

LEGAL NOTICE

Town of Branford Request for Proposals

Municipal Solid Waste Materials and Recycling Program Consulting Services

The Town of Branford (the "Town") is soliciting proposals for municipal waste and material recycling consulting services, specifically including development of updated recyclable waste material curbside collection methods; determination of updated recyclable waste material outlet handling practices and projected capacities; and other related services determined by the Town.

Firms interested in being considered for a contract to provide the required services should reply with a proposal no later than 2:00 PM local time on Friday, July 23, 2021. Proposals received after this deadline will not be considered.

The proposal will result in a contract intended to produce a report with conclusions, options, and recommendations in each of the above areas of interest within six months of award. The selected consultant will work with the designated customer (the Town Sustainability and Compliance Manager), the Solid Waste Management Commission, and the First Selectman.

Firms desiring a Request for Proposals (RFP) package may obtain such documents from the Town of Branford website www.branford-ct.gov or from:

Town of Branford
Tyechia Pettway, Purchasing Clerk
P.O. Box 150
1019 Main Street
Branford, CT 06405

Responding firms will be evaluated based on their qualifications and proposal. The Town of Branford reserves the right to reject any and all proposals or any part thereof, or to waive defects in same, or to accept any proposal, or part thereof, deemed to be in the best interest of the Town of Branford.

Request for Proposals

Municipal Solid Waste Materials and Recycling Program Consulting Services

1.0 Intent

The Town of Branford (the Town) is soliciting proposals for municipal waste and material recycling consulting services, specifically including development of updated recyclable waste material curbside collection methods; determination of updated recyclable waste material curbside segregation methods; presentation of projected recyclable material outlet handling practices and projected capacities; and other related services determined by the Town.

The proposal will result in a contract intended to produce a report with conclusions, options, and recommendations in each of the above areas of interest within six months of award. The selected consultant will work with the designated customer (the Town Sustainability and Compliance Manager), the Solid Waste Management Commission, and the First Selectman.

2.0 Background Information

The Town has approximately 28,000 residents, 8,560 households, including 3,620 condominium units whose waste handling services are not provided by the Town. The Town handles approximately 12,750 tons of the following waste streams each year: 825 tons of bottles and cans (plastic, metal, and glass); 875 tons of mixed paper (newspaper and mixed fibers); 175 tons of corrugated cardboard; 375 tons of scrap metal and 850 tons of construction and demolition waste. The Town operates a six-bay, 4,000 square foot transfer station.

The Town currently collects municipal solid waste and curbside segregated recyclable material in the following streams: cardboard, mixed paper, bottles and cans (glass, metal and plastic) and food scraps (pilot);

The Town currently manages one contract for curbside collection of solid waste and recyclable materials and delivery to the transfer station and individual contracts for hauling of each discrete waste disposal or recycling stream from the transfer station to respective processors, as well as separate individual contracts for disposal or recycling of each waste or recycling material category by the respective processors.

3.0 Scope of Services

The Town seeks a consulting professional or firm who can inform and advise the Town in the development of an updated material recycling system that can be compliant with state and federal regulations; favorable to the municipal budget over the long-term; preservative of natural resources; and cost-effective for at least ten years ("the motivating criteria"). The scope of work will include research, collection, evaluation, summary, and presentation of information that meets the motivating criteria and that examines the major topic category questions of:

- What practices should the Town follow to collect municipal solid waste and recyclable material for the next ten years, including considerations, among others, of material containers, vehicle types, and work force source?

- What waste materials will the Town collect from residents at the curbside, including consideration of, among others, solid waste, cardboard, mixed paper, glass and metal containers, recyclable plastic, food waste, and plastic film?
- What methods will the Town use to implement updated material handling practices?
- What waste material processing outlet practices and capacities will be in effect that are consistent with the motivating criteria for the next ten years? How will they affect selection of collection practices that will be implemented as part of the ten-year update?
- What waste or recycling material markets in CT or nearby are available for sorted streams collected in Branford?

4.0 Consultant Responsibilities

The consultant will be responsible for refining the questions and obtaining the necessary information to develop options, conclusions, and recommendations (with favorable and unfavorable conditions identified) for the major topic category questions to be considered in the waste handling system program update.

A report with options, conclusions, and recommendations of the program evaluation will be a compensated deliverable.

5.0 Deliverables

The consultant will provide up to five (5) print copies and one digital copy of all draft documents, including technical reports, memos, etc. The consultant will provide one reproducible copy of the final plan as approved by the Town of Branford Solid Waste Management Commission. The consultant will also provide all draft documents, presentations, and the final report in electronic form via CD, USB flash drive, or e-mail in both Microsoft Word format and PDF format (utilizing the latest version of Adobe Acrobat). The actual number of print copies of the final approved plan will be decided and agreed upon by the Town and the consultant prior to the commencement of work.

MANDATORY PRE-BID MEETING: There will be a mandatory pre-bid Meeting on June 30, 2021 at 10:00 am at Town Hall located at 1019 Main Street, Branford, CT 06405 Basement Conference room and via Zoom. Vendors are required to register by email for the Pre-Bid meeting by June 28, 2021 at 3:00pm dbercury@branford-ct.gov

6.0 RFP Schedule

Milestone	Time
Request for Proposals Issued	June 24, 2021
Pre-Bid Meeting Mandatory	June 30, 2021 at 10:00 am
Question Submission Deadline	July 11, 2021
Responses to Questions Posted	July 15, 2021
Proposals Due	July 23, 2021 at 2:00 pm
Proposal Review by Town Completed	July 27, 2021
Interview Respondents	July 28-30, 2021
Select Consultant	August 3, 2021
Commence Contract	August 9, 2021

7.0 Proposal Contents

The consultant proposal must include:

Letter of Transmittal that accepts the Town's terms and conditions of service;

Detailed proposal letter that responds to each of the categories below, and uses the same numbering references:

1. **Project Understanding:** A statement of the goals that the consultant will help the Town to achieve;
2. **Consultants Similar Experience:** Brief descriptions of directly similar projects, including those completed or underway;
3. **References:** Identification of previous or existing customers of similar tasks that agree to provide reference information, or confidential project descriptions, with outcome described;
4. **Staff Assigned:** Identification of staff, intended role in project, and previous experience with similar projects and roles. Organization chart and resumes shall be sufficient;
5. **Identification of tasks and deliverables to be completed,** including intended method of demonstrating completion of each task;
6. **Preliminary Schedule:** Presentation of the sequence, anticipated duration, and overlap of any of the tasks identified in Item 4, above.
7. **Hourly rates** for designated staff: Hourly rate table for the professional categories that are expected to be billed to the project to be applicable for 12 months after the contract is executed.
8. **Estimated level of effort** for the project: An estimate of the total quantity of professional consulting time anticipated to be committed to the project, expressed in full-time days in each professional category to be used, based on previous experience with similar projects.
9. **Preliminary identification of inputs** required to be provided to the consultant from the Town;
10. **Identification of consultant-authorized official:** Indication of the person that will be authorized to negotiate and sign contracts for the consultant as indicated by their signature as the designated official on this proposal.

8.0 Evaluation and Award

Selection Criteria

- Demonstrated technical understanding of scope of services solicited by the Town;
- Background and experience with waste and recycling programs in Connecticut;
- Knowledge and familiarity with current recycling material markets, industry resources, and industry trends, both upstream and downstream and zero waste programs and strategy;
- Background and experience of consulting professional or firm in providing similar services;

- Background and experience in similar services of key personnel to be assigned to contract;
- Projected fees and costs. The Town reserves the right to negotiate fees with selected consultant

Selection Procedure

The Town will award the contract to the consultant or firm(s) whom the Town determines to be best qualified to perform the services required by the contract.

9.0 Questions

Questions regarding this RFP should be directed to the Town of Branford at the following e-mail address: dbercury@branford-ct.gov

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded to receive consideration; such questions must be received by July 11, 2021 at 2:00pm P.M. E.T.

Town of Branford staff will arrange as addenda all questions received as above provided and the answers regarding each. The addenda shall be made a part of this Request for Proposals (RFP). At least seven (7) days prior to the receipt of proposals, Town of Branford staff will post a copy of any such addenda to Town of Branford's website, located at www.branford-ct.gov

It shall be the responsibility of each RFP Respondent to determine whether any addenda have been issued and if so, to download copies directly from Town of Branford's website.

Attachment A – Response Page
Attachment B – Non-Collusion Affidavit

ATTACHMENT A

RESPONSE PAGE

**Request for Proposals
Municipal Solid Waste Materials and Recycling Program Consulting Services**

Date Advertised: June 24, 2021

Date / Time Proposals Due: July 23, 2021 by 2:00 P.M.

Type or Print Name of Officer

Name of Firm

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Authorized Officer/Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address / Website

SS# or TIN#

ATTACHMENT B

NON-COLLUSION AFFIDAVIT OF BIDDER

State of: _____

County of: _____, SS)

_____; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of _____, the Bidder that has submitted the attached Bid:
- 2) S/he is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3) Such Bid is genuine and is not a collusive or sham Bid:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public: _____

My Commission expires _____, 20____.

TOWN OF BRANFORD
OFFICE OF THE TREASUER



1019 Main Street
Post Office Box 150
Branford, CT 06405

(203) 488-8394
FAX: 315-3736

General Requirements for Bidding
And
Instructions to Bidders

NOTICE

Information provided in these specifications is ***CONFIDENTIAL*** and is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The Town reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interest of the Town of Branford.

Bidders are requested to submit quotations on the basis of these specifications. Alternate quotations will receive consideration providing such alternatives are clearly explained.

The information contained herein is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty.

Revised 5/2012
Standard Form

SECTION I - General Terms and Conditions

A. Compliance with Laws

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.

B. Timetable **Not applicable for this proposal**

Price quoted must be valid for **0** days. Delivery and installation completion dates must be included in the bid proposal.

C. Consideration of Proposals

The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Town of Branford.

D. Bid Bond **Not required for this proposal**

1. A certified check or bank draft made payable to the “Treasurer, Town of Branford”, or a satisfactory bid executed by the bidder and a surety company in an amount no less than five percent (5%) of the base bid, may be required with each proposal.
2. Checks or drafts will be returned to unsuccessful bidders within ten (10) business days of the bid award.

E. Performance Bond **Not required for this proposal**

Successful bidders may be required to furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

F. Protection of Work and Property

Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.

G. Competency of Bidders

1. Bidders shall have had proven experience in the field of work.
2. Bidders shall submit with their bid a listing of recent work performed within the State of Connecticut of the size equal to or greater than the work being bid.

H. Alternates

1. Any alternates to specified materials or workmanship must be separately listed and described in detail.
2. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications.
3. The Town of Branford reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures.

I. Bid Requirements

1. Each respondent shall return four (4) copies of the proposal sheet entitled "Proposal". Each proposal must be signed by an authorized agent of the respondent.
2. Each respondent must complete and have notarized the "Non-Collusion Affidavit of Bidder" form. This form must accompany all proposals being submitted.
3. Each respondent must be in good standing with the Town of Branford.
4. Successful bidders must obtain any required governmental approvals.

J. Specifications – General

The contract shall include all labor and materials, tools and equipment and services required for proper performance of the work as specified

hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trades involved.

K. Examination of Site

Prior to submission of the bid, contractor shall visit the site, consult with the supervisor, and become thoroughly familiar with all conditions under which the work will be installed. The contractor will be responsible for any assumptions made regarding the site for the work to be performed.

SECTION II - Insurance Requirements

Bidder shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Branford as an Additional Insured on a primary and non-contributory basis to the Bidder’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-. In addition, all Carriers are subject to approval by the Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
	-Include Waiver of Subrogation	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Branford prior to purchase order/contract issuance. Bidder agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

Hold Harmless Requirements

The contractor shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor’s work, or by the contractor, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.