

**REQUEST FOR PROPOSALS
FOR
BUSINESS PLANNING SERVICES**

PURPOSE

Pennsylvania Resources Council (PRC) seeks a vendor to develop a business plan for a center for hard to recycle materials (CHaRM) to serve the City of Pittsburgh and Allegheny County.

WHO MAY RESPOND

PRC seeks vendors that have expertise in the operations of recycling convenience centers/CHaRM facilities. The vendor must be knowledgeable in the establishment of recycling infrastructure and equipment, financial planning for recycling programs, and program implementation. They must also be familiar with PA State permitting laws for such sites.

ABOUT THE ORGANIZATION

Pennsylvania Resources Council is a statewide environmental organization dedicated to the vision of a Pennsylvania where nothing is wasted. We steward resources to prevent waste and conserve the environment.

PRC has been running electronics and tire recycling and household hazardous waste collections in Southwestern PA since the early 2000s. Currently the City of Pittsburgh and Allegheny County contract with PRC to facilitate these types of collections for their over 1.2 million residents. In 2023 PRC collected over 850,000 pounds of e-waste, tires, and household chemicals via our programs in Southwestern PA.

With a set of highly regarded programs, PRC seeks to take the next step to facilitate the creation of a CHaRM to collect these materials year-round. A recycling convenience center, or CHaRM, is needed in Allegheny County to ensure basic recycling for the region's most underserved communities, to prevent illegal dumping, and to promote local circular economies. PRC seeks assistance in developing a business plan to lay out the groundwork to help make this happen.

SCOPE OF SERVICES

Design of a business plan for a CHaRM facility within Allegheny County. This will determine what infrastructure, equipment, personnel, operational procedures, and material marketing processes are required to establish a financially viable and long-term sustainable facility for such services. It may also assess the potential locations and existing infrastructure that could meet these requirements and how hazardous waste disposal may be addressed in future years.

We expect the project to include the development of a comprehensive CHaRM business plan:

- Assessment of county material recovery needs for electronics, appliances, chemicals, etc., based on reports and publicly available data
 - o Plan will project material collection amounts by weight and volume over a 3-10 year period

- An evaluation and/or scenario mapping of various investment, ownership, and governance models, to include public-private partnership opportunities and publicly owned long-term-leased operational contracts, along with their associated benefits and challenges
- Design and operational considerations for successful site establishment and management, including square footage, technical specifications of existing and needed structures, traffic flow recommendations, and so on
- Financial model(s) projecting annual revenues and costs, and potentially a net present value (NPV) calculation
- An operational plan to inform decisions about staff recruitment, hours of operation, material and equipment handling, training and certification needs, and other routine activities
- Prospective site locations in the City of Pittsburgh and/or Allegheny County
 - Cost estimates for the acquisition, renovation, and equipment installation of prospective sites
- Consideration of models to serve communities that are far from the CHaRM site (e.g. a series of events, consolidation points with transport to CHaRM)

The proposal should include:

- A plan that demonstrates understanding of the work to be performed, estimated hours, and other pertinent information
- Organization description, size, and structure. Indicate whether the firm is a small or woman- or minority-owned business
- Qualifications of all staff to be assigned to the project. Specify the project lead. Include staff resumes
- Budget and timeline

PRC expects that the vendor will accomplish these tasks through a combination of activities, including:

- Background research by consultant on current material recovery need
- Interviews, surveys, and/or other methods to gather stakeholder input

PRC is interested to collect, at minimum, the following materials at the CHaRM center

- Electronics, tires, appliances, expanded polystyrene, glass, metals, paper/cardboard, plastic film, batteries, and fluorescent tubes
- Hazardous waste would likely initially be collected via monthly events, possible plans for longer term integration

PROPOSAL

Please include the following information in your proposal

- A description of your organization
- A summary of your experience
- Proposed project plan, including timeline with major tasks and milestones
- A description of the project team, including role, experience, and resumes
- Project budget
- A sample plan that you created for another organization (with information redacted to protect privacy as necessary)
- Three client references. For each reference, please include the name of the organization, title, email address, and phone number of your primary contact.

PRC understands that the project might be conducted by a single consultant, a consultant group, or a partnership of consultants. The proposal should provide the name, title, address, phone number, and email address for each person engaged with the project. If a consultant group or partnership of consultants, please indicate who will serve as point person.

SELECTION CRITERIA

- Experience with relevant business planning and evidence of ability to execute 35%
 - o Attributes necessary to deliver the project
 - o Experience with similar projects
 - o Strength of sample plan

- Scope of proposal 25%
 - o Understanding of the project objectives and desired results
 - o Approach likely to lead to successful development of business plan
 - o Illustrates vendor's ability to execute the proposed approach

- Work plan 25%
 - o Project activities and milestones for each stage of work
 - o Timeline for each stage of work
 - o Completed within reasonable timeframe

- Budget 15%
 - o Budget is reasonable and justified given the scope and workplan

PROCESS FOR SUBMISSION AND EVALUATION

- *Proposals due 5:00PM EST February 16th, 2024*
- Submit proposals via email to admin@prc.org
 - o If the proposal file is too large to email, provide a link to the file
- Submit inquiries regarding this RFP to Sarah Alessio Shea, deputy director at saraha@prc.org
- PRC leadership staff will score proposals and will interview finalists

TIMELINE

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|-------------------------------------|-------------------|
| - RFP release | January 9, 2024 |
| - Submission deadline | February 16, 2024 |
| - Finalist interviews | February 26, 2024 |
| - Vendor selection and notification | February 29, 2024 |
| - Target project launch | March 2024 |
| - Target project completion | August 2024 |

BUDGET

- \$35,000 maximum

CONSIDERATIONS

- *Ownership and confidentiality:* All intellectual property will become the property of PRC. All non-publicly available data remains the property of PRC. The vendor shall agree to keep information

related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information acquired through the execution of this project.

- *Conditions of proposal:* All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by PRC
- *Reservation of rights:* PRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. PRC may, at its sole discretion, select no provider for these services if, in its determination, no applicant sufficiently responds to the need or if PRC does not have sufficient funds to support the project. PRC reserves the right to withdraw this RFP and/or any item within the RFP at any time without notice. PRC reserves the right to disqualify any proposal that does not adhere to the RFP guidelines. This RFP is being offered at the discretion of PRC. It does not commit PRC to award any funds.
- *Confidentiality:* If the bidder deems any materials submitted to be proprietary or confidential, the bidder must indicate this in relevant sections of the response.
- *Ineligibility.* PRC employees and board members and their family members are ineligible to apply.