



TOWN OF NEW LONDON
PUBLIC WORKS DEPARTMENT

375 Main Street, New London, NH 03257



Town of New London, New Hampshire
Request for Proposals

Introduction

The Town of New London, New Hampshire's Department of Public Works seeks proposals for an evaluation of its solid waste management facilities.

The town currently handles solid waste at four different sites; collects most materials at a transfer station that was hastily constructed 35 years ago to serve a smaller population; does not offer its residents ways to dispose of certain classes of materials (e.g., construction debris and bulky waste; tires); and understands its facilities and procedures to be inefficient and potentially unsafe.

The town seeks the expertise of an engineering firm with experience in designing solid waste management facilities (1) to research and evaluate ways to optimize function and efficiency at the town's current facilities and (2) to outline what an optimal facility for the town might look like.

The purpose of this evaluation is to provide the town with information it will require as it decides whether it will be preferable to invest in renovations to the current transfer station facility or to construct a new facility at a different location.

Activities

Proposed activities to be conducted include:

- (1) Visit all four sites currently in use for the town's solid waste management;
- (2) Interview the Director of Public Works, Richard Lee; members of the town's Solid Waste Committee; and other town administrators, as necessary;
- (3) Review the report prepared for the town by the Northeast Resource Recovery Association in April 2016 (attached), which identified problems with the town's current facilities and made several recommendations for improvements;
- (4) *Current Site Optimization*. Evaluate existing operations at all four sites and identify options for optimizing the layout at the current transfer station site, including:
 - a. preparing schematic existing conditions figures for each site;

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- b. commenting on traffic issues and general user convenience at the transfer station based on observations made during the site visit;
 - c. reviewing and interpreting trash and recycling data, provided by the town, for the purposes of identifying facility sizing requirements and possible waste handling equipment needs;
 - d. preparing a conceptual layout for improvements to existing transfer station site and document site constraints (for example, wetlands);
 - e. providing a construction cost estimate for the option
- (5) *New Site Planning*. Identify conceptual plan for locating all trash and recycling operations to a new site in town:
- a. preparing a conceptual layout plan depicting what a centralized facility would look like and the area needed to support the consolidated operations;
 - b. providing a construction cost estimate for the option
- (6) *Evaluate regional opportunities*. Under this task, the contractor will undertake a generalized inquiry into possible regionalization scenarios with 2 nearby towns, Wilmot and Andover. Tasks would include:
- a. reviewing and interpreting trash and recycling data provided by the nearby towns that might have interest in sharing a regional facility;
 - b. highlighting issues associated with regionalization (i.e., cost sharing, inter-municipal agreements, location considerations, and governance).
- (7) Prepare final report.

Professional Qualifications

Please provide descriptions of projects undertaken by the firm relevant to the proposed scope of work. Description of project, client, and cost of the project should all be provided.

Key Personnel

Please include curriculum vitae for all key personnel.

Budget

Please provide budget estimates for each task included in the scope of work.

Timeline

Please provide a timeline for completion of key tasks.

Any questions should be directed to Richard Lee, Public Works Director at 603-526-6337. Office hours are Monday-Friday 8-3:30.

Directions for Submitting Proposals

All proposals must be submitted to the New London Public Works Department, 375 Main Street, New London, NH 03257-7813 no later than **12:00 PM on May 26th, 2017**. Envelopes containing proposals must be sealed and marked "**SWMF-RFP**". Proposals will not be accepted late or by email.

Richard Lee, Director
Town of New London
375 Main Street
New London, NH 03257