

# Request for Proposals: Waste Management Services

Date Released: September 7, 2022

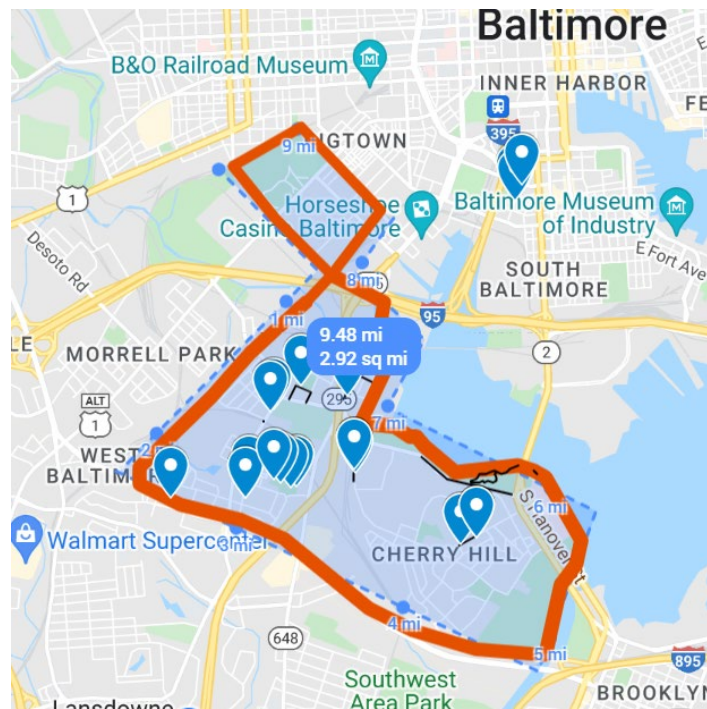
Proposals Due: September 28, 2022 at 5:00 pm

The South Baltimore Gateway Partnership (SBGP) is an economic development authority working within a collection of neighborhoods across south and southwest Baltimore known as the South Baltimore Gateway Community Impact District. Under the SBGP strategic plan, the organization focuses on implementing three crucial elements of the 2015 South Baltimore Gateway Master Plan: Environmental Sustainability, Health and Wellness, and Community Development and Revitalization. More information about SBGP can be found at [www.sbgpartnership.org](http://www.sbgpartnership.org).

## 1. Background

SBGP is currently making major investments in parks and public spaces across the District. Community stakeholders comprised of residents, elected officials, and Baltimore City agencies have identified improving neighborhood cleanliness as a key priority.

Figure 1: Geographic Area



The service area comprises multiple neighborhoods and parks. It covers approximately 3 square miles. Parks include the east portion of Carroll Park, Lakeland Park, Middle Branch Park, and Cherry Hill Park.

While the Baltimore City Department of Recreation and Parks and the Baltimore City Department of Public Works provide regular services, SBGP seeks to enhance these services to ensure that these public spaces meet a high standard of cleanliness beyond their regular schedule. Contractor/s will work with SBGP to coordinate work with City agencies to ensure the schedules of services complement one another.

## 2. Scope of Work

The Request for Proposals outlines **six core areas** to be addressed in the Waste Management contract/s. Prospective bidders may submit bids for some or all the core areas.

The selected contractor/s will be responsible for disposal of waste at approved locations. Please include any relevant fees associated with disposal in your price proposal.

SBGP is unable to provide storage of vehicles or supplies.

A detailed map identifying each scope geographically can be found here:

[SBGP Waste Management Scope of Work](#)

### Core Areas:

- I. **Weekly Corridor Clean Up:** Corridors identified by a red line will be cleaned once weekly.
  - a. Annapolis Rd.
  - b. Kent St.
  - c. Florence Cummins Park Area
  - d. Cherry Hill Commercial District
- II. **Weekly Trash Can Emptying:** Trash cans identified by blue markers to be cleaned weekly.
- III. **Twice-Weekly Park Clean Up:** Litter removal and trash can emptying in parks highlighted in red on both Mondays and Fridays.
  - a. Carroll Park
  - b. Lakeland Park
  - c. Florence Cummins Park

- d. Middle Branch Park
- e. Solo Gibbs Park
- IV. **One-Time/As Needed Clean Ups:** One-time or as needed cleaning of specific corridors identified by a red line.
  - a. Area along railroad on Hollins Ferry Rd.
  - b. Waterview Ave.
  - c. Cherry Hill Road
- V. **Monthly Street Sweeping:** Using ATLV type vehicle, cleaning residential streets in five identified zones in the following neighborhoods. Zones are highlighted.
  - a. Lakeland
  - b. Westport
  - c. Cherry Hill
  - d. Carroll-Camden
  - e. Sharp-Leadenhall
- VI. **On-Call Emergency Clean Ups**
  - a. Willingness to address one-time waste management issues within the District on an on-call basis. This will require issues be addressed within 24 hours of receiving the request. Proposals should include price per event.

### 3. Timeframes for Submission and Implementation

RFP Released:	September 7, 2022
RFP Due:	September 28, 2022 at 5:00 pm.
Selection Made:	October 10, 2022
Optional RFP Conference:	September 20, 2022

Work is expected to begin once contract is executed and final schedule is approved. Contract will be valid for one year after date of execution with option to renew.

**Optional RFP Conference**  
**September 20, 2022**  
**10:00 am**

Virtual event login information sent upon registration.

To register, email [procurement@sbgpartnership.org](mailto:procurement@sbgpartnership.org).

Deadline to register: **September 16, 2022**

Subject Line: Waste Management RFP Conference

#### 4. Proposal Instructions

Applicants shall submit **two separate proposals**. One will include the technical proposal outlined below. The second will be a price proposal.

No proposing firm / prime contractor may submit more than one proposal. If the firm/contractor is proposing to address more than one of the core areas of the scope, they should all be included in one proposal.

Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Client. At any stage, the Client reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, as the best interests of the Client may require.

Interested parties should submit the following.

- A. Technical Proposal (maximum of 5 pages)
  - a. Brief narrative explaining the proposed work plan and indicating which of the core areas of the scope are included.
  - b. Qualifications and relevant experience of firm (and any subcontractors).
  - c. Names and qualifications of key staff and subcontractors.
  - d. Relevant professional references, including contract name, telephone number, and email address.
  
- B. Price Proposal
  - a. Brief statement of the cost for providing the services described in the Technical Proposal.
  - b. If quote includes more than one of the core areas of the scope, please break down cost by each service provided.
  - c. If proposals include emergency cleanups, include price per event.
  - d. Proposals will be initially reviewed "price blind."

**Submit separate electronic PDF files of both your technical and price proposals by 5:00 pm on September 28, 2022. Both**

the technical and price proposals should be clearly labeled and submitted as single PDF files.

Email proposals to Liz Cornish, Enhanced Services Director, at [procurement@sbgpartnership.org](mailto:procurement@sbgpartnership.org).

Oral, telephonic, hard copy, or faxed proposals are invalid and will be considered as non-responsive.

## 5. Evaluation Process

The goal of all SBGP contracting and procurement is to ensure the best use of public funds to serve the public good by fulfilling SBGP's mission while adhering to the highest standards of professional and ethical behavior. SBGP is committed to ensuring that all funds entrusted to the entity are appropriately allocated using fair, ethical, competitive, consistent, equitable, reasonable, responsible, and transparent practices that demonstrate integrity.

These values guide all SBGP conduct and decision making related to procurements, bids/estimates for goods and services, agreements, contracts, and related forms of commitments.

An SBGP review panel will first review the technical proposals. Points will be awarded based upon the quality of the work plan and the qualifications of the team. Additional points will be awarded based upon the determination that the proposal constitutes an Impact Investment, as described below. The panel may, at its discretion, request more information, clarifications, or an interview.

Based upon this review, the panel will then identify the highest-quality technical proposals. Price proposals from these applicants will then be opened, and the panel will identify the team providing the best value to the project. Teams will be notified of the result by approximately **October 10, 2022**.

Scoring Matrix:

	Max. Points
Qualifications and Experience of Team	40
Qualifications and Experience of Key Individuals	40
Approach to and Understanding of the Project	30
City-certified M/WBE = 10 Other M/WBE = 5 Certified DBE = 1	10
Strong nexus in: District = 10 South/Southwest Baltimore = 7 City = 5 Greater Baltimore = 2	10
<b>Total Available Points</b>	<b>130</b>

6. MBE/WBE Goals

The following statutorily required MBE/WBE goals apply to this contract:

- 27% MBE participation
- 10% WBE participation

Any respondent that is not a Baltimore-City certified Minority Business Enterprise (MBE) or Women’s Business Enterprise (WBE) is expected to subcontract a portion of the work to certified firms.

7. Impact Investments

While ultimately each vendor must be able to provide excellent products or services at a fair price, SBGP is committed to seeking out Impact Investments, including those that support minority- and women-owned businesses, local businesses, and social enterprises. Wherever feasible, SBGP will use these Impact Investments to further its mission by supporting local and minority- and women-owned businesses, associated hiring opportunities, community-driven social impact, and the local economy. Each of SBGP’s contractual relationships is designed to expand its network and ability to access a strong pool of diverse vendors to meet SBGP’s needs.

To carry out the goal of SBGP contracting and procurement, SBGP will:

1. Seek out opportunities to foster equal opportunities, minority- and women-owned businesses, and other Impact Investments.
2. Educate vendors about how to conduct business with SBGP.
3. Engage in a fair, ethical, competitive, consistent, equitable, reasonable, responsible, and transparent procurement process.

## 8. Equal Opportunity

SBGP will not discriminate in its procurement with regard to race, ethnicity, religion, gender, sexual orientation, national origin, marital status, age, disability, or any other characteristic protected by law.

SBGP does reserve the right to select, from among a pool of qualified proposals, the one that best provides an opportunity to further its mission through Impact Investment.

## 9. General Provisions

Neither this solicitation, nor any proposals provided in response to it, constitute a contract between SBGP and the applicant/s.

Applicants who are not successful may request a meeting to debrief about the selection process. SBGP documents created or used during the selection process, including any score cards, notes, emails, memos, or other written materials, are internal materials and will not be made available.

Late proposals, or proposals that are not fully responsive to the requirements of the RFP, will be disqualified.

SBGP may issue a new RFP, extend the deadline, or make other good faith efforts to expand the applicant pool if the market for goods or services is limited.