



REQUEST FOR PROPOSALS

HOLLAND, MICHIGAN SCALEABLE COMPOSTING PROGRAM

A. General Information:

The City of Holland is requesting proposals from a compost consultant/contractor with experience in implementing and maintaining a comprehensive municipal composting program to advise and assist with the creation of a program that uses assets that Holland already possesses to expand current composting efforts into a program that is robust, and beneficial to the community through added carbon sequestration that advance the City further towards its goals of drastically reducing carbon emissions. Additionally, residents will have access to the finished compost product that they will be able to obtain for personal use.

What the city requires:

- Advisement to create a plan for expansion of current operations to one that can handle all yard waste and the addition of food waste as well.
- To create a blueprint based on the aforementioned plan so that it can be implemented. This will include site design and engineering.
- Once the operation is set up the city will require assistance in the running and maintaining of this program.
- Pricing models to show the cost-to-benefit of the program, as well as costs of operation.
- Environmental testing of the site to be sure it is safe prior to its use as a compost site.

Basic standard practices that need to be met:

- The program must meet EGLE (Environmental, Great Lakes and Energy Dept in Michigan), the environmental protection agency standards, and any other guidelines including those laid out by the Federal aviation administration. Environmental Protection Agency standards and any other possible guidelines including those laid out by the Federal Aviation Administration, as the West Michigan Regional Airport is within 5 miles of the site.

Holland will provide:

- The land to be used for the operation. Currently, the preferred site is used to store dredged material from the Holland Channel. It is approximately 40 acres in size.
- There is already a retention pond on the west side of the dredging site that can be used for compost runoff.
 - This area will need to be tested to determine whether the dredged material already at the site poses any contamination threat as mentioned above.
- Materials collection through compost cart pickup (which currently runs April - October and needs to be expanded to year-round) as well as residential dropoff at the site.
- Ongoing outreach efforts to educate and encourage City of Holland Resident participation

B. Information About the Request:

One (1) copy of the proposal should be provided in a sealed envelope marked "Proposals for Expanding Compost Program – City of Holland" and will be accepted at:

City of Holland - Community & Neighborhood Services
270 S. River Ave.
3rd Floor
Holland, Michigan 49423

Proposals will be accepted through **{Time and Date}**. Submitted proposals will be opened at this time, proposals received after the deadline will not be considered.

BEST VALUE OR WEIGHTED? PER MATTS NOTE

Questions about the City or this proposal should be directed to:

Dan Broersma, Sustainability Manager
(616) 355-1364
d.broersma@cityofholland.com

The City Council reserves the right to reject any proposals submitted. The City Council will make the final selection of the compost consultant based on the evaluation of all responses, qualifications, thoroughness, and pricing. It is anticipated a selection will be made at the regularly scheduled council meeting on **{Time and Date}**. Proposers will be notified shortly thereafter.

C. Description of the City of Holland (necessary for projections of waste production)

The City of Holland (population of approximately 34,000) is located on the south edge of Ottawa County and the north edge of Allegan County. The City fiscal year operates from July 1st through June 30th. The City is a Manager-Council form of government, with an eight-person council.

The City provides law enforcement, roads, water, sewer, planning, zoning, building, and economic development services to its residents.

D. Mandatory Qualifications of the Proposer:

The proposer must be properly licensed to run a composting business in the State of Michigan. The proposed must have experience in running a compost business and the knowledge to follow through on the entire process.

The proposer should furnish a list of three clients, similar in size to Holland.

E. Nature of Services Rendered:

1. The successful bidder will consult with the city in creating a plan for the expanded composting program, utilizing the assets that the city already possesses:
 - A dredged material lot
 - Retention Pond
 - Compost Cart pickup program (can be subcontracted)
2. The successful bidder will implement the plan created in step 1, using the listed city assets to:
 - Compost all material brought to the site.
 - Separate all materials that are not compostable
 - Mix the final composted material with dredged material to create a topsoil mixture.
3. The successful bidder will provide a price breakdown for all services mentioned as well as the following:
 - Cost to dump materials at the compost site.
 - The cost of allowing residents to take compost from the site beyond the initial 1st cubic yard will be free of charge.
 - Possible cost share if materials are brought in from outside of the city to supplement city program costs.
4. The successful bidder will run and maintain the compost site.

F. Request for Proposal Response:

The bid should provide a profile of the company and specific profiles of the individual(s) assigned to the City's account.

The proposal must contain, *at a minimum*, the following information:

1. Work Plan
 - Explanation of methodology
 - How the company would go about determining the requirements for a successful program.
 - Examples of how you did this in the past.
2. Pricing Information
 - The proposal should include all pricing information relative to performing the tasks mentioned (planning, implementing, and maintaining) to create and run the composting program. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including out-of-pocket expenses. The bid may be broken out into the following areas:
 - Inclusive fee for the entirety of this project.
 - Hourly fees for services that may be retained above and beyond those services outlined in this RFP. Indicate hourly fees by staff classification. Note the quantity, if any, of follow-up consultation that will be included in the package bid or billed at an hourly rate to the City.
3. The successful bidder should outline first the availability of resources that is in line with the selection of bid. In addition, availability which impacts pricing should also be noted.

Proposer Warranties:

The proposer will warrant that it will not delegate or subcontract its responsibilities under the agreement without prior written permission of the City Council.

Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

If the final work done by the successful bidder is not acceptable to the City or any entity whose approval is required, the successful bidder shall, at its own expense, take the necessary steps to prepare and resubmit the final work done which will be acceptable to whatever agency oversees compliance of work.