



# REQUEST FOR QUALIFICATIONS

1. CUSTOMER SOLICITATION AND FOOD SCRAP HAULING
2. OPERATIONS AND MANUFACTURING OF AN ORGANICS COMPOST FACILITY (“OCF”)
3. MARKETING AND SALES OF COMPOST PRODUCTION

**RFQ ANNOUNCEMENT DATE:** OCTOBER 25, 2024

**SUBMISSIONS DUE:** NOVEMBER 22, 2024

# TABLE OF CONTENTS

|  |    |
|--|----|
| A. Background .....                              | 3  |
| B. Scope of Project.....                         | 3  |
| C. Key Project Details.....                      | 4  |
| D. RFQ Timeline .....                            | 4  |
| E. Notifications .....                           | 5  |
| F. Availability of RFQ .....                     | 5  |
| G. SOQ Specific Submission Requirements .....    | 5  |
| H. SOQ General Submission Requirements .....     | 5  |
| I. SOQ Submittal Process .....                   | 6  |
| J. Communications Protocol .....                 | 6  |
| K. Site Tour .....                               | 7  |
| Schedule I: Municipal Profiles .....             | 8  |
| Schedule II: Tonnage Data .....                  | 9  |
| Schedule III: Facility Site Plan .....           | 10 |
| Attachment I: Affirmative Action Statement ..... | 11 |

## A. BACKGROUND

The Southeastern Connecticut Regional Resources Recovery Authority (“SCRRRA”) is comprised of twelve member municipalities in Southeastern Connecticut and was created in 1984 by joint resolution of those municipalities. The Authority is responsible for implementing solid waste recovery systems, recycling and disposal services. SCRRRA owns property in Preston, Connecticut and leases a portion of it to ReWorld for the operation of a waste to energy (“WTE”) facility.

SCRRRA provides single stream recycling with a private vendor for its member towns. The Authority provides additional waste management services to the towns of the southeastern portion of the state including household hazardous waste collections, recycling contracts for commodities processed through town transfer stations, and ongoing recycling education. The Authority owns and operates a horizontal wood grinder and associated equipment. It provides this service to the member towns and provides wood and brush reduction into chip wood for useful mulch by the towns and removal of the excess production.

The Authority provides recycling services to the 12 member municipalities transfer stations for the following commodities that are collected there: used motor oil and antifreeze, freon, fluorescent bulbs, batteries, and tires and textiles. The Authority also coordinates several state-mandated programs for the recycling of paint, mattresses and consumer electronics.

In addition to the transfer station support, the Authority provides 9 household hazardous waste collections at events throughout the SCRRRA region at no cost to the residents. Those events also offer free paper shredding.

The Authority is also responsible for the environmental monitoring of a closed landfill located in Montville, Connecticut.

The population base of the 12 member municipalities serviced by the Authority is approximately 240,000, including the U.S. Submarine Base and U.S. Coast Guard Academy. See Schedule I. Details of the waste stream produced are shown on Schedule II.

## B. SCOPE OF PROJECT

In this Request for Qualifications (“RFQ”), SCRRRA is seeking Statements of Qualification (“SOQ”) from experienced firms interested in providing food scrap customer solicitation and hauling, organics compost facility (“OCF”) management and operations, manufacturing expertise, marketing and product sales services to an OCF being constructed by SCRRRA. See Schedule III.

It is the Authority’s preference that a singular entity be involved in and responsible for all the categories of services referenced in paragraph one, and further, will perform those services with their own staff and employees, as opposed to sub-contractors.

At its sole and absolute discretion, the Authority may select a Respondent for any grouping of the service categories for which SOQ’s were submitted if it meets SCRRRA’s needs.

## C. KEY PROJECT DETAILS

1. The Authority owns an approximate 23-acre parcel of cleared land adjacent to the ReWorld Waste to Energy facility in Preston Connecticut.
2. The Authority has successfully concluded a 6-month pilot test using aerobic static pile composting which is the technology that will be employed in the facility.
3. The Authority has a wood grinding operation and the availability of approximately 60,000 yards of wood chips that it produces annually.
4. The Authority has filed with the State of Connecticut Department of Environmental Protection (“DEEP”) for a permit to operate the facility on the site.
5. The DEEP permit request is being processed and any DEEP concerns are being addressed. Final approval is expected by the first quarter of 2025.
6. The Authority has applied for and received approval from the Town of Preston for siting the facility.
7. SCRARRA plans to provide most of the operating equipment required. The Authority will own the facility and the facility equipment. The Respondent will be responsible for operating and maintaining the facility and equipment.
8. The Authority does not currently expect any material financial commitment for the construction of the facility by the interested parties for this RFQ.
9. The State of Connecticut has a statute requiring that all large-scale producers of food waste (26+ tons/year) recycle their source separated organics at an authorized composting facility.
10. The construction of the OCF is not part of this RFQ. SCRARRA will issue a separate RFP for its construction pending receipt of certain key approvals.
11. SCRARRA will retain operation of the scale and receiving process.
12. The Respondent will be responsible for billing hauling services to customers (subscription), and, in addition to operating the facility, marketing and sale of compost product.

## D. RFQ TIMELINE

The expected timeline for this RFQ is as follows:

| <b>Description</b>                          | <b>Date</b>                          |
|---|--------------------------------------|
| Commencement of SOQ solicitation            | October 25, 2024                     |
| OCF site visitation                         | Upon Request                         |
| Deadline for written questions submission   | November 8, 2024                     |
| SCRARRA posts responses to questions online | November 15, 2024                    |
| RFQ responses due at SCRARRA                | November 22, 2024                    |
| SCRARRA evaluation period                   | November 22, 2024 – December 6, 2024 |
| SCRARRA Board Meeting                       | December 11, 2024                    |
| Notification and selection                  | December 13, 2024                    |

Post selection, the Authority will commence negotiations of specific contract terms with the selected Respondents. The final contract agreement will be subject to SCRARRA Board approval.

## E. NOTIFICATIONS

All correspondence should be in writing and addressed to:

Mr. David Aldridge  
Executive Director  
SCRRRA  
7 Hurlbutt Road Suite O  
Gales Ferry, CT 06335  
[daldridge@scrrra.org](mailto:daldridge@scrrra.org)

## F. AVAILABILITY OF RFQ

The RFQ and related materials may be obtained at [www.SCRRRA.org](http://www.SCRRRA.org) and at SCRRRA's office, located at 7 Hurlbutt Road Suite O, Gales Ferry, Connecticut, 06335.

## G. SOQ SPECIFIC SUBMISSION REQUIREMENTS

The Authority requires that each submission specifically respond in detail to the following:

1. A minimum of three (3) years' experience in operating and maintaining this type of compost technology, preferably in the New England and/or Northeast region.
2. A minimum of three (3) years in marketing this type of compost product in the Connecticut and Southeastern New England region.
3. Detail on food scrap hauling equipment owned by the Respondent and its availability for a project this size.
4. Experience and descriptive approach for developing a food scrap customer base for both commercial, residential and town transfer accounts.
5. Description of the hurdles experienced in developing this type of compost facility and market.
6. List at least three clients to whom these types of services have been provided, in whole or part, and describe in detail.

## H. SOQ GENERAL SUBMISSION REQUIREMENTS

Each submission is required to provide the following information:

1. Submittal letter, signed by a person authorized to execute a future agreement with SCRRRA on behalf of the Respondent. The letter should include at least the following:
  - a. Title of the RFQ
  - b. Name of the Respondent
  - c. Legal structure of the Respondent
  - d. Submission date.
2. Background and Experience of the Respondent.
  - a. Describe the Respondent's experience with organizations like the Authority and municipalities in the last five (5) years.

- b. List the principal individuals within Respondent's entity who will be involved in the various aspects of the services being sought for the project, their roles and backgrounds.
  - c. Any additional information that the Respondent believes is pertinent to this project, the RFQ and SCRRRA's evaluation.
3. Provide up to three (3) references for whom the Respondent provides similar services including the organization, location and a brief description of the service(s); the name and title of the reference along with contact information.
4. Respondents shall provide a brief description of all litigation, brought against its entity and principals, all enforcement actions or penalties assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, labor laws, or affirmative action, and any contract penalties related to service assessed by towns during the period from January 2000 to the present. Respondents shall also provide information and outcome of any investigations conducted by the State or Federal governments regarding their operations during the same period.
5. Respondents must provide a statement that they are an Equal Employment Opportunity and Affirmative Action Employer, and comply with the Civil Rights Act of 1964, the Equal Employment Act of 1972, and the Connecticut Fair Employment Practices Law.
6. A copy of the Respondent's current certificate of insurance showing insurance coverage levels.
7. Dates that SCRRRA may schedule a visit to tour one of the Respondent's facilities.

## I. SOQ SUBMITTAL PROCESS

Sealed SOQs shall be submitted to the offices of SCRRRA, 7 Hurlbutt Road Suite O, Gales Ferry, Connecticut 06335, in accordance with the RFQ Timeline in this document.

The Authority reserves the right to reject any SOQs received after the deadline date.

The submission should contain three (3) hard copies and one (1) electronic copy in PDF format.

The execution page should be directed at Mr. David Aldridge, Executive Director, SCRRRA.

## J. COMMUNICATIONS PROTOCOL

All questions regarding this RFQ shall be submitted to David Aldridge, SCRRRA's Executive Director, via the contact form available on the SCRRRA website [www.SCRRRA.org](http://www.SCRRRA.org). Questions will be accepted, answered and shared with all parties on the SCRRRA website, [www.SCRRRA.org](http://www.SCRRRA.org).

Should any Respondent have any questions as to the meaning of any portion of this RFQ, or find any ambiguity, inconsistency or material omission in the RFQ, they should contact the Executive Director seeking clarification.

Respondents are prohibited from ex-parte communications and contacting members of SCRRRA's staff or a member of SCRRRA's Board of Directors, other than the Executive Director.

## K. SITE TOUR

Site tours are available on request by contacting the Executive Director via email or phone.

## SCHEDULE I: MUNICIPAL PROFILES

| Municipality     | Population     | Households    | Housing Units  | MSW & Recycling  |
|------------------|----------------|---------------|----------------|--|
| East Lyme        | 18,600         | 7,654         | 8,737          | Municipal collection, cart-based, transfer station                                       |
| Griswold         | 11,488         | 4,884         | 5,234          | Private subscription collection, largely cart-based, transfer station                    |
| Groton           | 38,217         | 16,391        | 18,170         | Municipal collection (Groton City), private subscription (Town), largely cart-based      |
| Ledyard          | 15,394         | 5,567         | 6,085          | Contractual collection, cart-based, transfer station                                     |
| Montville        | 18,160         | 6,596         | 6,975          | MSW private subscription, recycling contractual collection, cart-based, transfer station |
| New London       | 27,596         | 11,125        | 12,239         | Municipal collection, cart-based   |
| North Stonington | 5,160          | 2,163         | 2,454          | Private subscription, largely cart-based, transfer station                               |
| Norwich          | 40,054         | 17,165        | 19,214         | Contractual collection, cart-based, transfer station                                     |
| Preston          | 4,804          | 1,786         | 1,991          | Private subscription, largely cart-based   |
| Sprague          | 2,964          | 1,106         | 1,250          | Private subscription, largely cart-based, transfer station                               |
| Stonington       | 18,397         | 8,323         | 9,626          | Contractual collection, largely cart-based, transfer station                             |
| Waterford        | 19,580         | 8,023         | 8,808          | Municipal collection, cart-based   |
| <b>Totals</b>    | <b>220,414</b> | <b>90,783</b> | <b>100,783</b> |  |

Source: [2024 Town Profiles \(advancect.org\)](https://www.advancect.org)



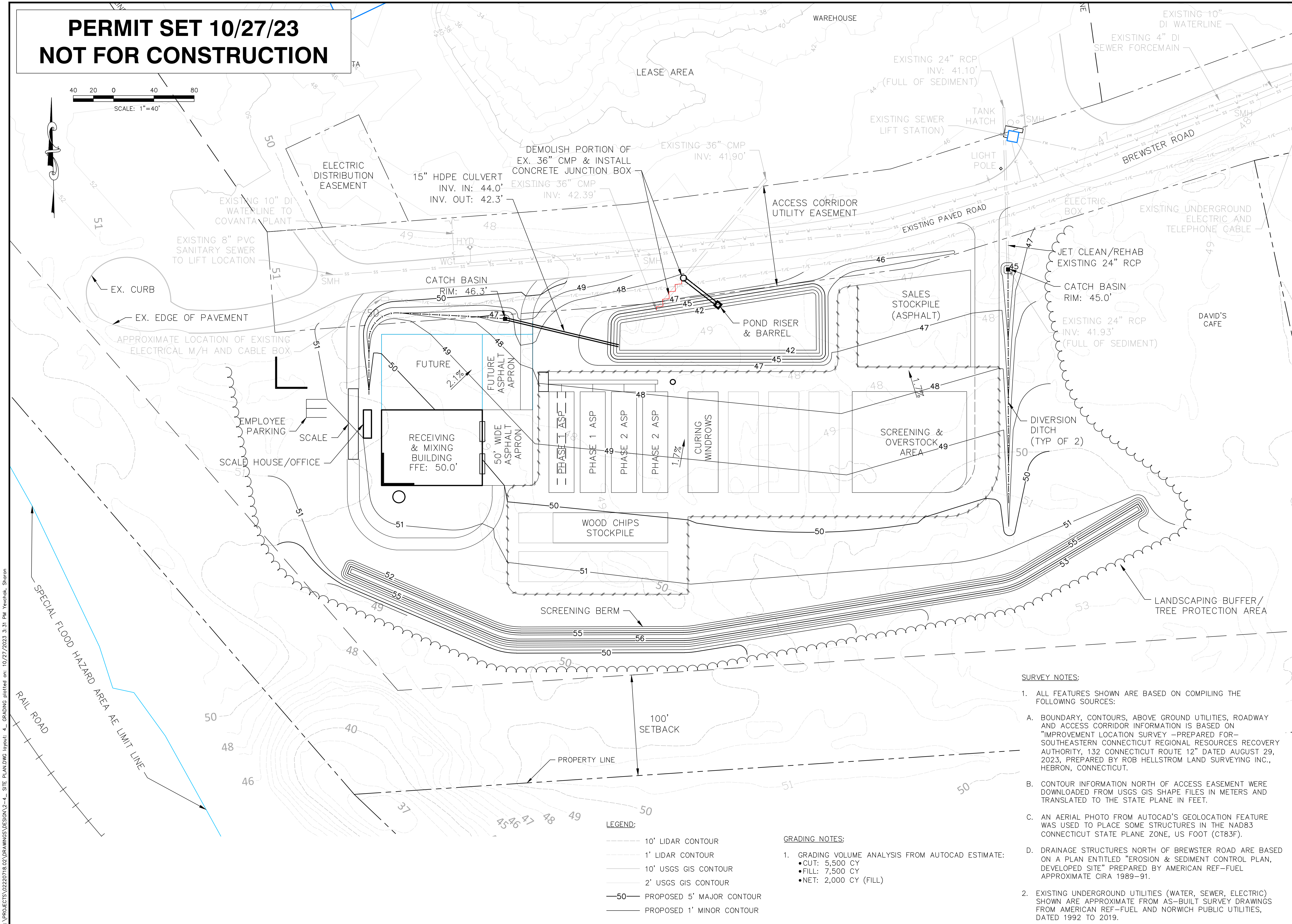
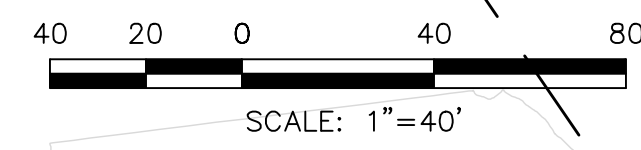
## SCHEDULE II: TONNAGE DATA

Tonnage data for the FY 2024 period (July 1, 2023 – June 30, 2024):

|                  | <b>Municipal Solid Waste (MSW)</b> | <b>Single Stream Recycling</b> |
|------------------|------------------------------------|--------------------------------|
| East Lyme        | 9,365                              | 1,811                          |
| Griswold         | 4,850                              | 193                            |
| Groton           | 24,293                             | 1,355                          |
| Ledyard          | 6,111                              | 1,305                          |
| Montville        | 8,504                              | 1,714                          |
| New London       | 18,203                             | 1,040                          |
| North Stonington | 3,853                              | 287                            |
| Norwich          | 24,300                             | 3,060                          |
| Preston          | 1,937                              | 207                            |
| Sprague          | 1,481                              | 102                            |
| Stonington       | 11,691                             | 3,529                          |
| Waterford        | 10,126                             | 1,906                          |
| <b>Totals</b>    | <b>124,714</b>                     | <b>16,509</b>                  |

SCHEDULE III: FACILITY SITE PLAN

# PERMIT SET 10/27/23 NOT FOR CONSTRUCTION



- LEGEND:**
- 10' LIDAR CONTOUR
  - 1' LIDAR CONTOUR
  - 10' USGS GIS CONTOUR
  - 2' USGS GIS CONTOUR
  - 50— PROPOSED 5' MAJOR CONTOUR
  - PROPOSED 1' MINOR CONTOUR

- GRADING NOTES:**
- GRADING VOLUME ANALYSIS FROM AUTOCAD ESTIMATE:
    - CUT: 5,500 CY
    - FILL: 7,500 CY
    - NET: 2,000 CY (FILL)

- SURVEY NOTES:**
- ALL FEATURES SHOWN ARE BASED ON COMPILING THE FOLLOWING SOURCES:
    - BOUNDARY, CONTOURS, ABOVE GROUND UTILITIES, ROADWAY AND ACCESS CORRIDOR INFORMATION IS BASED ON "IMPROVEMENT LOCATION SURVEY - PREPARED FOR - SOUTHEASTERN CONNECTICUT REGIONAL RESOURCES RECOVERY AUTHORITY, 132 CONNECTICUT ROUTE 12" DATED AUGUST 29, 2023, PREPARED BY ROB HELLSTROM LAND SURVEYING INC., HEBRON, CONNECTICUT.
    - CONTOUR INFORMATION NORTH OF ACCESS EASEMENT WERE DOWNLOADED FROM USGS GIS SHAPE FILES IN METERS AND TRANSLATED TO THE STATE PLANE IN FEET.
    - AN AERIAL PHOTO FROM AUTOCAD'S GEOLOCATION FEATURE WAS USED TO PLACE SOME STRUCTURES IN THE NAD83 CONNECTICUT STATE PLANE ZONE, US FOOT (CTB3F).
    - DRAINAGE STRUCTURES NORTH OF BREWSTER ROAD ARE BASED ON A PLAN ENTITLED "EROSION & SEDIMENT CONTROL PLAN, DEVELOPED SITE" PREPARED BY AMERICAN REF-FUEL APPROXIMATE CIRA 1989-91.
  - EXISTING UNDERGROUND UTILITIES (WATER, SEWER, ELECTRIC) SHOWN ARE APPROXIMATE FROM AS-BUILT SURVEY DRAWINGS FROM AMERICAN REF-FUEL AND NORWICH PUBLIC UTILITIES, DATED 1992 TO 2019.

| NO. | REVISION | DATE |
|-----|----------|------|
|     |          |      |
|     |          |      |
|     |          |      |

SHEET TITLE: **GRADING & DRAINAGE PLAN**  
 PROJECT TITLE: **ASP COMPOST FACILITY**  
 132 ROUTE 12  
 TOWN OF PRESTON, CONN

CLIENT: **SOUTHEAST CONNECTICUT REGIONAL RESOURCE RECOVERY AUTHORITY**  
 7 HURLBUTT ROAD  
 GALES FERRY, CONNECTICUT 06335

**SCS ENGINEERS**  
 STEARNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC.  
 4 EXECUTIVE BLDG. SUITE 303, SUFFERN, NY 10901  
 PH. (845) 357-1510 FAX. (845) 357-1049

PROJ: 230718.02  
 DWG: 230718.02  
 CHK: MJB  
 APP: GPM

CADD FILE: 2-4\_ SITE PLAN  
 DATE: 10/27/23  
 SCALE: AS SHOWN  
 DRAWING NO. **4** of 7

I:\PROJECTS\02220718.02\DRAWINGS\DESIGN\2-4\_ SITE PLAN.DWG layout: 4\_ GRADING plotted on: 10/27/2023 3:31 PM Yevchok, Sharon

# ATTACHMENT I: AFFIRMATIVE ACTION STATEMENT

## AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

**(To be submitted on proposer’s letterhead)**

The undersigned confirm that it is the policy of \_\_\_\_\_ and any of the subcontractors it employs that it has and will continue to have a commitment to provide equal opportunities to all qualified persons solely on the basis of job-related skills, ability and merit. \_\_\_\_\_ will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, gender identity, sexual orientation, national origin, ancestry, age, physical or mental disability, marital status, and criminal record, unless it is shown by Contractor that such disability prevents performance of the services involved. The Contractor agrees that they and any subcontractors of theirs will continue to make good faith efforts to comply with all Federal and State of Connecticut laws and policies which address equal employment opportunity.

This Affirmative Action / Equal Employment Opportunity Statement affirms our commitment to these principles.

---

Signature of Authorized Signer

Date