



**Prince George's County Department of the Environment
Chesapeake Bay Trust**

REQUEST FOR PROPOSALS

CONTRACTUAL SERVICES

**PRINCE GEORGE'S COUNTY DEPARTMENT OF THE ENVIRONMENT
ILLEGAL DUMPING PILOT PROGRAM**

Proposal Deadline: September 22, 2021

SECTION I – INTRODUCTION

1.1 **Purpose:** The purpose of this Request for Proposals ("RFP") is to gain a deeper understanding of illegal dumping activities and solutions to combat illegal dumping in Prince George's County to support the "Growing Green with Pride" program.

SECTION II – SERVICES/SCOPES OF WORK and OFFEROR'S MINIMUM QUALIFICATIONS

2.1 **Timeline and Amount Available:**

Maximum bid: \$100,000

Timeline: Work must be completed by January 1, 2023

2.2 **Scope of Work - Introduction:** Litter comes from several sources and groups and is driven by numerous characteristics that vary by community. Methods of littering are either a) accidental, including improper containment of trash or debris (e.g., improperly covered loads, spillage from receptacles, vehicle debris) or b) intentional, including littering among various audience segments such as motorists and pedestrians or illegal dumping. Counties and cities across the nation are up against challenges related to littering and illegal dumping; Prince George's County faces the same challenges. During the second half of 2020, more than 192,800 pounds of trash had been collected from the Anacostia River water within Prince George's County, exceeding the target annual load reduction amount of 170,628¹. While each method of littering comes with its own unique challenges, the residual impacts are similar. Illegal dumping, like other forms of littering, causes a reduction of quality of natural resources such as waterways, decreases the value of community spaces, and is costly to address.

¹ [Annual NPDES MS4 Report](#)

Prince George's County combats illegal dumping using both reactive and passive methods such as using "no dumping" signs, cleaning sites following illegal dumps, and penalties against those caught illegally dumping. Prince George's County is increasing their involvement to combat litter and has a goal to reduce the amount of litter in communities and waterways through the "Growing Green with Pride" program designed to make communities cleaner and greener. As such, Prince George's County Department of the Environment (DoE) is launching an illegal dumping pilot project. The objective of the pilot project is to collect and analyze data from: 1) case studies of other county and city level jurisdictions that are addressing the same issue of illegal dumping; 2) community members located and impacted by illegal dumping; 3) high frequency illegal dumping sites in the County; 4) financial records (to determine County expenses due to illegal dumping); and 5) littering patterns to help understand the behavioral aspects of the illegal dumping. Research will be required to understand the content of illegally dumped items; resident's perceptions and knowledge about dumping near their homes, businesses, and community spaces; and which national methods are successful and transferable to the County to inform policy and implement programs leading to illegal dumping abatement.

2.3 **Scope of Work – Deliverables:**

Offerors must outline in detail their ability to perform in timely fashion the following services:

- Deliverable A – A written report detailing the results of a literature review and interviews with city and county staff who have led illegal dumping mitigation programs around the nation. The report shall catalogue strategies implemented, the frequency of implementation, and to what degree the strategies were successful, resulting in significant reduction of illegal dumping.
- Deliverable B – A written report summarizing information gathered at the below locations that detail residents' perceptions and knowledge regarding illegal dumping activities near where they live, work, and play. This should include information about the frequency, time, source, and type of dumping occurring as well as this information relative to landfill and convenience centers, cost avoidance, tipping fees, landfill hours materials that are not accepted at landfill.
 - 1) Oxon Run Dr and North Anvil Ln, Hillcrest Heights
 - 2) Powder Mill Rd & Springfield Rd, Bowie
 - 3) Thrift Rd & Windbrook Dr, Piscataway
 - 4) Steed Rd & Piscataway Rd, Clinton
 - 5) 6604 Blacklog St, Capitol Heights
 - 6) 2624 Cool Spring Rd, Adelphi

The above sites have been initially identified but may change based on County priorities or direction. Prince George's County DoE and the Trust reserve the right to modify the location(s) depending on the illegal dumping occurring.

- Deliverable C – Quarterly written reports of analyzed tapes at each site, over at least a one-year period of video surveillance, regarding illegal dumping frequency, times of day in which dumping occurs, and other identifiable themes that can be used by the County to reduce illegal dumping. A significant number of hours of the tapes must be analyzed to identify themes and fully produce this deliverable.

- Deliverable D – A written report that includes photos of illegally dumped items as discovered at intervals (to be proposed and justified by the bidder) at sites selected by DoE.
- Deliverable E – A written report and quantitative financial analysis of current and future coordinating agency (DoE) and other relevant local agencies efforts to reduce illegal dumping, demonstrating costs to agencies involved given passive, reactive, and proactive approaches to illegal dumping.
- Deliverable F – Written final report with the final invoice, including:
 - a summary of deliverables;
 - written evaluation of the project and the method(s) used;
 - a description of lessons learned including challenges and how they were addressed to ensure success; and
 - recommendations for next steps and/or actions DoE may consider to mitigate illegal dumping.

Deliverables may be expanded or refined during contract negotiation.

2.4 **Payment:** The award will be managed as firm-fixed-price contract. Payment will be made as deliverables are submitted to the Trust per the negotiated contract with the selected bidder.

2.5 **Qualifications and Expertise:** Offeror's personnel assigned to the contract should have the following experience:

- a) Five or more years of related experience in litter reduction and community engagement (required);
- b) Demonstrated experience with research and data collection involving human subjects and literature review (required); and
- c) A local base in and experience working in Prince George's County (preferred).

SECTION III – ADDITIONAL SERVICES

3.1 **Additional Services:** The Trust may request ancillary or additional services within the capacity of the Contractor as may be useful or necessary in the interests of the Trust and the project. Each successful bidder may be engaged in one additional phase of work through this procurement action.

3.2 **Add/Deduct:** The Trust reserves the right to add or remove items from the base bid proposal during the contract and modify or adjust scope of work and payment as needed.

SECTION IV – PROPOSAL FORMAT AND SUBMISSION INFORMATION

4.1 **Principal Solicitation Officer and Issuing Office:**

Contract Officer: Bre'Anna Brooks
Telephone Number: 410-974-2941 x112
E-Mail: bbrooks@cbtrust.org
Address: Chesapeake Bay Trust
108 Severn Avenue
Annapolis, MD 21403

The sole point of contact for the purpose of this RFP is the Contract Officer.

4.2 **Prospective Offerors:** An “Offeror” is a person or entity that submits a proposal in response to this RFP.

4.3 **Cancellation; Discretion of Contract Officer:** This RFP may be canceled in whole or in part and any proposal may be rejected in whole or in part at the discretion of the Contract Officer. In addition, the Contract Officer has the right to negotiate separately with any Offeror in any manner which will best serve the interests of the Trust. The Contract Officer may waive any mandatory condition or minimum qualification if he/she determines that such action is in the best interest of the Trust.

4.4 **Submission Instructions/Proposal Closing Date:** Offerors must submit proposals using our Online Application System, located at: https://www.grantrequest.com/SID_1520?SA=SNA&FID=35173 no later than **4:00 p.m.** on **September 22, 2021** the "**Closing Date**"). Requests for extensions will not be granted, late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm. **Offerors are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Application System technical assistance on the deadline date. If email confirmation of submission is not received within two business days, please contact the Principal Solicitation Officer listed in Section 4.1.

Proposals are irrevocable for 90 days following the Closing Date.

4.5 **Proposal Format:** The Offeror must submit a proposal that includes responses to a) through e) in a concise (≤ 5 pages) description. Item g) must be submitted as a separate excel file. Items h) through j) may be addressed outside of the five (5)-page limit and may be attached as additional pages. All narrative material must be submitted in one electronic file.

- a) Names of individuals providing the services and number of years of experience in such areas;
- b) The individual’s proposal for how to address the elements of the scope(s) of work and required outcomes described in the services and deliverables section (Section II above). The Offeror should respond assuming a post-pandemic business climate; however, if human health expert recommendations and government mandates change, safety measures may be necessary (such as social distancing, wearing masks, etc.) to combat COVID-19 or COVID-19 variants.
- c) Response to the qualifications section: a description of the experience to provide services as described in Section II, including demonstration of existing relationships with key priority audience members;
- d) Examples of three (3) previously completed projects of similar type by either the Offeror’s organization or the key personnel engaged in the project;
- e) Names, telephone numbers, and email addresses of three (3) references;
- f) The Offeror shall submit a budget by filling out the “Application Budget” worksheet of the Trust’s Financial Management Spreadsheet. This form can be downloaded from www.cbtrust.org/forms, and the completed file will then be uploaded in the online application. The proposed budget will include the total number of hours and hourly rate of compensation and any additional costs required to complete the project using the budget

form provided in the on-line application. If needed, provide additional justification or explanation as an attachment to the proposal;

- g) The resume(s) of the individual(s) providing the service;
- h) Signed and dated IRS form W-9; and
- i) Any other information which the Offeror considers relevant to a fair evaluation of its experience and capabilities.

4.6 **Eligible Organizations:** Not-for-profit and for-profit entities are eligible organizations. Organizations physically located in Prince George's County are especially encouraged to apply. No entity may enter into a Contract with the Trust under this funding opportunity if the entity is listed in www.sam.gov as debarred, suspended, or otherwise excluded.

4.7 **Subcontracting Opportunities and Procurement:** If an Offeror considers subcontracting of services to be available, they should so specify, and in that case demonstrate compliance with Good Faith Efforts to engage Disadvantaged Business Enterprises (DBE), Minority Business Enterprise (MBE), and Small Business Enterprise (SBE). The following website may be helpful in identifying DBE, MBE, and SBE firms: <https://mbe.mdot.maryland.gov/>.

SECTION V – EVALUATION PROCEDURE

5.1 **Qualifying Proposals:** The Contract Officer will review each proposal for compliance with the qualifications set forth in "Offeror's Qualifications and Expertise."

5.2 **Deviations and Negotiation:** The Contract Officer shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Contract Officer may reject non-conforming proposals. In addition, the Contract Officer may waive minor irregularities in proposals, allow an Offeror to correct minor irregularities, and negotiate with responsible Offerors in any manner deemed necessary or desirable to serve the best interests of the Project.

5.3 **Evaluation:** Proposals shall be evaluated by the Contract Officer and a review committee. This evaluation will be made on the basis of the evaluation criteria discussed below. The Contract Officer reserves the right to recommend an Offeror for contract award based upon the Offeror's proposal without further discussion. However, the Contract Officer may engage in further discussion if they determine that it might be beneficial. In such case, the Contract Officer will notify those responsible Offerors with whom further discussion is desired. In addition, the Contract Officer may permit qualified Offerors to revise their proposals by submitting "best and final" offers.

5.4 **Evaluation Considerations:** Proposals by Offerors who meet the qualifications set forth in Section II will be evaluated on the basis of the following factors:

- a) **Proposed Team (Specific Individual(s) Responsible for Performance of Contract):** Evaluation of the qualifications, reputation, and compatibility with needs of the Trust and the Project of the individual or individuals who will perform the Contract.
- b) **Proposed Approach:** Evaluation of the work to be performed to accomplish the goals outlined in the Scopes of Work in Section II.
- c) **Experience of Offeror:** Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references.

- d) Capacity: Evaluation of the Offeror's ability and commitment to meet timeline for the project.
- e) Price and Hours: Hourly rate and number of hours to be devoted to the project.

SECTION VI – OTHER INFORMATION

6.1 **Professional Liability Insurance**: The Offeror shall agree to maintain in full force and effect during the term of the Contract usual and customary amounts of liability insurance coverage in connection with the performance or failure to perform services under the Contract.

6.2 **Expenses**: The Trust and the Contract Officer are not responsible for any direct or indirect expenses which an Offeror may incur in preparing and submitting a proposal, participating in the evaluation process, or in consequence of this solicitation process for any reason.

6.3 **Acceptance of Terms and Conditions**: By submitting a proposal in response to this RFP, (A) the Offeror accepts all of the terms and conditions set forth in this RFP; (B) the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract; and (C) the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the United States Government or the State or any department or unit thereof, including, without limitation, the payment of taxes and employee benefits, and, if selected for award, that it shall not become so in arrears during the term of the Contract.

6.4 **Disadvantaged Business Enterprise, Minority Business Enterprise, and Small Business Enterprise (DBE/MBE/SBE) Participation**: This RFP encourages the participation of DBE/MBE/SBE firms (members of a group as defined in the State Finance and Procurement Article of the Annotated Code of Maryland (the "Procurement Article"), Section 14-301(f)(i)(ii)). The Trust encourages DBE/MBE/SBE firms who meet the minimum qualifications to respond to this RFP.

6.5 **Parties to the Contract**: The contract to be entered into as a result of this RFP (the "Contract") shall be between the successful Offeror (the "Contractor") and the Trust.

6.6 **Contract Documents**. The Contract shall include the following documents: this RFP, the Contractor's Proposal (to the extent not inconsistent with the RFP or the Contract), and the Contract. In the event of an inconsistency, the Contract shall have priority over the other documents and specific conditions of the Contract shall have priority over General Conditions.

6.7 **Contract Term**. The Contract term shall commence as of a date to be specified in the Contract and, unless sooner terminated in accordance with the Contract, shall end when all work authorized under the Contract has been successfully completed, unless the Contract is renewed or extended at the sole option of the Contract Officer.

6.8 **Billing Procedures**: The Contractor(s) must comply with billing procedures as may be required by the Contract Officer. These may entail quarterly reporting of time and eligible expenses or may be based upon satisfactory completion of outcomes as described in Section II.

6.9 **Certification**. The Offeror shall certify that, to the best of its knowledge, the price information submitted is accurate, complete, and correct as of the Closing Date, and if negotiations are conducted as of the date of "best and final offer."

6.10 **Branding.** All products (outreach materials, events) will be branded with the program partners Prince George's County Department of the Environment logo and Chesapeake Bay Trust logo (available at www.cbtrust.org/logos) that appear at the top of this RFP.