



**REQUEST FOR INFORMATION (RFI):
Consulting Services for Food Waste/Food Scraps, Food
Donation/Food Rescue, and Organic Waste Reduction,
Diversion, Collection, and Processing**

Issue Date: July 25, 2024 (12:00 noon EST)

Pre-Proposal Conference (Non-Mandatory): August 13, 2024
(12:00 noon EST)

Questions Due: August 15, 2024 (12:00 noon EST)

Response Date/Time: September 5, 2024 (12:00 noon EST)

Response Location: crocog.bonfirehub.com

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

1.	INTRODUCTION AND INTENT	3
2.	BACKGROUND AND OVERVIEW	3
3.	SCOPE OF SERVICES	8
4.	MINIMUM QUALIFICATIONS	10
5.	PREPARING A RESPONSE	11
6.	QUESTIONS AND PRE-PROPOSAL CONFERENCE	13
7.	RFI GENERAL TERMS AND CONDITIONS	14

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

1. INTRODUCTION AND INTENT

The Capitol Region Council of Governments (CRCOG) is seeking information from qualified and experienced individuals, agencies, teams, firms, organizations, companies, corporations, and consultants (Respondents) who have proven and demonstrable expertise in municipal solid waste (MSW) management, with a focus in food waste/food scraps reduction, food donation/rescue, and reuse, organics diversion, collection, and processing at a regional level for municipalities, including alternative energy technologies and beneficial reuse of organic waste materials (such as, but not limited to renewable energy, fuels, and biogas).

Purpose of RFI

This RFI is to solicit a public solicitation to identify strategies and partners that enable the goal of increased organic diversion throughout the 38-town CRCOG region.

Through a multi-phase process, CRCOG ultimately seeks qualified and highly experienced consulting services to advise, consult, and recommend short and long-term action plans addressing the region's food waste/food scraps, food donation, and organic waste reduction, reuse, diversion, collection, and processing as well as qualified and highly experienced vendors to collect, process, and market food waste/food scraps and organic materials at a regional level as part of an effort to reduce, reuse, and divert these materials from the MSW stream, and provide alternative energy solutions, such as biogas. Responses to this RFI will assist CRCOG in translating the experience of waste haulers, processors, and other public/private market participants into an actionable plan, including issuing requests for proposals (RFPs), for implementing food and organic waste reduction, reuse, and diversion programs and services in the CRCOG region and MSW disposal capacity challenges and work toward achieving the State's ambitious goals for solid waste diversion and greenhouse gas (GHG) emission reduction.

2. BACKGROUND AND OVERVIEW

Summary

The CRCOG region and the State of Connecticut (CT) face significant challenges related to solid waste management. The Materials Innovation and Recycling Authority (MIRA) was a quasi-public entity of the State of CT that provided waste disposal and recycling services to more than fifty (50) municipalities in CT, with many of those municipalities being CRCOG members. The closure of MIRA's Hartford waste-to-energy facility in July 2022 prompted a regional need for developing long-term municipal solid waste (MSW) management solutions, as in-state disposal and processing capacity reduced significantly.¹

CRCOG responded to this need by authorizing completion of a comprehensive Solid Waste Management and Diversion Study through a competitive RFP process.² We developed a Municipal Long Term Solid Waste Project in collaboration with Resource Recycling Systems (RRS) and Tetra Tech to examine viable long-term solutions, contingencies, and strategies for managing waste flow following MIRA's closure.³ Connecticut's Department of Energy and Environmental Protection (CT DEEP (Department of Energy & Environmental Protection)) addressed recent changes in the waste

¹ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 33

² [Municipal Services | Capitol Region Council of Governments \(crcog.org\)](#)

³ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 3

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

management landscape through updates to the State’s 2016 Comprehensive Materials Management Strategy (CMMS) in January 2023.

The following Background and Overview Section summarizes historic and current waste management systems, gaps, and opportunities in both CROG and Connecticut. We synthesize CROG’s Task 1 and 2 Waste Study Results and DEEP’s updated CMMS amendment to contextualize food waste and organics data.

Connecticut Waste Management History

Since publication of the first plan by the State of CT DPH in 1971, waste management has changed dramatically from a State and local health issue to a global environmental issue that concerns us all. The Materials Innovation and Recycling Authority (MIRA), created by the State of CT under Public Act 14-94, effective on June 6, 2014, became the successor to the Connecticut Resources Recovery Authority (CRRRA). CRRRA was created in 1973 to modernize CT’s waste disposal practices by developing a network of resource recovery facilities and moving the State away from landfilling. Facilities were constructed in Hartford, Preston, Bridgeport, and Wallingford to serve systems (historically known as the Mid-Connecticut, Southeast, Bridgeport, and Wallingford projects, respectively). CRRRA secured financing, facility developer, operator, and customer contracts, and administered these projects over the past 40 years.

Today, the main hub of the CT waste management system operates using single stream recycling, meaning fully commingled recycling. Single stream recycling is a collection system that mixes all recyclable paper fibers and containers together in a bin at the curb and in the collection truck. In single stream, both the collection and processing systems must be designed to handle this fully commingled mixture of recyclables.⁴ Through Connecticut General Statutes (CGS) Section 22a-228(b), CT adopted an integrated, hierarchal waste management system favoring source reduction and reuse, recycling, composting and energy recovery from solid waste, with landfill disposal and incineration as last resorts.⁵

In December of 2021, MIRA announced at an informational meeting that its Hartford Resource Recovery Facility (RRF) was struggling to operate at two-thirds capacity. MIRA suspended its Hartford RRF combustion activities on or around July of 2022, and transferred its recycling operations.⁶ Additionally, MIRA reported having 49 Municipal Service Agreements (MSAs) in 2021, with 48 municipalities contracted through June 2027, and an opt-out opportunity each March. One year delivery agreements with 30 private haulers were also announced at that time.^{7c}

Many CROG member municipalities entered into subscription contracts with private haulers for varying terms, with most expiring in five (5) years from date of execution in 2027.

After a pandemic hiatus, CROG’s regional waste authority, the Central Connecticut Solid Waste Authority (CCWSA), originally formed in 2010, reconvened and has actively re-engaged its fourteen (14) member municipalities in organizational, membership, funding, and programmatic areas.

⁴ <https://portal.ct.gov/DEEP/Reduce-Reuse-Recycle/Single-Stream/Single-Stream-FAQ>

⁵ [Chapter 446d - Solid Waste Management \(ct.gov\)](#); (CT Gen. Stat Sec. 22a-228(b))

⁶ <https://www.ctmira.org/wpcontent/uploads/2021/12/MIRA-Presentation-informational-meeting-12-15-21.pdf>

⁷ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 4

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

Please see the website for additional information. <https://crcog.org/municipal-services/#solid-waste-mgmt>

Historic and Current State Solid Waste Goals

In 2016, the State of Connecticut adopted an update to its solid waste management plan—The Comprehensive Materials Management Strategy (CMMS). The 2016 CMMS established a statewide goal of 60% diversion of solid waste from disposal by 2024 (as compared to a 2005 baseline). Accomplishing this objective would require diverting about 2.1 million tons of waste annually. The CMMS suggested that 1.46 million tons could be diverted through increased reuse, recycling, and composting of materials. Of the seven broad strategies for increasing diversion, the CMMS identified food scraps and organics as the greatest opportunity for increasing diversion.⁸

“The top growth priorities for organics are to strengthen and expand both the collection system (from both residential and commercial generators) and to expand processing capacity at new and existing compost facilities, and at new anaerobic digestion (AD) facilities. The Connecticut collection system for organics is much less developed than for recyclables, at both the residential and commercial levels. While grass, leaves and other yard waste are widely collected, significant quantities remain in the disposal stream.”⁹

Governor Ned Lamont responded to MIRA’s closure in a statement in January 2023, when he released a CMMS amendment to reflect the new waste management landscape. The updates CMMS proposes focus on diverse program investments that can help Connecticut work towards waste management “self-sufficiency.” The two main measures discussed in the CMMS amendment include authorizing Extended Producer Responsibility (EPR) Program through legislation, and implementing organic reuse and diversion strategies. By employing these two measures, Connecticut can reduce its self-sufficiency deficit from 860,000 tons per year to 485,000 tons annually by the end of the decade with food waste, organics, and sustainable materials management consulting services being the focus of this RFI.¹⁰ Listed below are key facts and takeaways from the CMMS amendment. For additional information about the CMMS Amendment in CT, please refer to

https://portal.ct.gov/-/media/deep/waste_management_and_disposal/solid_waste_management_plan/january2023/cmms-amendment-2023-draft.pdf

- **Connecticut’s waste diversion rate has stagnated.** Connecticut generated over 3.3 million tons per year (TPY) of MSW and diverted 1.2 million tons (35%) from disposal through recycling or composting in 2021. This 35% diversion rate is nearly identical to the 35% diversion rate calculated when the 2016 CMMS was issued. The state is not on track to meet its statutory goal of 60% diversion by 2024.¹¹

⁸ [Final Adopted Comprehensive Materials Management Strategy, Revised 12-14-2016 \(ct.gov\)](#)

⁹ [Final Adopted Comprehensive Materials Management Strategy, Revised 12-14-2016 \(ct.gov\), p. 19](#)

¹⁰ [CMMS Amendment \(ct.gov\)](#), p. 2

¹¹ [CMMS Amendment \(ct.gov\)](#), p. 6

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

- **Roughly one third (739,855 TPY) of total permitted in-state disposal capacity was lost** due to MIRA’s Hartford RRF closure in July 2022.¹²
- **The waste stream contains 1,266,792 tons of recyclable or compostable materials**, exceeding the estimated 860,000 tons of waste exported out of state.¹³
- **Over half (60%) of disposed materials could be recycled through organic collection or single stream recycling.** Compostable organics comprised 41.4% of MSW stream, including 22.3% of the waste stream attributable to food waste. 17.2% of the waste stream contained recyclable fiber, plastic, and containers.¹⁴
- **With source separation incentives and collection programs in place, facility investment is much more likely.** Additional proposed actions could divert up to 40% of food scraps from Connecticut’s MSW stream by 2030.¹⁵
- **Expanding Connecticut’s Commercial Organics Recycling Law could divert up to 60,000 TPY of food waste** from the MSW stream.¹⁶
- **DEEP established the Sustainable Materials Management (SMM) grant program** that provides \$10 million in one-time funding, set to increase between \$5-\$8 million/year in 2024 or 2025.¹⁷
- **Permitted food scraps processing infrastructure is significant (up to 330,000 TPY)**, but more detailed analysis is needed to determine available organic processing capacity.¹⁸

Access to convenient, affordable food scraps collection and public participation in at scale collection programs remain the largest implementation barriers. By advancing source separation and food scraps collection incentives and policies, Connecticut could divert up to 185,000 TPY by 2030.¹⁹ With several efforts to overhaul waste management following the dissolution of MIRA in CT and incorporate waste management and diversion legislation in the CT General Assembly, only a few key pieces of legislation were passed, including EPR for tires, bottle recycling, and food waste. Most relevant to this RFI is SB (Senate Bill) 191 – addresses food scrap diversion from the solid waste stream.

https://www.cga.ct.gov/asp/CGABillStatus/cgabillstatus.asp?selBillType=Bill&bill_num=SB191

In collaboration with the State of Connecticut, federal guidelines, and mandates, significant reductions of food loss and organic waste diversion will positively impact the environment and reduce GHG emissions. By preventing food loss, reducing food waste, increasing organics diversion to beneficial reuse, and supporting policies that incentivize and encourage food waste and organics management for a circular economy, CRCOG aims to remove a substantial proportion of these materials from the MSW stream through various organics management and diversion methods.

¹² [CMMS Amendment \(ct.gov\)](#), p. 6

¹³ [CMMS Amendment \(ct.gov\)](#), p. 14

¹⁴ [CMMS Amendment \(ct.gov\)](#), p. 14

¹⁵ [CMMS Amendment \(ct.gov\)](#), p. 19

¹⁶ [CMMS Amendment \(ct.gov\)](#), p. 22

¹⁷ [CMMS Amendment \(ct.gov\)](#), p. 25

¹⁸ [CMMS Amendment \(ct.gov\)](#), p. 28

¹⁹ [CMMS Amendment \(ct.gov\)](#), p. 28

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

Municipal Solid Waste Generated by CROCOG Municipalities

CROCOG's MSW generation is estimated at approximately 729,109 tons of residential and commercial MSW annually.²⁰ CROCOG communities disposed 558,923 tons of MSW at waste-to-energy facilities or landfills, while 170,186 tons were recycled or composted.²¹ A Statewide Waste Characterization Study conducted by MSW Consultants in 2015 reported that food waste accounted for 22.3% of disposed waste. Other organic materials made up 11.1% of disposed waste.²²

With nearly 33% of CT's MSW stream consisting of organic materials, there is significant potential to reduce, reuse, and divert a substantial portion of waste materials from CT's MSW stream. The majority of residential MSW is collected through curbside collection programs. Municipalities vary regarding how curbside programs are provided and funded. Collection services may be provided through one of several collection models:

- Municipal collection operations – funded by either the general tax base or user fees
- Municipal contracts with private haulers – funded by either the general tax base or user fees
- Private subscriptions between customers and municipally franchised/authorized waste haulers
- Private subscription between customer and waste haulers

Commercial and institutional collections are largely provided through private subscription contracts.

CROCOG Solid Waste Management and Diversion Study Results

The Solid Waste Management and Diversion Study aimed to accomplish three main tasks: Task 1 involved conducting a system assessment and an infrastructure inventory. Task 2 identified short-term (1-5 years) solutions for waste disposal and increasing waste diversion. Task 3 identified the potential for high-level, long-term (10 yr. +) planning strategies or resource recovery and disposal options.²³ Task 3 has not been engaged by CROCOG at this point.

Task 1 determined that local and regional waste transfer and disposal facilities are limited, resulting in high hauling costs until capacity is increased.²⁴ Increasing recycling, composting, and anaerobic digestion would allow CROCOG to more than double the total waste diverted from landfills and waste-to-energy facilities.²⁵ Expanding residential and commercial food waste and organics diversion was identified as an opportunity for throughout the region, as current diversion is minimal.²⁶

²⁰ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#)

²¹ [Based on 2019 data provided by CT Dept. of Energy and Environmental Protection. See related appendix.; Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 10

²² MSW Consultants - https://portal.ct.gov/-/media/DEEP/waste_management_and_disposal/Solid_Waste_Management_Plan/CMMSFinal2015MSWC_haracterizationStudy.pdf

²³ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 3

²⁴ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 3

²⁵ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 3

²⁶ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 3

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

Task 2 assessed the operations of existing waste facilities in the region, while highlighting plans and opportunities for improved waste management. Residential and commercial food waste collection benefits are discussed alongside key decision points, concluding with a 5-year implementation plan. The report suggested that CRCOG should re-engage its existing Regional Solid Waste Authority to address programming, service, operational, and leadership gaps following MIRA's closure.²⁷ Level 1 and 2 Recommendations outlined actionable next steps for reinstating Central Connecticut Solid Waste Authority (CCSWA) to govern as a regional waste authority.²⁸ For more information, Task 1 and Task 2 reports are publicly available on CRCOG's website. <https://crcog.org/municipal-services/#solid-waste-mgmt>.

Food Waste and Organics Data

Task 1 and 2 findings indicate how improved food waste and organic diversion would greatly impact waste management costs and capacity in CRCOG and Connecticut. Tipping fees have become more expensive since MIRA's closure. Recent CT DEEP data substantiates this claim, stating that tip fees for municipalities have increased from an estimated average of \$60.90/ton in 2012 to \$102.50/ton in 2022 and will continue increasing through 2026 due to higher reliance on out-of-state disposal.²⁹ Roughly 40% of Connecticut's municipal residential waste is being transported out of state to landfills in Pennsylvania, Ohio, and other locations.³⁰ This equates to more than 860,000 tons of MSW being shipped out of state annually post MIRA's closure.³¹ Without intervention, CT DEEP and Waste Zero project disposal costs quintupling by 2050.³²

Over 925,000 tons (40%) of organics, including food waste, yard waste, and compostable papers could be diverted from Connecticut's solid waste stream with the successful implementation of a food waste/organics collection program.³³ Our region has excess organics management capacity, but additional built capacity and/or pretreatment technologies would be necessary for upscaled, localized residential and commercial food waste processing.³⁴ Permitted to process more than 90,000 tons per year (TPY), Quantum Biopower's anaerobic digestion (AD) facility in Southington has 40,000 TPY of built capacity, with over 10,000 TPY of estimated available capacity.³⁵ CT DEEP's website identifies seven (7) permitted food composting facilities in the state, with four (4) of these facilities located in CRCOG municipalities. Besides Quantum's AD facility, with a listed processing capacity of 360 tons per day, another operating anaerobic digester has a listed capacity of 31,300 TPY. Two additional permitted anaerobic digesters have yet to be constructed.³⁶ (additional capacity available).

CT DEEP's website lists 105 in-state leaf composting facilities with a combined processing capacity of 775,559 cubic yards per year (CY/YR). Thirty-one (31) of these facilities are in CRCOG

²⁷ [CRCOG-Task2_vnew.pdf](#), p. 30

²⁸ [CRCOG-Task2_vnew.pdf](#), p. 35-40.

²⁹ [CMMS Amendment \(ct.gov\)](#), p. 12

³⁰ NVCOG, We are in a Waste Crisis. (arcgis.com)

³¹ [Governor Lamont Announces 2023 Legislative Proposal: Addressing the Future of Materials and Waste Management \(ct.gov\)](#)

³² NVCOG, [We are in a Waste Crisis. \(arcgis.com\)](#); Source: [DEEP Unit-Based Pricing Working Group, 10/2020](#)

³³ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 25

³⁴ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 26

³⁵ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 25-26

³⁶ [Food Residual Composting Facilities \(ct.gov\)](#)

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

communities and have a combined capacity of over 340,000 CY/YR.³⁷ Statewide, more than 150 solid waste transfer stations are registered with the CT DEEP. Of these, 36 are located throughout the Capitol Region.³⁸ Municipal transfer station general permits allow for up to 80 cubic yards of food waste to be stored on site. Notably, CRCOG’s study identified no comingled food and yard waste processing facilities in the region.³⁹

3. SCOPE OF SERVICES

Respondents to this RFI will represent a firm, company, team, agency, organization, corporation, individual, and/or consultant with demonstrated professional consulting expertise in food waste/food scraps and organics reduction, reuse, diversion, collection, processing, and management, especially as it relates to municipalities, governments, and/or state agencies on a regional level.

The Respondent shall provide a clear, concise, descriptive, detailed, and easy-to-visualize narrative about CURRENT and LONG-TERM food waste/food scraps and organics programs, services, scenarios, options, and solutions in CT, especially those which impact CRCOG and its Member municipalities. Respondent’s Narrative shall provide a detailed response to each of the following questions:

1. Why has CT struggled to implement a viable long-term solid waste plan, especially for food waste and organics diversion/management? The narrative response to this question should include but not limited to the following:

- Waste Management Hierarchy in CT (i.e., should CT revisit the structure? CGS Section 22a-228(b)) – Why or Why Not? How does this align, support, or differ from the revised EPA (Environmental Protection Agency) Wasted Food Scale? <https://www.epa.gov/sustainable-management-food/wasted-food-scale> Explain.
- Infrastructure (e.g., existing vs. phase out vs. enhancements vs. new construction, type, costs, labor, timelines, contingencies, life expectancy/anticipated use of infrastructure, etc.)
- Transportation (e.g., intermodal, including rail vs. hauling, scales, locations (in vs. out of state food waste and organics collection, hauling, and processing), Where? Why? Costs?)
- Economic Impact (e.g., Tip Fees, cost per ton, price structure, Unit-Based Pricing, federal, state, local grant programs, etc.)
- Legislative Support (e.g., support for food waste and organics programs and services in CT)? Has any legislation been proposed, passed, or enacted to support/deny establishment of these services?

³⁷ [Active Leaf Composting Facilities](#)

³⁸ [List of Municipal Transfer Stations in Connecticut](#)

³⁹ [Task-I-Waste-Study-Oct-2022.docx \(live.com\)](#), p. 26

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

- Public Support (i.e., Is there sufficient public support of food waste and organics programs and services in CT, especially in the CROCOG region and its member municipalities?)
- Service Alternatives for organics and food waste, including infrastructure development (e.g., anaerobic digestors, etc.)
- Environmental Impact (i.e., How will food waste and organics programs and services benefit vs. impact the environment, including greenhouse gas emissions? What are the potential GHG emission reductions in CT?)
- Additional Program Alternatives (e.g., Reuse/Recycle, Composting, SMART Program in CT, Unit-Based Pricing, alternative energies (e.g., biogas), etc.)
- Additional considerations for food waste/food scraps and organics reduction, reuse, diversion, collection, and processing, including, but not limited to, food donation/rescue, food tables/pantries, etc., including those programs at educational institutions

2. What other areas similar to CT in demographics and geography have successfully implemented a successful food waste and organics plan, and how was it implemented? Please include implementation cost, feasibility, project period, planning/zoning, permitting, regulatory, and other important considerations. Examples include food rescue programs, food tables/pantries, composting, source separation at educational institutions, and more.

3. How could CROCOG and its member municipalities successfully implement a regional, municipal food waste and organics program?

4. MINIMUM QUALIFICATIONS

The Respondent and its candidates must also possess the following minimum qualifications to be considered under this RFI:

1. Current, valid and/or required licensures, registrations, and certifications to do business in Respondent's State of Incorporation/Organization/Organization.
2. Current, valid and/or required licensures, registrations, and certifications to do business in the State of Connecticut, if necessary to perform Scope of Work described in RFI.
3. In good standing in Respondent's State of Incorporation/organization/formation.
4. In good standing in the State of Connecticut, if necessary to perform Scope of Work described in RFI.
5. Proven experience working with counties, regions, municipalities, government, and/or public entities, including DEEP, EPA, DOT, DPW (Department of Public Works), and waste management.
6. Knowledge and expertise in municipal law, legislative action, public ordinances, permits,

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

licenses, contracts, land use, planning and zoning, working effectively and efficiently with various government entities, leadership, legislators, State and local representatives, lobbyists, activists, haulers, and public/private entities.

7. Proven and demonstrable expertise in food waste and organics collection, processing, and marketing (including energy generation/sale) including, but not limited to the following: reuse, recycle and compost, organic waste, recycling, sustainable consumption and disposal, education on food waste prevention and alternatives, food rescue/donation, municipal waste management, solid waste, waste management, waste materials, landfills, environmental materials management, resource management, best practices, food waste and organics product stewardship and producer responsibility, food waste and organics infrastructure, operations, procurement, and costs, unit and incentive-based pricing (UBP), and other expertise in the food waste and organics management field, especially long-term strategies, solutions, viability, and projections relative to the Scope of Services.

8. Key advisory and consulting personnel must have at least five (5) years of proven and demonstrable experience in the following:

- a. Proven and demonstrable experience conducting and providing feasibility studies and cost-benefit analysis, long-term market and financial analysis, return on investment (ROI) studies, management, and methodologies, related, but not limited to, economic impact, environmental impact, construction, infrastructure, transportation, land use and pricing structures.
- b. Knowledge, familiarity and understanding of Federal, State, regional, and local grant funding opportunities, especially those related to food waste and organic collection, processing, permitting, and marketing (e.g., resale of energy).

9. Additional factors which CRCOG will consider when evaluating the qualifications of the Respondents submitting Requests for Information herein include, but are not limited to, the following: cost/fee schedule, compliance to specifications addressed in the RFI, technical qualifications, project delivery and scope, past performance, professional references, AND project feasibility.

5. PREPARING A RESPONSE

Respondents are asked to submit all responses electronically to crcog.bonfire.com.

Submissions should be one document (PDF or Word Doc) that contains the following information:

a. **Company and Project Team.**

1. **Company Information.** (address, phone number, primary contact)
2. **Current Users and References.** Submit five (5) current clients (Note: Government/Municipal references are strongly preferred). If you have additional references you would like to submit, please submit as a separate document under Relevant Experience in a permitted format.

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

Response must describe three (3) recently completed projects the project team has worked on that are related in size and scope to this Project. If a project is not completed, please indicate the percentage of completion. Describe the dollar amount of the projects and a brief narrative of the successes and adversities of the projects. Provide the scope of services/work and deliverables, adherence to fees for the work. Include project schedule performance, adherence to Respondent's schedule of deliverables, timely execution, and completion of the work. Address how the experience will help your team perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the project staff was involved in each project. CRCOG reserves the right to investigate referenced projects, contact references and research Respondents' other projects.

3. **Project Team.** A list of at least three (3) personnel/team members/staff who will be assigned to the contract, including their Resumes or Curriculum Vitae, if relevant. Response must name the individuals to perform the professional/technical functions essential to perform the services (include all professional license numbers and/or registrations). Describe the work to be performed by each individual Team Member, their specific qualifications, professional discipline and/or training, years of experience and substantive experience directly related to the proposed contract. A response prepared specifically for this RFI is required.

*If not specifically identifying team members by name, at a minimum, please describe the roles and responsibilities of each team member/role essential to successful completion of the Scope of Services.

b. **Company Background.**

- A brief description of your company;
- A detailed description demonstrating significant experience providing food waste and organics programs and services to other public agencies (include specific examples of how your firm has successfully customized similar solutions to serve the unique needs on a regional municipal level);
- A summary of relevant programs and services offered by your company;
- A description of why your firm is the best qualified to serve the needs of CRCOG.

c. **Project Understanding/Approach to Provide Requested Services and Relevant Experience.**

- Describe in detail your understanding of the Scope of Services required and your consulting firm's ability to provide the full spectrum of needs outlined in the Scope of Services as well as your firm's relevant experience in fulfilling those needs.
- Describe in detail your methodology and approach to providing the desired Scope of Services and highlight any relevant expertise and/or specialized services your company provides that are beneficial to this RFI, particularly those that may not be offered by other companies.
- Include specific examples of how your company has successfully customized similar solutions to serve the unique needs of municipalities or other public agencies.

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

* Lists of projects not directly relevant to this RFI are not useful.

Response should describe at least three (3) recently completed projects your project team has worked on related in size and scope to this RFI. If a project is not completed, please indicate the percentage of completion. Describe the dollar amount of each project and a brief narrative of the successes and adversities of the projects. Provide the Scope of Services and deliverables, adherence to fees for the work. Include project schedule performance, adherence to Respondent's schedule of deliverables, timely execution, and completion of the work. Provide references (contact name and phone number) for each project. Indicate which of the project staff was involved in each project. CRCOG reserves the right to investigate referenced projects, contact references and research Respondents' other projects.

e. Additional Required Data. The following are additional questions or data CRCOG required by each Respondent:

- A statement accepting all terms, conditions and requirements contained in the RFI. If you do not accept all terms, conditions, and requirements, please submit a separate document detailing such with an explanation.
- Statement stipulating firm, agency, company, organization, individual, consultant (Respondent) is legally licensed/registered to do business in and/or with the State of Connecticut, if required to perform Scope of Work in RFI.
- Non-Collusion Certification: The firm, agency, company, organization, individual, consultant (Respondent) must certify that this RFI is being submitted without any collusion, communication, or agreement as to any matter related to the RFP with any other respondent or competitor. Please see attached Exhibit – Statement of Assurance, Compliance and Non-Collusion (incorporated herein to by reference to the RFI).

Responses must be submitted no later than the time and date outlined on the coversheet. Responses should be submitted as outlined on the coversheet.

Any responses received after this date and time will not be considered timely submitted and will not be reviewed by CRCOG.

6. QUESTIONS AND PRE-PROPOSAL CONFERENCE

Questions shall be submitted **electronically only via Bonfire** as instructed in this RFI as follows: <https://crcog.bonfirehub.com> by **the time and date on the coversheet**. No oral or other written interpretations shall be provided other than as noted. Responses shall be posted as addenda at <https://crcog.bonfirehub.com>. It is the Respondent's responsibility to check the website for addenda prior to submission of any proposal.

Respondents shall not attempt to communicate with, in writing, electronically or orally, any CRCOG official or employee other than the method listed in this section, above. Respondents shall not contact any other CRCOG officials to gather information regarding this RFI, or to influence CRCOG's consideration of its proposal. All inappropriate communications with CRCOG's employees or officials will be forwarded to the CRCOG Evaluation Team. Inappropriate communications may, at

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

the discretion of the CRCOG Evaluation Team, constitute grounds for disqualification of Respondent's proposal. Alternatively, the CRCOG Evaluation Team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.

There will be a non-mandatory pre-proposal conference. All prospective Respondents should review the RFI document and all Attachments and submit all questions and/or requests for additional information by the deadline. All questions must be submitted in writing via the Bonfire portal.

7. RFI GENERAL TERMS AND CONDITIONS

a. Acceptance, Waiver or Rejection by CRCOG

CRCOG reserves the right to waive minor informalities, accept and/or reject any and all proposals, not award the proposed contract submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of CRCOG and its members. Minor informalities shall mean matters of form rather than substance which are evident from the submittal or are insignificant matters that have a negligible effect on contractual conditions and can be waived or corrected without prejudice to others. Respondents whose proposals are not accepted shall be notified in writing through Bonfire.

b. RFI Organization

The RFI shall be organized into clearly identified and numbered sections with a Table of Contents. The Proposal should be limited to fifty (50) pages in length. A minimum font size of 10 should be used wherever practical. The use of photos and graphics within the Proposal should be kept to a minimum and tied to Relevant Project Experience depicting specific projects or explaining Scope of Services in this RFI.

c. Ownership of Proposals

All proposals submitted in response to this RFI are to be the sole property of CRCOG and shall be subject to Section 1-210 of the Connecticut General Statutes, as amended, including Freedom of Information.

d. Changes to Proposals

No additions or changes to the original proposal will be allowed after the final RFI deadline submission through Bonfire.

e. Contract Requirements

If desired by CRCOG, a formal contractual arrangement will be entered into with the Respondent chosen by CRCOG, through mutual, written terms of agreement. The contents of the proposal submitted by the successful respondent and the RFI will become part of any Contract award.

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

f. Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFI, prior to the due date and time, if it is deemed to be in CRCOG's or its members' best interests.

g. Waiver of Informalities

CRCOG reserves the right to accept or reject any responses to this Request for Information, or any part thereof, and to waive any informalities and/or technicalities deemed in CRCOG's or its members' best interests.

h. Collusion

By responding, the firm, consultant, agency, contractor, vendor, organization, company, (Respondent(s)) implicitly state(s) the following: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFI; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the Respondent did not participate in the RFI development process, had no knowledge of the specific contents of the RFI before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the Respondent's proposal preparation. See Attached Exhibit – Statement of Assurance, Compliance and Non-Collusion (incorporated herein by reference to the RFI).

i. Assigning/Transferring of Agreement

Any successful firm, consultant, agency, contractor, vendor, organization, company (Respondent) is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of any resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

j. Termination

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for the following: cause, default, or negligence on the part of the Respondent; or if the Respondent fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG or its members.

k. Severability

If any terms or provisions of this Request for Information shall be found to be illegal or unenforceable, then such terms or provisions shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

l. Affirmative Action

The municipalities participating in this RFI are equal opportunity employers and require an affirmative action policy from all contractors, vendors, and Respondents as a condition of doing business with the towns, as per Federal Order 11246. By signing the proposal sheet for this bid, all

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

vendors, contractors, and Respondents agree to this condition of doing business with the municipalities and should the municipalities choose to audit their compliance, the Respondent agrees to cooperate fully.

m. Insurance Requirements

The Insurance Requirements outlined below are informational for RFI respondents. CRCOG's general insurance requirements for its vendors are as follows:

If, and as required by CRCOG, the CRCOG's vendor shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the Respondent and all its agents, employees and sub-contractors and other providers of services, and shall name CRCOG and its employees and agents as an Additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance. In addition:

1. All policy forms shall be on the occurrence form.
2. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
3. All renewal certificates shall be furnished at least ten (10) calendar days prior to policy expiration.
4. Each certificate shall contain a thirty (30) calendar day notice of cancellation.
5. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-" policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:

1. **Professional Liability Insurance** with limits up to \$2,000,000 aggregate limit issued on claims made on the basis for the term of the contract and continuing for two (2) years following the completion of the contract at the Respondent's cost.
2. **Comprehensive General Liability Insurance:** Respondent shall, at its own cost and expense, obtain and keep in force during the Term of the Agreement general liability insurance with minimum limits of one (1) million per occurrence/two (2) million aggregate and shall name CRCOG and their respective officers, officials, employees, agents, boards, and commissions as Additional Insureds on a primary and non-contributory basis. There shall be no special limitations on the scope of protection afforded to CRCOG. Respondent shall assume all deductibles in the described insurance policies and Respondent's insurer shall have no right of recovery or subrogation against CRCOG. These requirements shall be clearly stated in the remarks section on Respondent's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A and all deductibles, if any, are the sole responsibility of Respondent.
3. **Automobile Liability Insurance** including, non-owned and hired vehicles, in the same limits as indicated above.
4. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.

RFI: Consulting Services – Food Waste and Organics Reduction, Diversion, Collection, and Processing

5. **Excess Liability Umbrella Form** over sections B, C, and D-Employers' Liability with limits up to \$4,000,000.

n. Hold Harmless and Indemnification

In addition to its obligation to provide insurance as specified above, the Respondent, its subcontractors, agents, and assigns shall indemnify and hold harmless CRCOG, including but not limited to, its elected officials, and its officers, from any and all claims made against CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the Respondent during the Respondent's performance of agreements of the Respondent entered into by reason thereof. CRCOG agrees to give the Respondent prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.