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**REQUEST FOR QUALIFICATIONS
BENNINGTON COUNTY SOLID WASTE ALLIANCE
WEB SITE DEVELOPMENT AND MANAGEMENT
JULY 29, 2015**

Issued by: The Bennington County Regional Commission on behalf of
The Bennington County Solid Waste Alliance

Purpose: Develop and maintain a web site for the Alliance

Date Issued: July 29, 2015

Qualifications Due by: August 27, 2015

Work to begin: October 1, 2015

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I. GENERAL INFORMATION

The Bennington County Regional Commission (BCRC), on behalf of the Bennington County Solid Waste Alliance (BCSWA) is requesting qualifications from parties interested in developing and maintaining a web site for the Alliance.

Interested parties should review the draft solid waste implementation plan for SWIP from:

<http://bcrcvt.org/documents/DraftJuly2015BenningtonCountySolidWasteAllianceSWIP.pdf>

Or go to: http://bcrcvt.org/Programs/Solid_Waste/ and look on the right side of the page under “Solid Waste Announcements.”

The Universal Recycling Law or Act 148 was passed by the Vermont Legislature in 2012. The primary purpose of this law was to significantly reduce the amount of material going into landfills. Over the past decade 30 to 36% of materials have been diverted from landfills, and that amount has not increased as was hoped. At the same time, the average amount of material each Vermonter generates as increased. This means that many useful and recyclable materials still end up in those landfills, which are gradually becoming full. The Universal Recycling Law seeks to provide more choices and convenience for Vermont residents, businesses and institutions to make it easier for them to recycle. The law is being phased in over time to allow for the creation of the systems for managing materials.

The towns of Arlington, Bennington, Dorset, Glazenbury, Manchester, Pownal, Rupert, Sandgate, Searsburg, Shaftsbury, Stamford, Sunderland and Woodford have worked together to develop a solid waste implementation plan or “SWIP.” As part of the planning process, the towns formed the Bennington County Solid Waste Alliance (BCSWA) through an interlocal contract, pursuant to 24 V.S.A. Chapter 24, to implement the plan.

II. PROJECT DESCRIPTION

The SWIP focusses on education and outreach to residents, businesses, schools and institutions. One required component is the development and implementation of a web site. To accomplish this, tasks shall include but are not limited to:

- 1) Working with BCRC staff, BCSWA board members and others to design a site that:
 - a. provides information on the Alliance,
 - b. posts the SWIP along with information (agendas, minutes, etc.) on Alliance meetings,
 - c. outlines options for recycling including product stewardship,
 - d. includes information about recycling mandates & disposal bans,
 - e. includes information about product stewardship programs and how to access them,
 - f. includes an A – Z directory listing regional management and disposal options for waste materials that are alternatives to putting those materials in the trash,
 - g. lists haulers serving the region & services offered with links to hauler websites,
 - h. provides information on household hazardous waste (HHW), electronic waste (E-Waste) and other events and resources.

The following are two examples of websites:

Windham Solid Waste District: <http://www.windhamsolidwaste.org/>

Chittenden Solid Waste District: <http://cswd.net/>

- 2) Provide links between the BCSWA website, with the Vermont Solid Waste Management Program (<http://www.anr.state.vt.us/dec/wastediv/solid/home.htm>) and other state and national websites (e.g., EPA, <http://www.epa.gov/solidwaste/nonhaz/municipal/>) that are relevant, links with websites of Alliance towns, and links with local transfer stations and haulers.
- 3) Provide for linking the website with Facebook or other social media.
- 4) Provide for counting the number of users over time.
- 5) Possibly provide for a list serve or other means to distribute electronic newsletters.
- 6) Provide or recommend hosting services for the website.
- 7) Load the site onto the hosting service and complete any necessary tests.
- 8) Provide periodic updates using materials supplied by BCRC/BCSWA.
- 9) Possibly assist in setting up an online poll for residents, businesses and institutions to respond to a questionnaire developed by VT ANR.
- 10) Other services for the web site to be negotiated.

BCRC staff and Alliance board members will provide content for the website.

III. SUBMISSION REQUIREMENTS

Please provide the following items:

1. A short letter of interest.
2. Statement of qualifications.
3. Summaries of experience with similar projects, including examples of other websites.
4. Contact information of three references.
5. Description of hourly rates for personnel, description and estimated costs for hosting, and description and estimates of any other necessary costs.

Electronic copies of these items must be received by 5:00pm on Thursday, August 27, 2015.

RFQ submittals should be no more than five pages in length.

Direct all inquiries and submissions to Michael Batchner at mbatcher@bcrcvt.org.

IV. SELECTION CRITERIA

- Experience and qualifications to perform the requested services.
- A demonstrated ability to work effectively and coordinate activities with other parties.
- Design of other, similar types of websites.
- Strong communication and organizational skills.
- Ability to both design and maintain the website.

V. SCHEDULE

- RFQ issued July 29, 2015.
- Qualifications due August 27, 2015.
- Review of Qualifications August 27 to 31, 2015.
- Interviews September 8-11, 2015.
- Selection on or about September 11, 2015.
- Contract negotiation with contract finalized on or about September 24, 2015
- Work to begin on or about October 1, 2015

VI. Other Information

1. The Bennington County Solid Waste Alliance (BCSWA) may accept or reject any proposal and may cancel the project at any time.
2. BCSWA may modify and reissue the RFP following review of submitted proposals.
3. BCSWA is not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
4. BCSWA may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described in IV.
5. All proposals submitted as part of this RFP shall become the property of the BCSWA. As such, they are public information and may be reviewed by anyone requesting to review them.
6. BCSWA may request additional information as part of the proposal review.
7. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
8. All proposals will remain valid for ninety (90) days from the date of submittal.
9. The selected vendor will need to show proof of adequate insurance and any required licensing, certification and permitting.