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**REQUEST FOR QUALIFICATIONS  
BENNINGTON COUNTY SOLID WASTE ALLIANCE  
WEB SITE DEVELOPMENT AND MANAGEMENT  
JANUARY 15, 2021**

**Issued by:** The Bennington County Regional Commission on behalf of  
The Bennington County Solid Waste Alliance

**Purpose:** Develop and maintain a web site for the Alliance

**Date Issued:** January 15, 2021

**Qualifications Due By:** February 19, 2021

**Work to begin:** March 31, 2021

**Contact:** Michael S. Batcher  
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**Funding Available:** \$5,000.00

**I. GENERAL INFORMATION**

The Bennington County Regional Commission (BCRC), on behalf of the Bennington County Solid Waste Alliance (BCSWA) is requesting qualifications from parties interested in developing and maintaining a web site for the Alliance.

Interested parties should the current website of the Alliance at [www.bcswavt.org](http://www.bcswavt.org).

The Universal Recycling Law or Act 148 was passed by the Vermont Legislature in 2012. The primary purpose of this law was to significantly reduce the amount of material going into landfills. Over the past decade 30 to 36% of materials have been diverted from landfills, and that amount has not increased as was hoped. At the same time, the average amount of material each Vermonter generates has increased. This means that many useful and recyclable materials still end up in those landfills, which are gradually becoming full. The Universal Recycling Law seeks to provide more choices and convenience for Vermont residents, businesses, and institutions to make it easier for them to recycle. The law is being phased in over time to allow for the creation of the systems for managing materials.

The towns of Arlington, Bennington, Dorset, Glazenbury, Manchester, Pownal, Rupert, Sandgate, Searsburg, Shaftsbury, Stamford, Sunderland, and Woodford have worked together to develop a solid waste implementation plan or "**SWIP**." As part of the planning process, the towns formed the Bennington County Solid Waste Alliance (BCSWA) through an interlocal contract, pursuant to 24 V.S.A. Chapter 24, to implement the plan.

## **II. PROJECT DESCRIPTION**

The SWIP focusses on education and outreach to residents, businesses, schools, and institutions. One required component is the development and implementation of a web site. To accomplish this, tasks shall include but are not limited to:

- 1) BCRC staff and the BCSWA Outreach Program Manager will provide all content for the website.
- 2) Working with BCRC staff, the BCSWA Outreach Program Manager and BCSWA board members and others to:
  - a. design an engaging website that is easy and intuitive for visitors to navigate.
  - b. optimize the website to work seamlessly across all device platforms (computers, smart phones, tablets, etc.).
  - c. create sections within the website (with quick links on the homepage) specifically to provide resources for "schools", "businesses", "landlords", and "events".
  - d. provide information on the alliance including contacts.
  - e. post the SWIP along with information (agendas, minutes, etc.) on alliance meetings.
  - f. outline options for recycling and food scrap diversion.
  - g. include information about recycling mandates & disposal bans.
  - h. Include information about product stewardship programs (e.g., Computers and Electronics, Paint, Fluorescent Bulbs, and how to use them.
  - i. include an A – Z directory listing regional management and disposal options for waste materials that are alternatives to putting those materials in the trash.
  - j. list haulers serving the region & services offered with links to hauler websites,
  - k. provide information on household hazardous waste (HHW), electronic waste (E-Waste) and other events and resources.

- 3) Provide links between the BCSWA website, with the Vermont Solid Waste Management Program (<http://www.anr.state.vt.us/dec/wastediv/solid/home.htm>) and other state and national websites (e.g., EPA, <http://www.epa.gov/solidwaste/nonhaz/municipal/>) that are relevant, links with websites of Alliance towns, and links with local transfer stations and haulers.
- 3) Provide for linking the website with Facebook or other social media.
- 4) Provide for counting the number of users over time (we currently use Google Analytics).
- 5) Possibly provide for a list serve or other means to distribute electronic newsletters.
- 6) Provide or recommend hosting services for the website.
- 7) Load the site onto the hosting service and complete any necessary tests.
- 8) Provide periodic updates using materials supplied by BCRC/BCSWA.
- 9) Other services for the web site to be negotiated.

### III. SUBMISSION REQUIREMENTS

Please provide the following items:

1. A short letter of interest.
2. Statement of qualifications.
3. Summaries of experience with similar projects, including examples of other websites.
4. Contact information of three references.
5. Description of hourly rates for personnel, description and estimated costs for hosting, and description and estimates of any other necessary costs.

Electronic copies of these items must be received by 5:00 pm on Friday, February 19, 2021.

**RFQ submittals should be no more than five pages in length.**

Direct all inquiries and submissions to Michael Batchner at [mbatcher@bcrcvt.org](mailto:mbatcher@bcrcvt.org) and **AND** to Paula Kamperman at [paulakamperman@gmail.com](mailto:paulakamperman@gmail.com)

### IV. SELECTION CRITERIA

- Experience and qualifications to perform the requested services.
- A demonstrated ability to work effectively and coordinate activities with other parties.
- Design of other, similar types of websites.
- Strong communication and organizational skills.
- Ability to both design and maintain the website.

### V. SCHEDULE

- RFQ issued January 15, 2021.
- Qualifications due February 19, 2021

- Review of Qualifications February 28, 2021
- Interviews early March 2021.
- Selection on or about March 15, 2021.
- Contract negotiation with contract finalized on or about March 31, 2021.
- Work completed by October 31, 2021.

## **VI. Other Information**

- 1) The Bennington County Regional Commission (BCRC) may accept or reject any proposal and may cancel the project at any time.
- 2) BCRC may modify and reissue the RFQ following review of submitted proposals.
- 3) BCRC is not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
- 4) BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described in IV.
- 5) All proposals submitted as part of this RFQ shall become the property of the BCRC. As such, they are public information and may be reviewed by anyone requesting to review them.
- 6) BCRC may request additional information as part of the proposal review.
- 7) Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
- 8) All proposals will remain valid for ninety (90) days from the date of submittal.
- 9) The selected vendor will need to show proof of adequate insurance and any required licensing, certification and permitting.