

March 10, 2017

RE: Recycling Coordinator

To Whom It May Concern;

The Barry County Solid Waste Oversight Committee (SWOC) invites the submission of proposals for Recycling Coordinator. The SWOC seeks to achieve Goal #4 of the Barry County Solid Waste Management Plan - *to recover to the maximum extent possible, possible, the resources available in Barry County's waste stream through source reduction, source separation, recycling and reuse.* A more complete scope of work is outlined in the following pages.

Selection will be based on proposals from experienced applicants with an established successful track record of focused, results-oriented recycling coordination. Strong administrative skills must be evident including proficiencies to document and track activities and, therefore, assure the sustainability of recycling efforts.

The selected consultant will contract with Barry County and will report directly to the SWOC.

The SWOC reserves the right to award the contract for the work outlined in this proposal in the manner which the SWOC solely deems to be in its best interest, price and other factors considered, and to reject any and all proposals as the SWOC sees fit.

All correspondence pertaining to this proposal should be directed to the SWOC Secretary, Regina Young, in duplicate hard copy and a digital version in pdf format to:

Barry County Solid Waste Oversight Committee

ATTN: Mrs. Regina Young

Barry – Eaton District Health Department

330 West Woodlawn Avenue

Hastings, MI 49058

E-mail: [ryoung@bedhd.org](mailto:ryoung@bedhd.org)

**The deadline for submitting proposals is April 10, 2017 at 5 p.m.**

Thank you,

Regina Young, R.S.  
Secretary SWOC

## **BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE (BCSWOC)**

### **REQUEST FOR PROPOSALS**

March 10, 2017 - Recycling Coordinator

#### **BASIS FOR REQUEST FOR PROPOSALS (RFP)**

The Barry County Solid Waste Oversight Committee (BCSWOC) was formed under Barry County Michigan's Solid Waste Management Plan, and is charged with monitoring and implementing various tasks and activities identified in that Plan on behalf of Barry County. One of the BCSWOC's responsibilities is to implement goal #4 of the Plan. Goal #4 is as follows:

**To recover to the maximum extent possible, the resources available in Barry County's waste stream through source reduction, source separation, recycling and reuse.**

Objective 4a: Work toward reduction, reuse or disposal of solid waste.

Objective 4b: Provide educational materials and promote citizen support of alternative methods of solid waste management.

Objective 4c: Work with the solid waste disposal industry to provide a framework conducive to alternative means of solid waste disposal.

Objective 4d: Establish, promote and fund activities aimed at reduction, reuse and recycling of solid waste.

This Request for Proposals (RFP) is intended to solicit proposal statements from qualified consultants interested in assisting the BCSWOC in improving recycling programs and activities in Barry County through the scope of services identified in this RFP.

#### **RECYCLING COORDINATOR POSITION GOALS / OBJECTIVES**

In order to meet the priority objectives previously mentioned, the goals of this project are:

1. To better understand the recycling landscape in Barry County and the surrounding area.
2. To better understand the individual recycling needs of each local unit of government (LUG).
3. To address the individual needs of each local unit of government (LUG).

#### **SCOPE OF WORK**

The BCSWOC is requesting bids by consultants with experience and understanding of recycling systems. The BCSWOC is requesting the services of a part-time recycling coordinator for a period of two (2) years, commencing July 1, 2017 – June 30, 2019. The recycling coordinator will work with the BCSWOC, local units of government (LUGs) in Barry County, non-governmental organizations (NGOs), and the solid waste disposal industry to coordinate and improve efforts to recover to the maximum extent possible the resources available in Barry County's waste stream through source reduction, source separation,

recycling and reuse. Building on the data compiled in the Barry County Recycling Report of March, 2013, the recycling coordinator will complete the following actions (at a minimum) related to preliminary evaluation of the current recycling environment:

**Evaluation Phase (July, 2017 – December, 2017)**

**Evaluation Activity 1.** Through face-to-face meetings with LUG officials and/or through attendance at LUG official meetings, complete a comprehensive inventory and assessment of the current recycling activities in place in all LUG jurisdictions in Barry County.

- Include, when available, the annual cost of each current LUG program being offered and the funding source(s) for each program.
- Identify the service provider(s) for each program and methods used to track recycling material volumes, percentage of diversion from the waste stream and final destination of recyclable materials.
- Identify the LUG's opinion of their recycling program; include both their successes and their deficiencies/gaps as identified by the LUG.
- Assess the success of each jurisdiction's recycling programs or activities in satisfying the jurisdiction's and the local citizen's/property owner's needs and/or goals related to recycling opportunities.
- If no recycling activities are currently being offered by a LUG, determine the LUG's interest, level of commitment and goals for future recycling efforts.
- In LUGs that do not provide municipal recycling programs directly, identify where recycling opportunities may exist through subscriptions with private vendors or other partners.
- Identify existing educational and outreach programs related to recycling.

**Evaluation Activity 2.** Identify and evaluate non-LUG recycling programs providing services to Barry County residents.

**Evaluation Activity 3.** Identify the recycling service providers operating in Barry County, what recycling program(s) they offer, their service areas, and the costs associated with such programs by service area. Develop "case study" handouts providing a brief summary of these existing programs, the results and benefits derived from each, the costs for providing the service or implementing the activity, the sources of funding used to pay for these costs, and other pertinent information.

**Evaluation Activity 4.** Identify and evaluate recycling programs based outside of Barry County that are being used by Barry County residents.

**Early Implementation Phase (January, 2018 – June, 2018)**

After investigation of the current environment impacting recycling in Barry County, the recycling coordinator will assist the BCSWOC in improving and expanding recycling in Barry County through the following actions (at a minimum):

**Early Implementation Activity 1.** Using knowledge of the recycling industry and model programs offered by other communities within Michigan and surrounding states, develop written recommendations to:

- Address the identified shortcomings or issues in each LUG’s recycling program, including options for funding sources; cost saving measures; grant opportunities; collaborative ventures; improved tracking of recycling volume; education and outreach programs; or other new initiatives.
- Initiate or expand LUG programs where appropriate to increase recycling options in underserved communities.
- Initiate or expand private or NGO programs where appropriate to increase recycling options in underserved communities.
- Encourage recycling service providers to expand programs into underserved areas of the county.

**Early Implementation Activity 2.** Formally present the recommendations developed in Implementation Activity 1 to Barry County Solid Waste Oversight Committee. Upon approval by the BCSWOC, work with the Committee, the LUGs, non-LUG providers and the solid waste industry to initiate low/no cost implementation strategies where available.

**Early Implementation Activity 3.** Educate local officials regarding successful recycling programs and activities currently in place in Barry County, various options for funding of recycling programs, opportunities for expanding or sharing of recycling activities, and other related matters. Meet with representatives of the LUGs on a semi-annual basis. Distribute the “case study” handouts developed during the Evaluation Phase.

**Early Implementation Activity 4.** Maintain a web page on the Barry County website providing contact information (phone, email, address) for the recycling coordinator and updating relevant information on recycling opportunities in Barry County. Design the web page to encourage and accept feedback and input related to recycling in Barry County.

**Early Implementation Activity 5.** Build program value and buy-in through development and implementation of a low/no budget plan to build public awareness of recycling program benefits and opportunities available to residents and communities.

### **Secondary Implementation Phase (July, 2018 – June, 2019)**

It is anticipated that the evaluation and early implementation activities outlined above will identify current recycling related assets and resources that exist in the County, and expand and develop these

existing recycling opportunities and programs and/or increase their efficiency, and build public awareness. It is anticipated that the next phase of implementation will identify opportunities for recycling programs or activities that may not currently exist in Barry County, and explore funding options for these activities. Accordingly, the recycling coordinator will complete the following tasks:

**Secondary Implementation Activity 1.** Identify recycling programs in use elsewhere in Michigan and across the United States that may be appropriate for use in Barry County. Provide brief written summaries of any programs discovered that may be of interest to the BCSWOC for review and possible future implementation.

**Secondary Implementation Activity 2.** Explore various funding sources and strategies for implementation of additional recycling programs in Barry County. Funding sources may include fees and charges, taxes, special assessments, private sector partnerships, etc. or a combination of such sources.

**Secondary Implementation Activity 3.** Prepare report summarizing programs or activities that might reasonably be implemented in Barry County, along with possible funding sources or strategies for funding such programs. Present the report to the BCSWOC, County Commission, LUGs and others.

**Secondary Implementation Activity 4.** Assist the BCSWOC with implementation of any selected additional recycling activities or programs.

While the BCSWOC expects all of the tasks listed above to be addressed at a minimum, the list is meant to be illustrative in nature only. Consultants are encouraged to expand on this list of tasks in their proposals as they deem appropriate based on their previous work experience on similar projects.

## **Reporting**

In addition to the formal reports specified above in the Scope of Services, the recycling coordinator will provide a monthly written report with project deliverables to-date that will be e-mailed or mailed out to the BCSWOC the second Monday of each month, so that committee members may review the report. The consultant will attend the BCSWOC meetings to answer any questions or concerns about the project thus far. The consultant will be expected to prepare written reports to be presented to the Barry County Commission semi-annually outlining program findings, recommendations and outcomes. The consultant may be directed by the BCSWOC to prepare additional reports if they are deemed to be necessary or helpful, and otherwise be responsive to the needs of the BCSWOC as the work on expanding and improving recycling efforts in Barry County progresses.

## **Termination Clause**

It is recognized that the context surrounding improved and expanded recycling programs in Barry County is not yet well defined and will evolve as this project progresses. Therefore, in an effort to

ensure that both the consultant and the BCSWOC are satisfied with the performance and progress of the work to be performed under this RFP, the agreement between the parties for that work shall be terminable by either party with 60 days written notice. Should the agreement be terminated, the consultant shall be paid in full for any work performed prior to termination of the agreement.

## **Budget**

Please be aware the BCSWOC's preliminary cost estimate and budget for the work described in this RFP is \$80,000 total. This budget may be amended if deemed necessary and desirable by the BCSWOC.

## **PROPOSAL FORMAT**

The following shall be included in the Proposal:

- Name and address of the firm submitting the proposal and authorized contact person.
- History of the firm
- List of similar projects completed by the firm and contact information (references). Include a detailed description of all recent projects involving recycling programs or activities.
- Project manager to be assigned to the project and a description of that individual's previous work experience, particularly work experience related to recycling programs and activities.
- List of individuals to be assigned to the project and their previous work experience.
- A description of the consultant's understanding of the project and desired outcome.
- A detailed description of the approach to be used in addressing each of the work tasks described above. Please include such information as public meetings that will be attended, surveys to be performed by phone, mail, in-person, etc.
- A complete description of the scope of services to be provided by the consultant related to the project.
- A complete description of any materials or work that the consultant expects the BCSWOC to perform
- List of estimated time and costs to be spent by individuals working on the project
- A TOTAL not-to-exceed cost for the proposed work to be included in the project as described in this RFP and further defined in the consultant's proposal. Include in the cost and thoroughly describe any miscellaneous expenses, variable charges or other miscellaneous costs that are anticipated.
- Schedule for the work with completion date.

Please submit two (2) complete hard copies of the Proposal, along with a digital version of the proposal in .pdf format.

Any questions regarding this RFP or the work to be completed shall be directed in writing to the Person listed as the recipient of the proposals below. Any changes to the RFP or clarifying responses resulting

from the questions shall be distributed to all consultants requesting an RFP. Questions related to the Request for Proposals must be submitted by 5:00 p.m. on March 21, 2017, to Mrs. Regina Young, Barry-Eaton District Health Department, [ryoung@bedhd.org](mailto:ryoung@bedhd.org). Questions and answers may be posted to all bidders.

**AWARD OF WORK**

The BCSWOC reserves the right to award the contract for the work outlined in this proposal in the manner which the BCSWOC solely deems to be in its best interest, price and other factors considered, and to reject any and all proposals as the BCSWOC sees fit. The BCSWOC reserves the right to waive any irregularities in the proposals as the BCSWOC sees fit.

**DATE OF ISSUANCE OF RFP: March 10, 2017**

**DUE DATE FOR PROPOSALS: 5:00 p.m. April 10, 2017**

**Submit proposals to:**

Barry County Solid Waste Oversight Committee  
c/o Mrs. Regina Young  
Barry – Eaton District Health Department  
330 West Woodlawn Avenue  
Hastings, MI 49058  
E-mail: [ryoung@bedhd.org](mailto:ryoung@bedhd.org)

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