



May 14, 2023

REQUEST FOR QUALIFICATIONS FOR A WASTE CHARACTERIZATION STUDY OF MATERIALS COMING INTO BOSTON MOUNTAIN SOLID WASTE DISTRICT

Dear Sir/Madam:

Boston Mountain Solid Waste District is soliciting qualifications from experienced solid waste consultants to conduct a waste characterization study of solid waste coming into Boston Mountain Solid Waste District's transfer station and the Waste Management Eco Vista Landfill.

Boston Mountain Solid Waste District staff are directing the process. Mrs. Taylor Osburn, the Sustainability Coordinator of Boston Mountain Solid Waste District, is the contact person for inquiries about this RFQ.

Proposals and questions will be accepted digitally to the following email address.

Taylor Osburn – tosburn@bmswd.com

All submittals must be received no later than 5:00 pm on June 12, 2023. Proposals not received by this time will not be accepted.

Boston Mountain Solid Waste District staff and a committee will review all submittals and notify the chosen firm by the date listed in the schedule. The District will attempt to negotiate a contract with the consultancy firm. It is anticipated that the review team will have questions and/or request clarification of proposals and may contact you during the review process.

If you have any questions or need clarification regarding this RFP, please contact Taylor Osburn tosburn@bmswd.com

Sincerely,

Taylor Osburn

Taylor Osburn, Sustainability Coordinator
Boston Mountain Solid Waste District

1. Introduction

Boston Mountain Solid Waste District is requesting proposals from responsible firms or consultants to conduct a waste characterization study at Boston Mountain Solid Waste District’s Transfer Station and the Waste Management (WM) Eco Vista Landfill. There is also the potential for waste characterization studies at additional interested sites.

The District finds itself at an important juncture in its solid waste activities, where the privately-owned landfill in the District is in the process of applying for an expansion permit, the region is experiencing significant growth, and the demand for integrated waste management services is at an all-time high. Citizens and elected officials throughout the District have expressed support for strong regional waste reduction and recycling programs. The District views this as an opportunity and is interested in hiring an experienced, professional firm to assist with the evaluation and assessment of the current solid waste system, current and projected growth in the region, and develop recommendations and alternatives for waste reduction and recycling regionally.

Consultants and/or firms are invited to respond to Boston Mountain Solid Waste District’s Request for Qualifications that are: experienced in long-term planning projects for waste reduction and recycling; skilled at working with diverse stakeholders to develop outcomes; and familiar with innovations for waste-related goals and management that are being implemented in other communities.

2. Background

About the District

Boston Mountain Solid Waste District is one of 18 regional districts in Arkansas, covering the Northwest Arkansas counties of Madison and Washington. The District provides environmentally sound and economically feasible solid waste management using an integrated approach of waste reduction, reuse, recycling, composting, disposal, and education. The District is a sub-agency for the state of Arkansas.

About the Region

Northwest Arkansas, which is the home of the University of Arkansas and the headquarters region of Walmart, Tyson Foods and J.B. Hunt Transport Service, is experiencing significant population and economic growth and that’s been a consistent theme for three decades. The following tables demonstrate some of the growth in the region:

	Washington County	Madison County	Total District Area
2020 Population	245,871	15,717	261,588
% change 2010 to 2020 (Population)	+21.1% (203,065)	+5.1% (15,717)	+19.6%
Current housing occupancy (as of 2020)	100,508	7,611	108,119

Cities with population over 2,000 within Boston Mountain Solid Waste District
(estimate as of 2020)

<i>Municipality</i>	<i>Population</i>	<i>Municipality</i>	<i>Population</i>
Elkins	3,602	Lincoln	12,941
Farmington	7,584	Prairie Grove	7,045
Fayetteville	93,949	Springdale	84,161
Huntsville	2,879	Tontitown	4,301
Johnson	25,749	West Fork	2,331
Goshen	2,102		

3. Project Background and Purpose

The Arkansas Legislature passed Act No. 752 in 1991 establishing Solid Waste Management Districts to oversee solid waste management facilities in a single or multi-county region. The Boston Mountain Solid Waste District (BMSWD) was established to provide and manage waste streams and recycling efforts in Washington and Madison County and has experienced nearly 20 percent growth in the last decade, after seeing over 30% growth between 1990 and 2010. Recently the BMSWD participated in and adopted the Northwest Arkansas Regional Waste Reduction and Recycling Optimization Study. The study identified three major components necessary to optimize a regional materials management system: regional recyclable processing capacity with standardized recycling, regional organics diversion, and construction and demolition material diversion. The study identified a comprehensive waste audit as a necessary first step for understanding the current regional waste stream and identifying opportunities and constraints for expanded waste diversion efforts.

The BMSWD is therefore issuing this Request for Qualifications for an experienced solid waste consultant to conduct a comprehensive waste composition audit to determine actual waste diversion potential and capacity requirements for planning a regional recycling facility. This waste audit will be used to establish a baseline volume and makeup of the current materials processed and provide projections for future solid waste disposal and diversion options based on the region’s growth rate.

4. Scope of Work

The selected consultant will complete several tasks including but not necessarily limited to the following:

Task 1 Baseline and Operational Assessment of Current Data and Operations

1. Review and evaluate relevant information and data including, but not limited to the following:
 - Municipal Solid Waste Consultants Final Plan for Northwest Arkansas Regional Waste Reduction & Recycling Optimization Study

- BMSWD Rules and Regulations
 - BMSWD current solid waste contracts
 - At least four weeks of scale house data regarding inbound vehicles to the BMSWD transfer station: including source area/town, time of arrival, and tonnage
 - Baseline data for Waste Management Eco Vista Landfill as identified in the final contract
2. Assess BMSWD Transfer Station and Material Recovery Facilities operations to understand on-site operations and, furthermore, better assess possible future needs. The assessment will include the following:
- Group meeting(s) with operational employees to gain a clear understanding of operations and engage on-the-ground staff with the evaluation process
 - Field observations
- Analyze labor requirements, production, and current workforce levels in order to develop staffing recommendations
 - Compare findings with industry standards

Task 2 Waste Composition Studies

- Development of a list of material categories into which the waste will be sorted, ensuring that these categories are consistent previous studies or work that has been completed
- Identification of the generator sectors (commercial, residential, etc.) that will be targeted in the waste composition studies at both the BMSWD transfer station and WM landfill
- Development of a sampling schedule, sampling and sorting protocol, and site safety plan for review and approval by the BMSWD staff
- Identify an appropriate sampling and sorting area that is covered from the elements and accessible for a loader and operator to pull samples from the BM transfer station floor and WM landfill
- Obtaining all necessary materials for the sorting events
- Executing the sorting events. To ensure quality and safety, the consultant will conduct a training session prior to starting each workday by reviewing safety and sorting procedures. The selected consultant will work with the loader operators to pull representative samples from selected incoming loads of waste in accordance with the sampling schedule. Samples will be transferred to the sorting area, stored, and sorted within the workday. All samples will be sorted into defined material categories and weighed. The consultant supervisor will conduct all data recording.
- Analyze the data from the sorting events and calculate the percentage by weight of each material category for each generator as well as for the BMSWD and WM landfill overall waste stream. Data analysis will utilize the ASTM Standard Test Method for Determination of the Composition of Unprocessed Municipal Solid Waste (D5231-92; reapproved 2008).
- Prepare a technical memorandum summarizing the results and findings of the study

Deliverables:

- Material categories list, sampling and sorting protocol, sampling schedule, and site safety plan
- Technical memorandum providing the results and findings of the waste composition study

5. Submittal Requirements

The District’s intent is to choose the most qualified firm based upon qualifications and experience.

All respondents are required to include the following information in the submittal as a minimum. Respondents are to number and name each section as follows:

1. Qualifications and Experience- Provide relevant information regarding previous experience related to conducting a waste study and/or why your firm is qualified to conduct this waste study:
 - a. Number of years in the business
 - b. Names and location of similar projects, please include:
 - i. Service provided
 - ii. Date of service
 - iii. Client organization
 - iv. Contact name, title, phone, and email address of public agency reference(s) overseeing the planning effort
 - c. Samples (preferably three via a web link or pdf file) or work products for similar projects.

6. Timeline

- a. Required Meetings
 - i. Project kick-off meeting and discovery to review current program, collect relevant information, and finalize any changes or additions to the scope of work
 - ii. Presentation of report and recommendations to Committee at completion
 - iii. Presentation of report and recommendations to Board of Directors

b. Anticipated Project Timeline

Description	Date
Availability of RFP	May 14, 2023
Deadline for Questions to be submitted (in writing) to Sustainability Coordinator	June 7, 2023
Proposals Due Date	June 12, 2023
Interviews with short listed firms, if needed	Week of June 19, 2023
Recommendation from Evaluation Committee	June 20, 2023
Development of scope of work and contract from selected firm	June - July 2023
Contract Start Date	July - August 2023
Project completed and all reports submitted to BMSWD	July 2024

7. Deliverables

- a. An evaluation of the waste streams coming to the Boston Mountain Solid Waste District transfer station and Waste Management Eco Vista Landfill
- b. A compendium including graphs that details the percentage breakdown of different waste materials coming into the District's transfer station and Waste Management's landfill
- c. Data on the amount and kinds of recyclables that are going into the District's transfer station and Waste Management landfill
- d. Proposed strategies of how District policies, operations, labor force etc. might change to increase waste minimization and recycling
- e. Recommendations on how to fund regional waste minimization targets

8. Selection Criteria

The following criteria will be used by the District to evaluate and score responsive submissions. Proposers shall include sufficient information to allow the District to thoroughly evaluate and score the submission. Each submission is not required to be ranked by the selection committee; however, all submissions will be evaluated. The contract may be awarded to the most qualified firm, per the evaluation criteria listed below, based on the evaluation of the selection committee.

- 1) 40% **Qualifications in Relation to Specific Project to be Performed:** Information reflecting qualifications of the firm. Indicated specialized experience and technical competence of the firm in connection with the type and complexity of the service required. Subcontractors, if used, must be listed with information on their organization.
- 2) 40% **Experience, Competence, and Capacity for Performance:** Information reflecting the names, titles, and qualifications (including experience and technical competence) of the major personnel assigned to this specific project.
- 3) 10% **Availability:** In the context of the firm's other commitments, describe the availability of project personnel to participate in this project within the provided timeline.
- 4) 10% **Past Performance:** Previous evaluations shall be considered a significant factor. If previous evaluations with the District are not available, the professional firm's past performance records with others shall be used, including quality of work, timely performance, diligence, and any other pertinent information. Firm will provide a list of similar jobs performed and person whom the District can contact for more information.