposals

Issued by: Bennington County Regional Commission

Purpose: Develop organizational options for implementation of the Bennington County 12-town Solid Waste Implementation Plan

Date Issued: July 14, 2014

Bid Due Date: August 8, 2014

Award Date: August 13, 2014

Report Due Date: October 3, 2014

Contact: Michael S. Batcher
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I. Background

The Bennington County Regional Commission is preparing a Solid Waste Implementation Plan for the towns of Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Shaftsbury, Stamford, Sunderland and Woodford. This plan must comply with the requirements listed in the Materials Management Plan (MMP) prepared by the Vermont Agency of Natural Resources.

II. Scope of Services

By June 18, 2015, the twelve towns listed above must complete a Solid Waste Implementation Plan that fulfills the requirements listed in the VT ANR MMP and the Vermont Universal Waste Law. We are

seeking organizational options for implementing the SWIP including a review of the positive and negative aspects of several organizational alternatives including:

- 1) creation of a solid waste district;
- 2) creation of a solid waste alliance similar to the Solid Waste Alliance Communities or the Mad River; and
- 3) the current arrangement in which towns, individually and in coordination, implement the SWIP.

The vendor should feel free to recommend and assess other appropriate alternatives.

The report on organizational options should be brief and identify specific positive and negative aspects of each organizational option. The report should address how each alternative would be created, organized and administered, addressing any specific requirements of Vermont regulations or statutes. It should also address the responsibilities and authorities of member municipalities under each alternative structure and which of those responsibilities and authorities municipalities may and may not delegate to the organizational structure to implement the SWIP and comply with the Universal Recycling Law.

III. Funding Available

We have \$4,000.00 allocated for this project. We will entertain proposals with higher amounts with clear justification. Proposals can also provide recommendations for additional work that the vendors think would be necessary to meet the requirements of the VT ANR MMP.

IV. Required Submission

Electronic versions (Adobe Acrobat or Microsoft WORD) proposals from interested parties must be received at the BCRC contact listed above by 5:00 PM, August 8, 2014. Proposals should be no more than five pages in length and summarize methods, qualifications, schedule of tasks and cost estimates. Web sites can be provided for more information.

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V. Proposal Evaluation

- Clarity and organization of the proposal and its responsiveness to completing the project.
- The vendor's experience and qualifications to perform the requested services.
- Costs to complete the work.
- Ability to submit reports by October 3, 2014

VI. Schedule

- July 14, 2014 – RFP issued
- August 8, 2014 – Due date for proposals
- August 13, 2014 – Proposal review and selection (Note, bidders may be contacted if necessary for follow-up questions)
- August 18, 2014 - contract with BCRC
- October 3, 2014 – reports submitted by vendor

VII. Other Information

1. BCRC may accept or reject any proposal and may cancel the project at any time.
2. BCRC may modify and reissue the RFP following review of submitted proposals.
3. BCRC 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.
4. BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described in V above.
5. All proposals submitted as part of this RFP shall become the property of the BCRC. As such, they are public information and may be reviewed by anyone requesting to review them.
6. BCRC may request additional information as part of the proposal review.
7. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
8. All proposals will remain valid for ninety (90) days from the date of submittal.
9. The selected vendor will need to show proof of adequate liability insurance.

VIII. Other Sources of Information

Bidders should review the following:

Draft Bennington County Regional Plan (see Regional Resources on right hand side):

<http://www.rpc.bennington.vt.us/>

Current BCRC assistance to communities in solid waste management:

http://www.rpc.bennington.vt.us/Programs/Solid_Waste/

Vermont Agency of Natural Resources Materials Management Plan:

<http://www.anr.state.vt.us/dec/wastediv/solid/home>

CC: Towns of Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Shaftsbury, Stamford, Sunderland and Woodford.