

Request for Proposal

City of Des Moines
Recycling Collection Events

OVERVIEW

The City of Des Moines is requesting proposals for a professional consultant to provide Recycling Collection Events for 2020 and 2021. The City of Des Moines 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 hazardous wastes that are improperly or illegally disposed of into the environment.

The City of Des Moines will use a combination of three grants to sponsor up to two recycling collection events each year. The purpose of this RFP is to seek proposals from professional consultants that will be able to coordinate and manage these tasks.

For 2020, there will be two Household Recycling Collection Events in March/April and October/November. For 2021, there may be up to two Household Recycling Events, depending upon grant funding.

The project amount for all 2020 tasks is \$39,666.00. The project amount for 2021 is approximately \$39,666.00 depending on grant funding. Detailed break-out by task available upon request. All work must be completed by December 31, 2021. Up to 10% of grant funds shall be designated for City staff costs and grant administration.

TIME AND PLACE FOR SUBMISSION OF RESPONSES

Responses to this RFP should be sent to Laura Techico, Principal Planner, City of Des Moines, 21630 11th Avenue South, Suite D, Des Moines, WA 98198.

All responses must be received by 4:00 p.m., December 6, 2019. Faxed or e-mailed 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 and operating 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 collecting and transporting the following items for the Household Recycling Collection Events:

Household Recycling Collection Event - Bulky wood; CFC appliances*; Ferrous and non-ferrous metals*; Reusable textiles; Reusable household goods; Tires*; Lead-acid batteries; Alkaline batteries; Porcelain toilets and sinks*; Propane tanks*; Electronic and computer equipment* (as allowed by State Law); and mattresses*.

* = The consultant will be able to charge a 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 events:

- 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 residents via direct mail;
- D. Prepare and break down of event site;
- E. Provide staff to run the event day;
- F. Distribute promotional materials to event participants;
- G. Provide equipment and supplies for the event;
- H. Collect and transport collected materials and/or market or process applicable collected recyclables;
- I. Ensure that all equipment and debris is removed from the event site and that it is left at its pre-event condition;
- J. Report collection data to the City and grantors;
- K. Interact and coordinate with granting agencies, including procurement of future grants; and
- L. Prepare 2020-2022 recycling grant applications.

DELIVERABLES

Written reports and reimbursement requests after each 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 actual event costs by budget category; and
- 5. Receipts for all services and supplies for the event.

MATERIALS TO SUBMIT

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

The proposals 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 events;
4. List of similar projects completed for other agencies with contact information; and
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. Consultant interviews may be conducted as appropriate. The Des Moines City Council will award the contract.

The rating criteria for consultant selections will be as follows:

<u>Criteria</u>	<u>Points</u>
Previous experience in the areas required	0-50
Expertise of key personnel	0-20
Response of references	0-30

CONTACT

Questions relating to the RFP packet should be directed to Laura Techico at 206-870-6595 or ltechico@desmoineswa.gov.