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**REQUEST FOR QUALIFICATIONS
BENNINGTON COUNTY SOLID WASTE ALLIANCE
EDUCATION AND OUTREACH PROGRAM
OCTOBER 1, 2018**

Issued by: The Bennington County Regional Commission on behalf of
The Bennington County Solid Waste Alliance

Purpose: Develop and implement an education and outreach program for
the Bennington County Solid Waste Alliance

Date Issued: October 1, 2018

Qualifications Due by: October 26, 2018

Work to begin: To be determined but no later than January 1, 2019

Contact: Michael S. Batcher
Regional Planner
Bennington County Regional Commission
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I. BACKGROUND

The Bennington County Regional Commission (BCRC), on behalf of the Bennington County Solid Waste Alliance (BCSWA) is requesting qualifications from parties interested in developing and implementing an education and outreach program for businesses, schools, institutions, event organizers and members of the public to implement significant parts of the BCSWA Solid Waste Implementation Plan (SWIP).

Following passage of the Universal Recycling Law (URL) in 2012, the Vermont Agency of Natural Resources completed a Materials Management Plan (<http://dec.vermont.gov/waste-management/solid/planning>). That plan required that towns, solid waste alliances and solid

waste districts complete solid waste implementation plans or SWIPs to encourage reduction of materials being sent to landfills and to implement outreach programs to businesses, institutions, schools, events and the public to encourage optimal materials management.

The towns of Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Searsburg, Shaftsbury, Stamford, Sunderland and Woodford worked together to develop a SWIP. As part of the planning process, the towns formed the Bennington County Solid Waste Alliance through an interlocal contract to implement the plan. Interested parties should review the SWIP available from:

http://www.bcswavt.org/wp-content/uploads/2016/02/BCSWA_Plan.pdf

II. PROJECT DESCRIPTION

The SWIP focusses on education and outreach to residents, businesses, schools, institutions, event organizers, and the public with specific tasks listed under the following areas:

- School outreach to address recycling, organics diversion, and hazardous materials.
- Business outreach to address recycling, organics diversion and hazardous materials.
- Event outreach to address recycling and organics diversion.
- Organizing and holding at least two household hazardous waste events per year.
- Providing education and outreach to the public through a variety of media including the web, social media, workshops, the sale of compost bins and other programs.
- Promoting recycling of construction and demolition debris.
- Promoting appropriate use of biosolids.

The contractor will work with the Alliance and the Bennington County Regional Commission to provide services in the above listed areas and may be asked to assist with grant writing. Most importantly, the contractor will represent the Alliance to the various parties, members of the public and with other solid waste management organizations within the 13-town BCSWA service area.

III. SUBMISSION REQUIREMENTS

Please provide the following items:

1. A statement describing staff who would work on the project and their qualifications.
2. Summaries of experience with similar projects involving working with businesses, schools and institutions. Please provide links to websites to support the summaries.
3. Contact information for three references.
4. Details of hourly rates for personnel.
5. Distance in miles from the work location to each of these locations:

111 South St., Bennington, VT 05201
4869 Main St., Manchester Center, VT 05255
3828 VT Route 7A, Arlington, VT 05250

Electronic copies of these items must be received by 4:00pm on Friday, October, 2018. **RFQ submittals should be no more than four (4) pages in length.**

Direct all inquiries and submissions to Michael Batcher at mbatcher@bcrcvt.org.

IV. SELECTION CRITERIA

- Experience and qualifications to perform the work described in II above.
- Staff and other potential costs.
- A demonstrated ability to work effectively and coordinate activities with other parties.
- Strong communication and organizational skills.
- Distance from the work location to the BCSWA service area

V. SCHEDULE

- RFQ issued October 1, 2018.
- Qualifications due October 26, 2018.
- Review of Qualifications October 29-31, 2018.
- Selection on or about November 1-7, 2018.
- Contract negotiation with contract finalized to be determined.
- Work to begin to be determined but no later than January 1, 2019.

VI. Other Information

1. The Bennington County Regional Commission (BCRC) may accept or reject any submission and may cancel the project at any time.
2. Preference will be given to a vendor who can perform all tasks described above.
3. BCRC may modify and reissue the RFQ following the review of submitted proposals.
4. BCRC is not responsible for any costs incurred by the vendor prior to signing of a contract. Vendors shall bear the full cost of proposal preparation, meetings and contract negotiations.
5. BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them.
6. All proposals submitted as part of this RFQ shall become the property of the BCRC making them public information.
7. BCRC may request additional information as part of the proposal review.
8. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
9. All proposals will remain valid for ninety (90) days from the date of submittal.
10. The selected vendor will need to show proof of adequate liability and worker's compensation insurance.