



November 10, 2022

RE: Request For Proposals

To whom it may concern:

The Ecology Action Center of Normal, Illinois, is soliciting proposals for a Feasibility Study for a Proposed Permanent Household Hazardous Waste collection facility for the residents of McLean County, Illinois and surrounding areas. Please find the RFP attached or posted at ecologyactioncenter.org.

The Ecology Action Center is a 501(c)(3) nonprofit environmental agency in McLean County, Illinois. Among other roles, the EAC acts as the community solid waste agency for the City of Bloomington, Town of Normal, and McLean County.

Sincerely,

A handwritten signature in blue ink that reads "Michael Brown".

Michael Brown
Executive Director
and McLean County Solid Waste Coordinator



REQUEST FOR PROPOSALS

Feasibility Study: Permanent Facility for Collection and Disposal of Household Hazardous Waste (HHW) in McLean County, Illinois

**Ecology Action Center
202 W. College Avenue
Normal, IL 61761**

INSTRUCTIONS TO PROPOSERS

The Ecology Action Center invites you to submit your proposal for a feasibility study to explore a permanent facility for the collection and disposal of Household Hazardous Waste (HHW) in McLean County, IL.

Permanent household hazardous waste collection facilities are an essential part of municipal recycling and solid waste management infrastructure. Removing HHW from the waste stream reduces toxicity found in nearby landfills and in the storm water system. Permanent collection facilities are assumed to be more cost effective than single day events and allow for greater participation from the public.

The Ecology Action Center (EAC) is a non-profit environmental agency with a mission to *inspire and assist residents of McLean County in creating, strengthening, and preserving a healthy environment*. The EAC acts as the solid waste agency for McLean County, Bloomington, and Normal, Illinois. On behalf of the 170,000 residents of McLean County, Illinois, the EAC is examining the feasibility of such a facility in partnership with McLean County, City of Bloomington, Town of Normal, Bloomington Normal Water Reclamation District, and other community partners as well as the Illinois Environmental Protection Agency.

PROPOSALS:

Sealed proposals must be submitted by *2 pm on Friday, December 16th 2022* to Michael Brown, Executive Director, by email to mbrown@ecologyactioncenter.org. **Bids received after this time will not be accepted.**

Questions regarding this Request for Proposals will be answered by email and responses shared with all interested parties. Questions must be submitted to Michael Brown at mbrown@ecologyactioncenter.org by *Friday, December 2nd 2022* and responses will be provided to all interested parties by *5 pm CST, on Thursday, December 8th, 2022*. If you plan to submit a proposal, please send your name and email address to Michael Brown

by 5pm, Friday, December 2nd 2022 in order to receive a copy of questions submitted and answers provided.

The respondent acknowledges the right of the Ecology Action Center to reject all proposals and to waive non-material informality or irregularity in any proposal received.

The complete set of contract documents shall be submitted with the proposal.

Proposals shall be submitted electronically, with the following notation as subject line:

“SEALED PROPOSAL: PERMANENT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY”

TO BE DUE: 2 pm, Friday, December 16th 2022.

REJECTION OF PROPOSALS:

The bidder acknowledges the right of the EAC to reject any or all proposals/bids, and to waive non-material informality or irregularity in any proposal or bid received in whole or part as may be specified in the solicitation.

EVALUATION AND SELECTION PROCESS:

Selection of a contractor will be based on several factors including but not limited to, relevant experience and the services and prices proposed. The Ecology Action Center reserves the right to reject any or all submittals and to negotiate if deemed appropriate. Selection of the successful proposal is anticipated by Friday, January 13th 2023.

SUBMITTAL REQUIREMENTS:

Responses to this RFP should consist of:

- A cover letter expressing interest in being selected to prepare a feasibility study for the establishment of a permanent collection facility in McLean County for household hazardous waste.
- Firm Information: name, address, website URL and telephone number. Include name, title and email address of the individual who will serve as the firm's primary contact.
- A brief description and history of your firm. Include description of the firm's experience and qualifications for this work. Please submit a list of 3-5 references

for similar projects your firm has completed.

- A brief narrative on how the study will be prepared, your project approach, style and process.
- A summary of all key personnel that will participate in preparation of the study.
- Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the schedule and timeline.
- Copy of all Request for Proposal Documents including the proposed agreement.
- Any other information pertinent to the proposal.
- If additional information was provided by the EAC, submit confirmation of receipt of additional information.
- Other

OTHER INFORMATION:

- Appendix A – IEPA hazardous waste materials list

GENERAL SPECIFICATIONS

1. Overview

The Ecology Action Center (EAC) will consider proposals from qualified firms (Contractor) for the preparation of a feasibility study for the establishment of a permanent collection facility in McLean County for household hazardous waste.

The Ecology Action Center (EAC) is a non-profit environmental agency with a mission to *inspire and assist residents of McLean County in creating, strengthening, and preserving a healthy environment*. On behalf of the 170,000 residents of McLean County, Illinois, the EAC is examining the feasibility of such a facility in partnership with McLean County, City of Bloomington, Town of Normal, and other community partners as well as the Illinois Environmental Protection Agency.

2. Scope of Work

The study shall include:

Stage 1:

- A. Analysis of various service options including single day events, curbside collection, satellite collection and permanent collection facility.
- B. Analysis of each targeted material to establish a predictive model for the volume of materials recovered by a permanent collection site. See Appendix A for targeted materials.

Stage 2:

If the results of Stage 1 findings are that a permanent HHW facility is needed, then perform a feasibility study for the facility to identify anticipated capital costs and operating costs including the following:

- A. Analysis of the various federal and state regulatory demands and permits required for collection, storage, transportation and disposal of hazardous waste including any facility permitting.
- B. Conceptual facility design considering anticipated materials volume relative to regional population including facility size, capacity and layout.
- C. Identification of at least one suitable location for the HHW collection facility.
- D. Analysis of potential local traffic impacts of operation and corresponding recommendations to minimize disruption to existing traffic.
- E. Analysis which details funding mechanisms, the cost to develop the site(s), the operating expectations and defines all predicted operating costs including a

segregation of costs to be assumed by Illinois EPA if the proposed facility enters into a partnership with the State of Illinois.

- F. Comparison of possible operating strategies existing at existing Illinois permanent HHW collection facilities (i.e., contracted operator, in-house personnel, dual-operations with existing fire department personnel, etc.) and corresponding recommendations for the proposed facility.
- G. Analysis which details potential local economic impact from regional traffic impacts of operation.
- H. Detailed timeline for implementation or phasing plan.
- I. Analysis of dual permitting to allow for the collection of commercial waste as a possible revenue generating mechanism to subsidize the facility operating costs.

3. Required Deliverables

- A. A findings summary relative to study scope of work above
- B. Key recommendations to pursue or discontinue work towards a permanent HHW facility
- C. Presentation of findings to the EAC Board of Directors and other key stakeholders

Appendix A

Acceptable Wastes at IEPA HWW Collection Events

Oil-based paints	Used motor oil
Paint thinners	Drain cleaners
Herbicides	Lawn chemicals
Insecticides	Solvents
Pesticides	Antifreeze
Old Gasoline	Hobby chemicals
Pool Chemicals	Aerosol paints and pesticides
Cleaning Products	Fluorescent lamp bulbs
Mercury	Household Batteries