

**REQUEST FOR PROPOSALS**

**FOR**

**SOLID WASTE MANAGEMENT  
MASTER PLAN**

**Release Date: August 23, 2016**  
**RFP Submission Due Date: September 22, 2016 at 4:00 PM**

**BID# 6536 RFP**



**INFORMATION**

**SOLID WASTE MANAGEMENT  
MASTER PLAN  
BID# 6536 RFP**

**ALL QUESTIONS TO**

All questions must be submitted in writing and mailed to the Purchasing Office  
emailed to [Peter.Privitera@westhartford.org](mailto:Peter.Privitera@westhartford.org) or faxed to 860-561-7461 at least  
seven calendar days prior to the date established.

**TOWN OF WEST HARTFORD  
REQUEST FOR PROPOSALS  
SOLID WASTE MANAGEMENT MASTER PLAN  
BID#6536 RFP**

**1. INTRODUCTION**

The Town of West Hartford believes there is opportunity to improve the environmental impact of its operations by increasing efficiency through practices that reduce waste generation, encourage reuse of materials, and increase recycling of materials that are currently disposed of as waste.

The goal of this project is to develop the Town of West Hartford's Solid Waste Management Master Plan. The Plan will include a comprehensive evaluation of the current state of West Hartford's waste disposal and materials management practices incorporating a public stakeholder process with feedback and input from Town constituents. The results and recommendations within the Plan will guide West Hartford and the stakeholders to develop short term and long term goals best suited for developing cost effective and environmentally protective waste management and waste diversion systems.

Consultants are invited to respond to the Town of West Hartford's Request for Proposal who are experienced in long-term planning projects for waste reduction and recycling; skilled at working with a diverse set of stakeholders to develop outcomes; and, familiar with innovations for waste goals and management that are being implemented in other communities.

**1.1 REQUEST FOR PROPOSALS FORMAT**

This Request for Proposal (RFP) presents proposal requirements and provides Proposers with information to facilitate the preparation and submission of the Proposal. The major sections of this RFP are as follows:

Section 1 Introduction

Section 2 Project Background

Section 3 Proposal Instructions

**1.2 ISSUING OFFICE**

This RFP is being issued by the Purchasing Department of the Town of West Hartford on behalf of the Department of Public Works. The issuing officer is the Purchasing Agent or his designee.

**1.3 INQUIRIES**

All technical inquiries regarding this RFP must be in writing and must be addressed to:

Peter Privitera  
Director of Financial Services/Purchasing Agent  
Town of West Hartford  
50 South Main Street  
West Hartford, Connecticut 06107  
T: 860 561-7461; F: 860 561-7507  
[Peter.Privitera@westhartfordct.gov](mailto:Peter.Privitera@westhartfordct.gov)

The deadline for submitting questions related to this RFP is at 4:00 pm, September 8, 2016. Responses to all questions will be furnished through a formal addendum following the closing date listed herein.

#### **1.4 INCURRING COST**

The Town of West Hartford will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal for any work performed prior to the issuance of a contract.

#### **1.5 REJECTION/ACCEPTANCE OF PROPOSAL**

The Town of West Hartford reserves the right to refuse for any reason deemed to be in the Town's best interest any and/or all proposals submitted under this RFP.

This RFP is not an offer to contract. Acceptance of a proposal neither commits the Town of West Hartford to award a contract with any firm, even if all requirements in the RFP are met, nor limits its right to negotiate in the best interest of the Town of West Hartford.

#### **1.6 ADDENDA TO RFP**

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective proposers. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

#### **1.7 SUBMISSION OF PROPOSALS**

Each proposer must submit one original and six (6) copies of the proposal in a sealed envelope bearing on the outside the name of the firm, full address, name of the project for which the proposal is submitted and the date and time the proposal is due to:

Peter Privitera  
Director of Financial Services/Purchasing Agent  
Town of West Hartford  
50 South Main Street  
West Hartford, Connecticut 06107  
Attn: Town of West Hartford, Solid Waste Management Master Plan

These proposals must be received by the Town no later than 4:00 pm, Thursday, September 22, 2016. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the proposer.

#### **1.8 PROPRIETARY INFORMATION**

The Town of West Hartford will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The Town of West Hartford retains the right to disclose the name of the successful proposer, the financial considerations, and any other information in the proposal that is pertinent to the selection of the proposer.

## **1.9 INDEPENDENT PROJECT COST DETERMINATION AND GRATUITIES**

By submission of a proposal, the proposer certifies, that in connection with its procurement:

The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

The financial data quoted in this offer will not change for the period of one hundred twenty (120) days after the receipt date at the Town of West Hartford of this offer.

Unless otherwise required by law, the financial data which has been quoted in this offer have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restrictive competition.

No elected official or appointed official or employee of the Town of West Hartford shall benefit financially or materially from this contract.

## **1.10 PRIME PROPOSER RESPONSIBILITY**

Proposers submitting responses to this RFP may utilize the services of sub-contractor or partners. If sub-contractors or partners are planned to be used, this should be clearly explained in the proposal. The prime proposer will be responsible for the entire contract performance whether or not a sub-contractor or partner is to perform. All corporate information required in this RFP must be included for each proposed sub-contractor or partner. The proposal must also include copies of any agreements to be executed between the prime proposer and any sub-contractors or partner in the event of contract award. Under this RFP, the Director of the Town Department of Public Works retains the right to approve all sub-contractors or partners.

## **1.11 KEY PERSONNEL**

The personnel and commitments identified on the selected vendor's proposal will be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the selected vendor must notify the Director of the Town Department of Public Works fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact of the project. The selected vendor will make no deviation without the prior written consent of the Director of the Town Department of Public Works. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the selected vendor, who in the sole opinion of the Director of the Town Department of Public Works is unacceptable, shall be removed from the project pursuant to the request of the Director of the Town Department of Public Works. The selected vendor will have fourteen (14) calendar days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the Director of the Town Department of Public Works.

The Director of the Town Department of Public Works shall have the right to reject or terminate any of the staff provided by the selected vendor with 24-hour notice, and the selected vendor shall be able to provide immediate, temporary replacement and within 30 days, provide permanent replacement.

#### **1.12 AVAILABILITY OF FUNDS**

The contract award under this RFP is contingent upon the availability of funds to the Department of Public Works for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect. This section pertains to proposals that require the contribution of Town funds, either operating or capital, required for the execution of the services accepted by the Town as submitted by the selected proposer.

#### **1.13 TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

Performance under any contract resulting from this RFP may be terminated by the Town of West Hartford whenever:

The Contractor, in the sole opinion of the Town, is in default in the performance of the contract and shall fail to correct such default within the period specified by the contracting officer in a notice specifying default: or, the contracting office shall determine that termination is in the best interest of the Department of Public Works of the Town of West Hartford. Termination will be effected by delivery to the proposer of a notice to terminate, starting the date upon which termination becomes effective.

#### **1.14 AMBIGUITY IN THE REQUEST FOR PROPOSAL (RFP)**

Prior to submitting the proposal, the proposer is responsible to bring to the Town's attention any ambiguity in the RFP. Not to do so, shall result in the proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent proposer.

In the event of any ambiguity between the Town's RFP and the proposer's proposal, then whatever shall be more favorable to the Town of West Hartford as determined in the sole discretion of the Town shall prevail and take precedence.

#### **1.15 OWNERSHIP INFORMATION**

The Town of West Hartford shall have unlimited rights to use, disclose, or duplicate for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

#### **1.16 NEGOTIATED CHANGES**

In the event negotiated changes occur after the awarding of the contract, any policies called for in the original contract will remain in effect.

#### **1.17 CONTRACT AGREEMENT**

The selected proposer will be required to agree to and sign a formal written contract agreement between the Town of West Hartford and the proposer, prepared by the Law Department of the Town of West Hartford.

## **1.18 COMPETITION INTENDED**

It is the Town's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the Town in writing if any language, requirement, scope, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Town not later than seven (7) days prior to the date set for acceptance of proposals.

## **1.19 TAX EXEMPT**

The Town of West Hartford is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut

## **1.20 INSURANCE REQUIREMENTS**

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Risk Manager of the Town of West Hartford. See attached insurance requirements.

## **2. PROJECT BACKGROUND**

### **2.1 DESCRIPTION OF THE TOWN**

The Town is located in central Connecticut adjacent to and west of the City of Hartford, the state capital. The towns of Bloomfield, Newington, Farmington and Avon also border the Town. West Hartford is approximately 100 miles southwest of Boston and approximately 100 miles northeast of New York City. The Town, a residential suburb in the Hartford metropolitan area encompasses 22.2 square miles and has a population of 63,268.

West Hartford has access to the two major highways in central Connecticut; Interstate Route 91 and 84, the latter of which has exits in the Town. The Town is also served by US Routes 6 and 44 and State Routes 4, 173, 185 and 218. Amtrak provide passenger rail service for the area. Bradley International Airport is 20 minutes north of the center of West Hartford. Public Transportation is provided by the CT Department of Transportation. The largest public utilities are Eversource Energy, Connecticut Natural Gas and the Metropolitan District Commission.

West Hartford is comprised primarily of property with single-family owner occupied mid to upper price range dwellings. West Hartford Public Schools has two high schools, three middle schools and 11 elementary schools. There are 17 private and parochial elementary through high schools, and three universities.

### **2.2 SOLID WASTE IN WEST HARTFORD**

The Town of West Hartford strives to provide safe and reliable refuse and recycling services for its residential properties with (3) three or fewer dwelling units. Currently, through an independent contractor, West Hartford provides Municipal Solid Waste Services through a weekly collection to approximately 20,000 residences. Recycling is collected curbside every other week. The contract with the current contractor it set to expire in November of 2017.

The Towns municipal solid waste is delivered to a resource recovery facility located in Bristol Connecticut. The recyclables are delivered to a Material Recovery Facility (MRF) located in Hartford Connecticut.

The Town also provides curbside services including spring yard waste collection, fall leave collection and Christmas tree collection.

The Town owns a Yard Waste and Recycling Center that is managed by an independent contractor. The Yard Waste and Recycling Center collects used motor oil, used anti-freeze (must be left in non-returnable containers), automotive batteries, dirt, concrete, rocks & stones (free of metal), leaves (delivered in bulk or 30 gal biodegradable paper bags– no plastic bags accepted), brush (no greater than 6 in in diameter and 4 feet in length), household recycling items (cardboard, boxboard, paper, plastics #'s 1-7, food, glass, and metal containers), paint and textiles.

Each spring and fall, a local water and sewer utility conducts a regional household hazardous waste collection program at a series of local sites in member and non-member towns. The program offers a number of benefits to residents and municipalities.

The Town was recently awarded a State of Connecticut Department of Economic and Community Development Brownfield Grant for an environmental assessment of its former incineration site. The Town is looking to make major improvements to the site by partnering with the operator to build an Anaerobic Digester where the incinerator building now stands to service the region. The Town is also a recent recipient of a State of Connecticut Department of Energy and Environmental Protection Recycling Incentives grant to examine how a “Save Money and Reduce Trash”(SMART) program can be implemented to achieve the goal of creating a system that would be cost effective and provide maximum financial benefit to the residents.

## **2.3 SCOPE OF SERVICES**

This Solid Waste Management Master Plan will position the Town of West Hartford to gain a better understanding of the waste challenges, and enable the Town to find waste solutions for the next 10 years.

The scope of services associated with this project will consist of the following three phases. The Town requests the proposer to provide three (3) separate cost proposals, one for each phase:

### **Phase 1: Evaluation of current system**

- a. Assess the Towns current waste management programs including curbside collection ( MSW, recycling), organic, electronics, metals, bulky waste, yard waste and hazardous waste, examine other waste streams and develop key questions for the final plan.
- b. Evaluate the expirations of long-term contracts at the State’s Resource Recovery Facilities as well as the Town’s long term waste contacts and determine the impact to West Hartford.
- c. Provide guidance on developing the upcoming collection and hauling contracts.
- d. Recommend new strategies to cut transportation and collection costs.
- e. Frame the waste management challenges and identify the impacts.
- f. Provide recommendations and implementation schedule

### **Phase 2: Feasibility Study**

- a. Provide a market study for the various waste streams and examine the future of recyclable commodities.
- b. Provide waste and recycling forecasts and projections and develop cost alternatives. Prepare a brief analysis of the waste generation rates for the following waste material streams: residential, commercial/industrial/institutional, general construction or demolition debris and non-liquid and non-hazardous special waste. Develop funding streams and alternatives through diversion.\

- c. Review waste characterization study from CT DEEP, and CT DEEP waste management goals and policies and recommend ways to achieve compliance through emerging technology solutions and collection system alternatives.
- d. Examine the State and private sector emerging technology and how it impacts the ability to comply with State recycling goals. Recommend interim and long term measures to achieve compliance.
- e. Develop waste reduction goals and objectives to effective waste management.

**Phase 3: Plan**

- a. Set new goals for the future of waste reduction and recycling in West Hartford.
- b. Provide a “road map” to increase efficiencies in all areas. (Provide roadmap to systemic change)
- c. Provide a public participation process, stakeholder involvement and engagement activities
- d. Provide a method for monitoring the implementation of the plan using metrics that measures a variety of topics.
- e. Prepare a Solid Waste Management Plan with scenarios addressing the current collection, transfer and disposal processes for the residential waste stream and, based upon current and future waste industry direction, offer suggestion.

Each phase will be evaluated by the Town separately. Each phase will be awarded based on funding availability.

**2.5 GENERAL DESCRIPTION OF THE AGREEMENT TERMS**

The basic conditions of the agreement, upon which the proposer should base its proposal are summarized below. Any deviations must be clearly listed and described in the proposal.

The contractor shall obtain all licenses and permits necessary for the performance of the contract services. The revoking of the contractor’s licenses and permits by the State of Connecticut, local municipality or any other governing agency, shall not relieve the contractor from its responsibility of performing the work under the agreement.

Operational failure of the contractor’s equipment including labor strikes, or any other cause will not release the contractor of its responsibility to dispose acceptable waste during the contract term on a continual basis. All costs involved in complying with this requirement shall be the contractor’s responsibility.

Maintain fire control equipment and fire extinguishers. Fire extinguishers shall be charged by qualified subcontractor.

**2.26 APPLICABLE LAW**

The laws of the State of Connecticut shall govern the validity, interpretation, construction, and performance of the Agreement.

**2.27 COMPLIANCE WITH LAWS**

In the performance of the Agreement, each party shall comply with all Federal, State and local laws, rules, ordinances, regulations and all administrative and judicial positions known to it, except for such period as it may in good faith be contesting the validity or application thereof.

### 3.0 PROPOSAL INSTRUCTIONS

The proposer shall follow the guidelines given below to allow for the efficient evaluation and selection process.

#### 3.1 CONTENT AND FORMAT

Proposal is to be submitted in three (3) parts:

1. Letter of Transmittal.
2. Proposal response which includes qualifications and work plan.
3. Financial supplement containing the proposed fee as outlined in Section 2.2.

**Six (6) copies** of the three parts described above are to be submitted to the office contact specified in Section 1.9. Faxed or Emailed copies of the response will not be accepted.

The proposals must be bound in such a manner that any updates can be incorporated into the original proposal without much difficulty. The name of the proposer must appear on the outside front cover of each copy of the proposal.

Each page of the proposal must be numbered consecutively from the beginning of the proposal through all appended material.

In case there is a need for updating the proposal of the selected firm, the firm will accomplish the need by insertion of the updated pages submitted for all copies. All new or corrected pages must show the date of revision and indicate the portion of the page, which has been changed. This later requirement is to be met by drawing vertical lines down both margins of all affected pages.

The Town of West Hartford reserves the right to reject any unsolicited modifications or additions received between the date of submission and proposal selection, including the substitution of subcontractors or of staff.

The **cover letter** must specify the following:

The corporation's name and address of the prime contractor.

Name, title and telephone number of the individual within the corporation who is authorized to commit the company to this contract.

The name, title and telephone number of the individual whom the Department of Public Works should contact regarding questions, and clarifications.

The corporation name and address of all proposed subcontractors, consultants or partners.

The time for validity of the offer must be one hundred twenty (120) days from the due date of the proposal.

Proposer shall also provide a statement specifying the following **qualifications, experience and capabilities**:

Experience in the operation, maintenance and management of yard waste and recycling centers for a minimum of ten (10) years.

Experience providing the services as defined in Section 2 for an urban/residential community for a minimum of ten (10) years.

Detailed information identifying the proposer's organization, responsibilities and internal reporting requirements. Where subcontractors are to be used, their names, qualifications, and specific tasks.

Detailed information regarding previous projects successfully completed by the proposer and general information related to offering organization to allow the Department of Public Works to assess overall capabilities.

The proposer must provide information regarding the following items related to past performance:

History of contract performance.

History of labor relations.

Reliability of services.

Public interaction.

The proposer should include an annual report for the previous year and banking references. In addition, if proposer plans to have the revenues from this contract assigned to any bank or other institution, the reason for such assignment must be specified and the assignee designated.

Include at least three (3) references from other organizations or agencies for which the proposer has provided similar services.

The proposer may provide any additional information that is deemed to be useful to the Department of Public Works in evaluating the proposal in appendices. Generally, this may include examples of prior work products and methods.

### **3.2 FINANCIAL SUPPLEMENT/PROPOSED FEE STRUCTURE**

The proposer must submit a financial supplement/proposed fee structure of each of the three phases described in the scope of work as part of the submission. It must contain the proposer's detailed cost of implementing the project.

Proposers may be asked to present their proposals to a selection committee and/or to respond to questions. Based on the information provided in the proposal and any additional information presented, a final selection will be made.

The Town of West Hartford reserves the right to reject any and/or all proposals submitted, to request information from any proposer and to negotiate with any of the proposer regarding the terms of the engagement. The Town of West Hartford intends to select the proposer that, in its opinion, best meets the Town's needs, not necessarily the proposer that proposes the best financial proposal to the Town.