



## REQUEST FOR PROPOSAL

### 2019 Community Recycling Collection Event

#### Consultant for the Cities of Burien and Normandy Park

#### OVERVIEW

The Cities of Burien and Normandy Park are requesting proposals for a professional consultant to provide up to two Community Recycling Collection Events for 2019. The Cities of Burien and Normandy Park receive 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 Cities of Burien and Normandy Park will use a combination of grants to sponsor one or more recycling collection events in 2019. The purpose of this RFP is to seek proposals from professional consultants that will be able to coordinate and manage these tasks.

The cities anticipate annually collecting 65-85 tons of materials from the local waste stream. Based on previous collection events, approximately 1,300-1,450 households participate in the events. The Community Recycling Collection Event is scheduled to take place in April or May. If additional funding is remaining, a second event coordination opportunity may be available. The potential second event will be held sometime in September 2019.

The average Community Recycling Collection Event project costs for the last three years have been \$86,000. Detailed break-out by event or task is available upon request. All work must be completed by Dec 31, 2019. City staff costs and grant administration will be deducted from the project costs at a reasonable percent.

#### TIME AND PLACE FOR SUBMISSION OF RESPONSES

Responses to the RFP should be sent to Amanda León, Parks Director, City of Normandy Park, 801 SW 174<sup>th</sup> Street, Normandy Park, WA 98066.

All responses must be received by 4:30 pm on Friday, December 14, 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 Cities. The chosen consultant must have experience in purchasing recycled products such as compost bins, worm bins, and rain barrels and selling these products at the Community Recycling Event. The chosen consultant must have experience in the collection and transporting of the following items for the Community 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\*, ferrous metals, non-ferrous metals, lead acid batteries, household batteries, cardboard, textiles, used petroleum based products, bulky yard debris, cell phones, Styrofoam, paper shredding service, scrap metal and appliances, scrap wood, porcelain toilets and sinks\* and propane tanks\*, and other materials if feasible.

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

Items actually collected at the 2019 event will be mutually agreed upon by the consultant and the Cities.

The cities anticipate spending \$17,000-\$19,000 of the budget supporting the purchase of recycled products made from recycled materials. The Cities support recycling programs by purchasing items with recycled content like rain barrels, compost bins, worm bins and recycled park benches.

The dates of the collection events will be set by the Cities. The April/May collection event will be scheduled to coordinate with Discover Burien's Clean Sweep event. The September collection event will be scheduled to coordinate with the King County Community Hazardous Waste Collection Events.

## SCOPE OF WORK

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

- A. Coordinate with Cities 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 the Cities and area residents via bulk (saturation) mail. Approximately 14,500 event flyers are anticipated to be sent to Normandy Park and Burien households. Notifications are also included in City and community newsletters and local newspapers, City Hall, City cable channels, City websites, and through King County recycling channels.
- 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 Cities and grantors.
- L. Prepare 2019 grant reimbursement reports no later than December 31, 2019.
- M. Interact and coordinate with granting agencies, including procurement of future grants.
- N. Prepare 2020 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.

##### Criteria Points

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 Amanda León at 206.248.8257 or [aleon@normandyparkwa.gov](mailto:aleon@normandyparkwa.gov)