



New York City Waste Characterization Sampling

Request for Proposals

Background

Cascadia Consulting Group, Inc. (Cascadia) is soliciting proposals from firms to provide waste characterization services in New York City for New York City Department of Sanitation (DSNY). Cascadia is part of a team conducting a city-wide characterization of the refuse; metals, glass and plastic (MGP); paper; and organics waste streams.

The selected contractor(s) will be expected to provide teams of waste samplers that can commit to at least three consecutive weeks onsite in New York City, where they will collect samples during overnight shifts. The teams collect samples on 12-hour overnight shifts, six nights per week (Monday through Saturday). Staff available for longer than three weeks are preferred, only highly skilled staff with prior DSNY sampling experience will be considered for periods of less than three weeks. **Selected teams must be available during two sorting seasons in 2023: from April 5-May 26 and from July 6-September 1.**

The expected schedule for April and May is shown below.

Week #	Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Days of the Week	Thursday through Saturday	Sunday through Saturday	Sunday through Saturday	Sunday through Saturday	Sunday through Saturday	Sunday through Saturday	Sunday through Saturday	Sunday through Friday
Spring Field Work Dates	4/6-4/8	4/9-4/15	4/16-4/22	4/23-4/29	4/30-5/6	5/7-5/13	5/14-5/20	5/21-5/26
Collect gear from storage, complete trainings, pick up rental trucks, prepare for sampling	X							
Sample Refuse		X	X	X	X	X	X	X
Sample MGP			X	X	X	X	X	X
Sample Paper					X	X		
Sample Organics					X	X		
Clean gear and return to storage, return rental trucks								

Cascadia anticipates awarding contracts to more than one firm and will select contractors that present the best combination of relevant experience and value.

Scope of Work

- Each night every sampler will be paired with a staff person from a local temporary labor agency; nobody works alone under normal circumstances.
- Each night every sampler (with their laborer) will drive a 21' box truck from the hotel (leaving around 10:30pm) to the transfer station they've been assigned to for the evening. Depending on where the transfer station is this could take 90 minutes or more. Every sampler only works at a single transfer station each night.
- Transfer stations are located throughout all five boroughs.
- Every sampler will collect one sample of waste from each selected DSNY collection truck. The type of material (refuse, MGP, etc.) each sampler collects each evening will depend on their location.
- A uniformed DSNY staff person will be stationed at each facility each evening. The DSNY staff person will interface with the collections drivers, the route supervisors, and the facility scale house staff to facilitate the sample collection and select vehicles for sampling.
- Each sampler will interface with the facility loader operator to do the actual load sampling.
- When a selected truck arrives at the facility and dumps its load out, the sampler and the laborer will work with the facility staff to collect the sample and place it in 96-gallon carts.

- After all samples have been collected each sampler will drive their samples back to the sort location on Staten Island, unload the samples, refill their truck with empty carts for the next sampling shift, double check that all paperwork is complete, and return to the hotel.

This work requires:

- Strong attention to detail
- Valid driver's license and safe driving skills
- The ability to lift up to 50 pounds
- The ability to work outdoors on uneven, soft or hard surfaces
- The ability to function as part of a team and operate independently

Desirable (but not required skills)

- Staff with Spanish language fluency
- Staff with availability for periods longer than three weeks

Cascadia will provide:

- An on-site field work manager to supervise all proposer staff and ensure project quality and safety
- Training on sample collection protocols, safety, and operation of the box trucks
- Hotels
- Rental vehicles
- Temporary laborers
- All sampling equipment
- Fuel for the rental vehicles
- Toll payments for the rental vehicles

Proposers will provide:

- Personal protective equipment (PPE) for their staff (hard hat, safety vests, and safety toe boots)
- Meals for their staff
- Roundtrip travel to/from the hotel in NYC for their staff

Procurement Schedule & Submission Guidelines

Please submit proposals by 11:59pm Pacific time on Friday, February 10, 2023 to Dieter Eckels via email at dieter@cascadiaconsulting.com. Proposals should be in PDF or Word format. Please submit proposed budgets using the attached Budget Template workbook.

Submit questions regarding the proposal via email to dieter@cascadiaconsulting.com. Only questions submitted in writing will be considered and only responses provided in writing should be considered when preparing a proposal.

Questions Due: 4:00pm Pacific time Thursday February 9, 2023

Responses to Questions Released: 11:59pm Pacific time Friday, February 10, 2023. All proposers that submit questions will receive a copy of all submitted questions and all responses.

Proposal Due: 11:59pm Pacific time on Friday, February 17, 2023

Notify Selected Contractor(s): Tuesday, February 21, 2023

Minimum Requirements

All proposers must meet the following minimum requirements. See details for responding to minimum requirements in the Proposal Response section.

1. Proposers must have at least three years of experience participating in waste characterization study field work for entities/municipalities with populations of 2 million or more.
2. Proposers must have experience collecting samples during overnight shifts.
3. Proposers (and their staff) must have valid driver's licenses and clean driving records.

Proposal Response

Please include the following information in your proposal response, in the order outlined below.

Firm Introduction

Include a brief overview of your firm highlighting your relevant experience. If your firm is a women- or minority-owned or a disadvantaged business enterprise, please include that information.

Minimum Qualifications

Include a one-page statement confirming that you meet each of the minimum requirements and briefly describe your experience with each requirement.

Insurance Attestation

Include an attestation that if selected you can provide proof of worker's compensation, as required by state law, automobile liability insurance on a per occurrence basis having an aggregate of not less than \$1,000,000, and comprehensive general liability insurance on a per occurrence basis having an aggregate of not less than \$1,000,000. Each policy shall contain a provision that the policy will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to Cascadia Consulting Group, Inc.

Budget

Submit a budget estimate in using the attached Budget Template workbook by completing the **yellow cells** on each tab. (if the Budget Template is not attached, please request it from dieter@cascadiaconsulting.com. The per sample budget makes the following assumptions:

- Teams will work 12 hours per shift, for 6 nights per week. As this is more than 40 hours per week, overtime rates are factored in.
- Each staff person will collect 8 samples per night on average (48 samples per week)
- Daily food budgets are based on the federal per diem rate for NYC.
- 20 hours of time for travel to and from NYC.
- 8 hours of pre-field work meetings and coordination.

The Budget Template provides a format for noting how many staff are available and for what length of time.

Costs the contractor is responsible for:

- Labor
- Travel from home to the hotel in NYC and back home again
- Meals
- PPE as previously noted

Costs that contractor is not responsible for:

- Hotel/lodging
- Rental trucks
- Fuel
- Local tolls
- Sampling equipment