



## REQUEST FOR QUALIFICATIONS

### Analysis of Alternative Organic Waste Management Systems

**ISSUED BY:** Chittenden Solid Waste District  
**DATE OF ISSUE:** May 1, 2009  
**RESPONSE DEADLINE:** 2:30 p.m., June 1, 2009

#### Overview

The Chittenden Solid Waste District (“CSWD”) is seeking Statements of Qualifications (“SOQ”) from qualified firms (“Consultant”) for an analysis of alternative organic waste management systems for Chittenden County, Vermont. Based upon a review of the SOQs received, CSWD intends to develop a shortlist of Consultants to receive a Request for Proposals (RFP) and be invited to prepare and submit a Proposal. Interested Consultants that are experienced in the field of organic waste management planning and design are encouraged to submit a SOQ in order to be considered for shortlisting.

A draft of the proposed RFP, including the currently envisioned scope of work, as well as related attachments referenced in the RFP is available on CSWD’s website at:

[http://www.cswd.net/composting/organics\\_managementRFQ.shtml](http://www.cswd.net/composting/organics_managementRFQ.shtml)

Due to the availability of a draft RFP, much of the background and information that would have been included in a stand alone RFQ has been eliminated and the Consultant is directed to read the draft RFP for such information.

#### Statement of Qualifications

Submitted SOQs should include the following information:

1. Consultant’s Experience: Information related to the Consultant’s previous experience with the completion of similar or related work.
2. Experience of Key Individuals: Key individuals (including subcontractors, if applicable) who will be responsible for the completion of the project and the role they would perform. Include the resumes of these individuals and identify their previous experience completing similar work. Include fully loaded hourly billing rates, including any applicable multipliers.
3. References: Include a list of references and contacts, including telephone numbers, from previous work completed of similar nature.

4. Location: The Proposal shall identify the location of the Consultant's office where the key individuals working on the project are located.

5. Review and Comment on RFP: The Proposal shall include comments on the draft RFP, especially regarding the proposed scope of services to be undertaken by the selected consultant. Suggested alternatives and modifications to the scope of work described in the RFP will be fully considered and may be incorporated into the RFP when formally issued. Consultant's SOQ may suggest more than one scope of service for consideration.

### **Schedule**

The proposed schedule for the selection of a Consultant is as follows:

May 1, 2009	Request for Qualifications issued
June 1, 2009, 2:30 p.m.	Deadline for receipt of Statement of Qualifications
June 26, 2009	Finalization of shortlist and issuance of Request for Proposals
August 26, 2009	Deadline for receipt of Proposals
September 23, 2009	Selection of preferred Consultant
October 1, 2009	Finalization of Contract and commencement of work

### **Additional Information**

Additional information concerning CSWD, its organic waste streams and projected future trends in waste generation are available by visiting [http://www.cswd.net/composting/organics\\_managementRFQ.shtml](http://www.cswd.net/composting/organics_managementRFQ.shtml)

### **Disclaimer**

All costs associated with the development and submittal of a Statement of Qualifications and eventual Proposal, including labor and travel, will be at the sole cost and expense of the Consultant, with the express understanding that there will be no claims made for reimbursement from CSWD for the cost and expense of its preparation. Any subsequent efforts or activities of the Consultant will be at the sole cost and expense of the Consultant until such time as an agreement or contract is signed by both parties

### **Primary Contact**

The Statement of Qualifications and all questions concerning this RFQ should be submitted to:

Tony Barbagallo, P.E., Facilities Manager  
Chittenden Solid Waste District  
1021 Redmond Rd.  
Williston, VT 05495  
Phone: (802) 872-8100 ext. 210  
Fax: (802) 878-5787  
E-Mail: [tonyb@cswd.net](mailto:tonyb@cswd.net)  
CSWD web site: [www.cswd.net](http://www.cswd.net)

The deadline for receipt of SOQs is 2:30 p.m. June 1, 2009. One hard copy of the SOQ and one electronic copy must be submitted. The hard copy of the SOQ should be single-spaced and double-sided on post-consumer recycled content paper. The electronic copy shall be in a form suitable for printing in black and white without loss of ability to interpret data (e.g., graph lines)