



## **REQUEST FOR PROPOSAL 2018 Special Recycling Collection Event (SRCE) Consultant for the City of Duvall**

### **OVERVIEW**

The City of Duvall is requesting proposals for a professional consultant to provide up to two Special Recycling Collection Events (SRCE) for 2018. The City of Duvall receives grant funding from King County and the State of Washington to sponsor programs that reduce the amount of recyclable waste dumped into the County landfills, promote recycling and the use of recycled products, and reduce the public health impact of waste that is improperly or illegally disposed of into the environment.

The City of Duvall will use a combination of grants to sponsor one or more recycling collection events in 2018. The purpose of this RFP is to seek proposals from professional consultants that will be able to coordinate and manage these tasks.

For 2018, the main SRCE event is scheduled to take place on August 25<sup>th</sup>. If additional funding is remaining, a second event coordination opportunity may be available. The actual date for potential second event is yet to be determined, but will be held sometime in April, 2018.

The average SRCE project costs for the last three years has been \$18,009.00. Detailed break-out by event or task is available upon request. All work must be completed by November 30, 2018. Up to 13% of grant funds shall be designated for the current Community Household Battery Recycling program, City staff costs and grant administration.

### **TIME AND PLACE FOR SUBMISSION OF RESPONSES**

Responses to the RFP should be sent to Cheri James, Administrative Assistant II, City of Duvall, P.O. Box 1300, Duvall WA 98019.

**All responses must be received by 4:30 p.m., April 20, 2018. Late or faxed responses will not be accepted.**

### **NECESSARY SKILLS**

Necessary skills include proven expertise in solid waste management and the ability to procure and execute government grants. The consultant must have experience in organizing, coordination and operation of municipal collection events, the ability to work with City staff, collection vendors and prepare collection reports and reimbursement requests for the grantors and the City. The chosen consultant must have extensive experience in the collection and transporting of the following items for the Special Recycling Collection Event:

Batteries, shredding material reusable household goods and clothing, refrigerators, freezers and air conditioning units\*, televisions, electronics, computer and audio equipment, oil, oil filters and antifreeze, tires\*, scrap metal and appliances, scrap wood, porcelain toilets and sinks\* and propane tanks\*. Items actually collected at the 2018 event will be mutually agreed upon by the consultant and the City.

\*= The consultant will be allowed to charge a nominal user fee to offset the cost of collecting and recycling these items.

## **SCOPE OF WORK**

The following services are required to coordinate and manage the recycling collection event:

- A. Coordinate with City staff and vendors.
- B. Secure all necessary permits for the event day and those necessary for handling, hauling and recycling/disposal of materials collected at the event.
- C. Develop promotional materials including design, printing and mailing to City and area residents via bulk (saturation) mail.
- D. Prepare and break down event site.
- E. Provide sufficient staff to manage the event.
- F. Create and distribute educational recycling materials to event participants.
- G. Provide all necessary equipment and supplies for the event.
- H. Ensure event inspections are scheduled and passed.
- I. Collect and transport all collected material and/or market or process applicable collected recyclables.
- J. Ensure that all equipment and debris is removed from the event site and that it is left in its pre-event condition.
- K. Report collection data to the City and grantors.
- L. Prepare 2018 grant reimbursement reports no later than November 30, 2018.
- M. Interact and coordinate with granting agencies, including procurement of future grants.
- N. Prepare 2019 recycling grant applications.

## **DELIVERABLES**

Written reports and reimbursement requests after the collection event for the grantors and the City in the format required by each agency. Each report shall include the following:

1. Number of participants (vehicles).
2. Volume of each material collected (e.g. gallons, tons, pounds).
3. Compare event results (i.e., volume of collected material and number of participants) to previous events.
4. Breakdown of actual event costs by budget category.
5. Provide receipts for all services and supplies for the event.

## **MATERIALS TO SUBMIT**

Interested consultants must submit: 1) a full statement of their qualifications, and 2) their proposals.

The proposal must include the following:

1. Written understanding of the project.
2. A one-page summary of project tasks, including timelines, personnel and expenses.
3. Summary of qualifications of individuals directly working on the event.
4. List of similar projects completed for other agencies with contact information.
5. An example of work that best reflects the consultant's ability to complete this project.

## **SELECTION CRITERIA**

A panel of City employees will evaluate the proposals and will award the contract to the applicant that best suits our community's needs.

<u>Criteria</u>	<u>Points</u>
Previous experience in the areas required	0-10
Expertise of key personnel	0-10
Response of references	0-10

## **CONTACT**

Questions relating to the RFP packet should be directed to Cheri James at 425-788-1185 or cheri.james@duvallwa.gov.