

Request for Proposals (RFP) for the South Central Regional  
Waste Authority Study through the Connecticut Department  
of Energy and Environmental Protection (DEEP) Regional  
Waste Authority (RWA) Grant

**Issue Date: October 8, 2024**

**Deadline for Questions: 12:00 PM on October 22, 2024**

**Response Date/Time: 12:00 PM on November 7, 2024**

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## 1. General Information

### Introduction

The South Central Regional Council of Governments (“SCRCOG”) is seeking proposals from qualified and experienced Environmental and Engineering Consultants to develop a comprehensive regional waste authority evaluation and analysis that will inform the municipalities of the South Central Region whether or not it is in their best interest to either create a regional waste authority, join and expand an existing authority, keep existing business practices, or practice some combination of options.

The Regional Waste Authority (RWA) Grant program is a Connecticut Department of Energy and Environmental Protection (DEEP) initiative that provides funding to certain entities or groups of municipalities within the State of Connecticut to evaluate the feasibility of creating new or modifying existing Regional Waste Entities to better handle the solid waste cycle for municipalities. SCRCOG received a grant through this program to evaluate the feasibility of the municipalities in the region joining together to handle their solid waste programs in a regional capacity.

Per the grant, SCRCOG must submit a final feasibility study to DEEP by September 23, 2025. It is SCRCOG’s intent to award a contract for a term of December 1, 2024, through September 30, 2025.

### Issuing Organization

SCRCOG is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to our towns and the region. Our organization is guided by the chief elected officials of our fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

### Study Area Overview

The study area for this project will include all fifteen municipalities, which can be referenced on Figure 1.

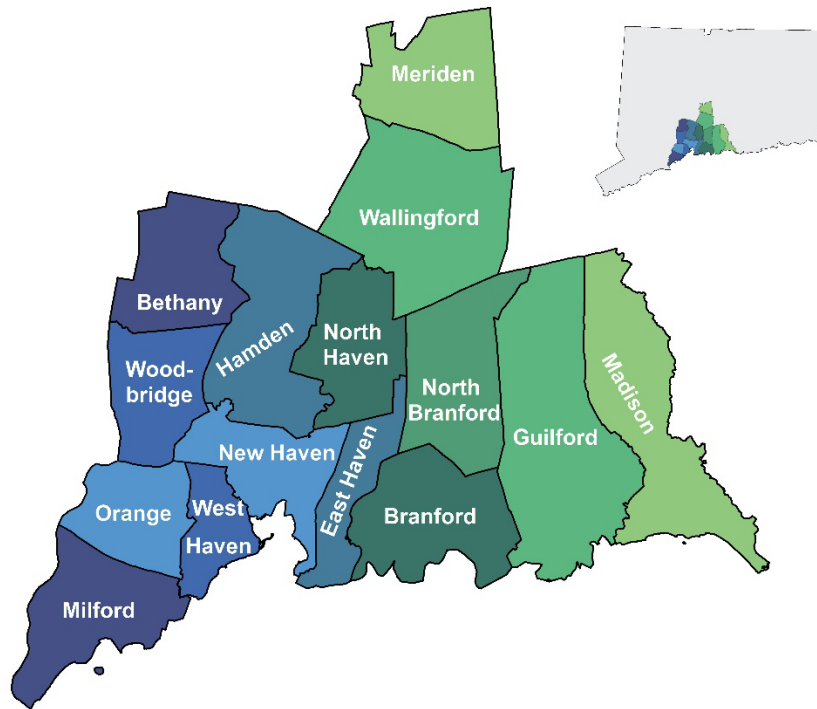


Figure 1: The South Central Regional Council of Governments Region

## Information and Inquiries

Respondents to this RFP should represent a firm, company, organization, team, or individual with ample experience performing similar services and the professional standards thereof, to undertake and successfully complete the Scope of Services outlined in Appendix A.

Please direct questions to Stephanie Camp via e-mail at [smcamp@scrcog.org](mailto:smcamp@scrcog.org) and cc Ian McElwee at [imcelwee@scrcog.org](mailto:imcelwee@scrcog.org) no later than 12:00 PM EST on Tuesday, October 22, 2024. SCRCOG will post written responses to the inquiries received at <https://scrcog.org/rfp-rfq/> by Thursday, October 24, 2024. SCRCOG will respond to technical questions only. No interpretive guidance, written or oral, regarding this RFP will be given and no phone calls will be accepted. Respondents are expected to monitor <https://scrcog.org/rfp-rfq/> for amendments and responses to inquiries.

## Response Date

Submissions should be prepared as a single PDF, not to exceed 35 pages, and may be transmitted to Stephanie Camp at [smcamp@scrcog.org](mailto:smcamp@scrcog.org) and cc Ian McElwee at [imcelwee@scrcog.org](mailto:imcelwee@scrcog.org). No physical submissions (USB drives, paper hardcopies, etc.) will be accepted. Please note, we are unable to accept .zip files via e-mail. Submissions should be marked in the email subject line with “SCRCOG Regional Waste Authority Study”.

To be considered, your proposal must be received no later than **12:00 PM Eastern Time** on Thursday, November 7, 2024. SCRCOG will not consider proposals received after this date/time and/or incomplete submissions.

## Award and Rejection of Proposals

This RFP does not commit SCRCOG to award a contract, nor to procure, or to contract for services. Notwithstanding any other provisions of this RFP, SCRCOG reserves the right to award this contract to the Respondent(s) that best meet the requirements of the RFP, and not necessarily to the Respondent(s) with the lowest price proposal. SCRCOG reserves the right to accept or reject any or all proposals received in response to this request; to negotiate with all qualified Respondents; or to cancel in part or in its entirety this RFP if it is in the best interests of SCRCOG.

SCRCOG may request the selected Consultant to participate in negotiations and to submit any price, technical, or other revisions to the proposal as may result from the negotiations.

## Addenda to RFP

In cases where amendments to this RFP may become necessary, a supplement will be posted to the SCRCOG website: <https://scrcog.org/rfp-rfq/>. It is the responsibility of the Respondent to determine whether any addenda have been issued and to ensure that all requirements of the RFP are met prior to submittal of the proposal.

## Primary Project Responsibility

The Respondent responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter into a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

## Cost of Proposal Preparation

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a proposal or during the selection process.

## Proposal To Be in Effect

The proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt by SCRCOG.

## Ownership Information

Written approval by SCRCOG is required prior to public disclosure of submissions intended for SCRCOG. SCRCOG shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the selected Consultant under any contract resulting from this RFP. All data collected and other documentation produced as part of the contract will become the exclusive property of SCRCOG and may not be copied or removed by the selected Consultant or any employee of the selected Consultant without written permission of SCRCOG.

## Equal Opportunity Requirements

The Respondent awarded the contract under this RFP must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

## Selection

All proposals received by SCRCOG will be reviewed and evaluated by an RFP Selection Committee determined by SCRCOG. The Selection Committee will evaluate the proposals based on the following criteria:

- Project understanding of the work to be performed
- Project organization and staff commitment
- Professional expertise of team
- Prior related project experience
- Completeness, feasibility, and quality of response to Scope of Services and Project Schedule
- Capacity to complete services on schedule
- Project budget/fee proposal

Upon review of proposals the RFP Selection Committee may elect to interview a select number of firms for the purpose of presentation and clarification of proposal materials. Upon completion of interviews, the RFP Selection Committee will recommend the preferred Respondent (or Respondent team) and will authorize SCRCOG to notify the Respondent of their selection and begin contract negotiations. The Respondent(s) selected for interviews will be notified no later than Tuesday, November 12, 2024, and interviews will be scheduled between November 14, 2024 – November 15, 2024. It is anticipated that the interviews will be conducted for approximately 30 minutes.

## 2. Scope of Services

Below is a proposed general scope for this project, based on CT DEEP contract requirements and guidance from the SCRCOG Board.

### Task 1: Identify and inventory existing conditions of the solid waste cycle in the region.

Task 1A: Identify existing stakeholders in the region’s solid waste cycle, including:

- a. The private entities that provide services to residents, institutions, and businesses in the region. Note any providers that are shared and by whom and provide information, where possible, on which facilities private entities use for their disposal operations for residents.

- b. Relevant government, quasi-government, nonprofit, private stakeholder, and community/environmental justice group participants.

Task 1B: Inventory existing solid waste assets and infrastructure for each participating municipality, including:

- a. Solid waste management, recycling, food waste/composting, biogas/digestion, and other facilities and assets that the participating municipalities currently own, operate, or have access to utilize.
- b. The services participating municipalities provide to their residents that are shared with other municipalities and with whom.
- c. A map of the locations of the facilities in the region.

Task 1C: Inventory existing solid waste operations for each participating municipality, including:

- a. Costs, which include fees at each facility, annual operating costs, tip fees, material T&D costs, and permit and registration fees.
- b. Primary service contracts (and dates) and operational hours.
- c. Annual tonnage for each waste typology per participating municipality.
- d. Existing ordinances and/or charter provisions for waste and recycling enforcement.
- e. A map of any major hauling routes.
- f. Any involvement with existing or previous local/regional waste organizations.
- g. A market analysis of pricing and contract terms for private haulers serving residents in municipalities without municipal collection services.

**Task 2: Review and analyze relevant capital improvement plans and projects for each municipality.**

- a. Projects and services that are underway, planned and funded, and planned but not yet funded.
- b. Projects and services that will be added or terminated within the next 5, 10, 15, and 20 years.

**Task 3: Prepare a review of potential services performed by a Regional Waste Authority.**

Task 3A: Create a summary of existing services, facilities, infrastructure, and technology, that could be improved, expanded, or consolidated, including but not limited to:

- a. Solid waste collection and diversion, including maximum operational capacity

- b. Volume reduction through maceration, biochar, and anaerobic digestion.
- c. Transportation of waste through freight, rail, and/or others means.
- d. Facility consolidation pathways.

Task 3B: Create a summary of potential new services, facilities (including suitable site locations), infrastructure, and technology, including but not limited to:

- a. Solid waste collection and diversion.
- b. Volume reduction through maceration, biochar, and anaerobic digestion.
- c. Transportation of waste through freight, rail, and/or others means.

Task 3C: Analyze the environmental impacts of expanding existing or proposing new services, including:

- a. The long-term impacts of the collection and diversion of food waste, glass, and other recyclables.
- b. The shipping of municipal solid waste to out-of-state sites.
- c. The greenhouse gas emissions produced by the services, quantified where possible.
- d. The impact of the services on environmental justice communities.

#### Task 4: Describe and summarize waste authority models.

Task 4A: Summarize the different models for RWA implementation, including:

- a. Operational structures including the identification of the different delivery methods of each of the municipalities.
- b. Responsibilities of the RWA and its municipal members.
- c. The functions and services the RWA could provide.

Task 4B: Based on the different models discussed in Task 4A:

- a. Create a cost-benefit analysis of potential savings including the delineation of the different tip fees being charged in the region.
- b. Identify the preferred option and any alternatives.
- c. Include a forecasting tool for initial towns with room for expansion.

#### Task 5: Produce a comparative analysis between creating an authority and its alternatives.

Task 5A: If an authority should be established, based on the analyses in Task 4:



- a. The rationale behind creating a new authority over the alternatives.
- b. The pathways and barriers towards the establishment of the authority.
- c. Annual and decennial projected municipal savings resulting from combined buying power resources, combined workforce, and coordinated planning efforts.

Task 5B: If municipalities should join and expand an existing waste authority:

- a. The rationale behind joining or expanding an existing waste authority.
- b. A review of existing waste authorities that municipalities could join
- c. A discussion of additional facilities, infrastructure, or technology that the existing or expanded RWA would require to handle the additional municipalities.
- d. Any changes to the operating model of the existing authority that would be required and/or desired as part of the expansion.
- e. Annual and decennial projected municipal savings resulting from combined buying power resources, combined workforce, and coordinated planning efforts.

Task 5C: If an authority should not be established and municipalities should not join or expand an existing authority:

- a. The rationale behind not forming a new waste authority or joining and expanding an existing authority.
- b. A list of any recommendations for no cost or low-cost service improvements to the current municipal waste operations in the region and the annual and decennial projected municipal savings resulting from these improvements.
- c. Examples of any opt-in collaborations on initial initiatives that could be semi-regionalized.

## Task 6: Other

- a. Identify and collect any other relevant data required and/or desired by municipalities needed to determine the desirability of joining a regional waste authority.

## Budget

Depending on scope and proposed Consultant services, SCRCOG anticipates an approximate budget of up to \$270,000. The final budget will be negotiated with the selected Consultant. Respondent proposals should contain sufficient detail regarding proposed budgets for the RWA study.

### 3. Responses – Documentation Requirements

Respondents are asked to submit responses in three parts: (1) Letter of Interest, (2) Technical Response, and (3) Budget/Fee Proposal. Please note that responses beyond 35 pages will not be accepted.

#### Letter of Interest

The Letter of Interest must specify the following:

1. The name and address of the lead firm
2. Names and addresses of any proposed sub-consultants.
3. Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
4. Name, title, email address, and telephone number of the individual SCRCOG should contact regarding questions and clarifications.
5. If applicable, please note any other contracts for CT DEEP RWA grant services the Respondent has been awarded and/or is actively pursuing.
6. A statement that the Respondent's proposal will remain in effect for ninety (90) days after the Respondent's proposal is received by SCRCOG.

#### Technical Response

The Technical Response shall describe the Respondent's understanding of the project and proposed approach to the following:

1. Project understanding and Scope of Services (Section 2), including any recommendations to improve/support the project and any special service(s) and /or accommodation(s) requested.
2. Approach the Respondent will take to tailor services to the SCRCOG region.
3. A description of the proposed services to be performed by the lead firm as well as a description of any services to be performed by subcontractors listed in the Letter of Intent.
4. Project schedule.
5. Resumes of the proposed key personnel who will work on the project, including descriptions of relevant experience performing similar services.
6. Descriptions of one (1) to three (3) comparable project experiences.
7. Three (3) references from comparable projects completed in the past five (5) years. Please include project title, date completed, location, services provided, and primary client contact information (e-mail address and telephone number). Previous experience and/or familiarity with local government operations in Connecticut is desirable.

Please note that components #5-7 of the technical response should not exceed fifteen (15) pages in length.

## Price Proposal

The price proposal shall be a lump sum proposal with a breakdown of costs by task (each element in Section 2).

A contract may be executed at the sole discretion of SCRCOG with the selected Consultant. Payment will be made according to at a minimum monthly progress payment reports reflecting the completion of each task. Progress reports based on the percentage of task completed will be required and shall be included with any requests for payment.

## Additional General Requirements

Joint ventures and team arrangements are encouraged as appropriate to provide specialized expertise to the study teams for each assignment. A ten percent (10%) DBE (Disadvantaged Business Enterprise) participation is required for this assignment. DBE firms are strongly encouraged to respond as prime Consultant or to play a significant role within the selected Consultant team. Prime Consultants should make every effort to utilize the services of qualified DBE firms recognized by the Connecticut Department of Transportation.

## General Provisions

- A. All work shall be performed in accordance with all Federal and State laws and regulations.
- B. The selected Consultant shall uphold and conduct themselves with the highest professional standards in all dealings with contractors, suppliers, vendors, engineers, other contractors, entity officials, elected officials, public officials, SCRCOG employees, and all others when representing SCRCOG.
- C. The selected Consultant shall be responsible for identifying, certifying, and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- D. The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, and all other items necessary to successfully complete the work contemplated in this RFP.

## Insurance/Indemnification

The selected Consultant(s) must maintain insurance, which meets all the necessary Federal and State requirements as part of this Agreement. The specific provisions concerning Insurance and Indemnification will be outlined in the contract between the selected Consultant(s) and SCRCOG.

## Disclaimer

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any

other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.