

Request for Proposals (RFP)
for
Municipal Transfer Station Site Assessment(s)

Issue Date	Friday, December 13 th , 2024
Deadline for Questions	Friday, January 3 rd , 2025
Questions Posted	Monday, January 6 th , 2025
UPDATED: Response Date/Time	Monday, February 10 th , 2025

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BETHANY | BRANFORD | EAST HAVEN | GUILFORD | HAMDEN | MADISON | MERIDEN | MILFORD | NEW HAVEN | NORTH BRANFORD
NORTH HAVEN | ORANGE | WALLINGFORD | WEST HAVEN | WOODBRIDGE

1. General Information

1.1 Introduction

The South Central Regional Council of Governments (SCRCOG) is seeking proposals from qualified and experienced firms or consultants to conduct a comprehensive Municipal Transfer Station Site Assessment. This assessment aims to evaluate current operational conditions, regulatory compliance, and overall efficiency of select municipal transfer stations, while identifying opportunities for improvement and enhancements.

The goal of this project is to optimize the facilities' performance, improve service delivery to residents and businesses, and ensure compliance with relevant local, state, and federal regulations. Additionally, the assessment will provide actionable recommendations for upgrading infrastructure, enhancing operational processes, and addressing any safety or environmental concerns. The Municipal Transfer Station Site Assessment will be conducted for only selected municipalities within the region.

This RFP outlines the scope of services to be performed, deliverables expected, and the criteria for selecting a qualified firm or consultant to carry out this work. The selected firm will work closely with SCRCOG staff and municipal stakeholders to complete the assessment and provide a roadmap for improving the overall functionality and sustainability of the transfer stations.

1.2 Issuing Organization

The 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.

1.3 Information and Inquiries

Updates and addenda to this RFP will be posted at <https://scrcog.org/>.

Inquiries regarding this RFP must be submitted and sent by **Monday, January 27th, 2025, at 12:00 P.M.**, through email:

Brendon Dukett, Municipal Services Coordinator
bdukett@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org/> by **Friday, January 31st, 2025, at 12:00 P.M.** 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. No questions will be answer orally, and questions should not be directed to the municipalities.

In cases where amendments to this RFP may be necessary, a supplement will be posted to the SCRCOG website. It is the responsibility of the Respondent to determine whether any addenda may have been issues and to ensure that all requirements are met prior to submittal of the proposal/

1.4 Response Deadline

Responses to this RFP must be received by **Monday, February 10th, 2025 at 12:00 P.M.**, in order to be considered for this project.

Submissions should be prepared as a single PDF, not to exceed 35 pages, and may be sent to Brendon Dukett, Municipal Services Coordinator, at bdukett@scrcog.org. (No physical submissions such as USB drives, paper copies, 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 "SCRCOG Municipal Transfer Station Site Assessment RFP"

1.5 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 meet the requirements of the RFP, and not necessarily to the Respondent(s) with the lowest proposal price. 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.

1.6 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.

1.7 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.

1.8 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.

1.9 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.

1.10 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."

2. Scope of Services

The South Central Regional Council of Governments is seeking an engineering consultant to review the existing operations and facilities at the various Town's Transfer Stations for the purposes of regulatory compliance, best management practices, and recommendations for facility upgrades.

2.1 Tasks within Scope of Services

Task 1: Data Collection and Inventory of Current Conditions

Task 1A: Site Specific Data Gathering

- a. Collect detailed site plans, equipment lists, facility permits, and operation manuals for each transfer station.
- b. Inventory materials processed, storage capacity, solid waste and recycling streams, and current transfer operations.
- c. Identify user counts (gross number of vehicles, various types of vehicles, types of wastes delivered), traffic counts, service delivery methods, and peak usage times at facility.
- d. Conduct a department policy and procedure review and provide recommendations for changes.
- e. Conduct an ordinance review and provide recommendations.

Task 1B: Operations and Financial Review

- a. Collect operational cost data (tipping fees, hauling contracts, fuel, labor) and compare it to available revenue streams (user fees, recyclable sales).
- b. Review facility point of sale software comparison of systems and provide recommendations.
- c. Review facility staffing levels, training protocols, and safety measures.
- d. Inventory existing contracts and relationships with waste haulers, and assess fee collection systems (e.g., pay-as-you-throw programs, stickers).
- e. Compare the existing operations with similar facilities within the region.

- f. Provide a list of potential cost savings and income generation.
- g. Account for potential and future state and local programs (possible tire collection at no fee similar to the mattress program).

Task 2: Facility Operations Assessment

Task 2A: On-Site Observations

- a. Conduct on-site evaluations during peak operational hours to assess vehicle circulation, material handling, and efficiency of drop-off locations
- b. Examine how municipal residents and businesses interact with the facility
- c. Examine/observe the traffic pattern and provide recommendations.

Task 2B: Staff and Management Interviews

- a. Interview facility staff and municipal management to gather insights into operation challenges and opportunities
- b. Collect qualitative data on staff satisfaction, safety concerns, and public feedback

Task 2C: Evaluation of Local Facilities and Point-of-Sale Operations

- a. Evaluate the other local facilities for recommendations of best management practices at the evaluated facilities.
- b. Provide a set of options for point-of-sale operations at these facilities
- c. Conduct a cost comparison of the different options.

Task 3: Regulatory Compliance Review

Task 3A: Review Environmental & Safety Compliance

- a. Ensure compliance with Connecticut Department of Energy and Environmental Protection (DEEP) guidelines for solid waste facilities, stormwater management, and spill prevention.
- b. Evaluate how well each facility adheres to OSHA and local zoning regulations.

Task 3B: Transfer Station Permit Review:

- a. Assess compliance with existing permits (general or individual) and provide recommendations to update operations manuals or Operations & Maintenance plans.

Task 4: Facility Improvement Plan

Task 4A: Infrastructure and Equipment Evaluation

- a. Assess the adequacy of current infrastructure, including storage capacity, office space, stormwater management, lighting, and safety features.
- b. Identify opportunities for upgrading or replacing outdated equipment (compactors, yard trucks, etc.)

Task 4B: Recommendation for Operational Improvements

- a. Provide recommendations to optimize current operations such as:
 - a. Material sorting
 - b. Solid waste and recycling streams
 - c. Fee collection processes and point of sale processes
 - d. Staff training
- b. Explore potential for future expansion, safety improvements, and enhancements to the facility layout.

2.2 Budget

SCRCOG anticipates an approximate budget of **\$25,000** for the Municipal Transfer Station Site Assessment(s), depending on the scope and proposed services of the selected Consultant. The final budget will be negotiated upon selection of the Consultant. Respondents are requested to provide detailed proposals that include a comprehensive budget breakdown for the services outlined in their response.

2.3 Recipients of Services

For this project proposal, the municipalities who will receive services from a selected Consultant will include the cities of **Meriden and New Haven**. The submitted proposal should therefore reflect the services that will be provided to the previously mentioned municipalities and their respective transfer stations.

2.4 Project Timeline

For this project, SCRCOG is looking to have a project start March 1st, 2025 and end on June 20th, 2025. The project must come to completion on June 20th, 2025.

3. Required Information

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

3.1 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 individual(s) within the firm authorized to commit the company to this contract.
4. Name, title, email address, and telephone number of the individual(s) SCRCOG should contact regarding questions, clarifications, and potential interviews.

3.2 Technical Response

This section of the proposal 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 selected municipalities in 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 the components #5-7 of the technical response should not exceed eight (8) pages in length.

3.3.1 Price Proposal

The price proposal should be a lump sum proposal with a breakdown of costs by task (each task outlined in Section 2.1).

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

4. Submission of Responses

Submissions should be prepared as a single PDF, not to exceed 35 pages, and may be sent to Brendon Dukett, Municipal Services Coordinator, at bdukett@scrcog.org. (No physical submissions such as USB drives, paper copies, 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 "SCRCOG Municipal Transfer Station Site Assessment RFP"

Responses to this RFP must be received by **Monday, February 10th, 2025 at 12:00 P.M.** Responses received after the date and time prescribed shall not be considered.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

5.0 Evaluation and Selection

5.1 Evaluation Criteria

The criteria to be used as a guideline in the selection process include the following:

- A. Understanding of the scope of services
- B. Background and experience of the firm
- C. Knowledge of regional municipalities
- D. Effectiveness of work plan and proposed project plan
- E. Budget and Timeline alignment
- F. Clarity and Organization of the proposal

5.2 Selection Process

A selection panel shall assist SCRCOG in choosing the successful firms to be the Consultant for this project. Responses to this RFP will be reviewed against the criteria listed above in Section 5.1. Respondents submitting the most responsive proposals shall be invited to an interview with a selection committee.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to the proposal terms, and (3) waive minor inconsistencies within the RFP.

SCRCOG reserves the right to make selections based on proposals, experience in providing similar services, and the Respondent's responsiveness to the RFP requirements.

6.0 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.

6.1 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.

6.2 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.