



Request for Proposal: Conduct a feasibility study on the potential advantages of a Regional MSW/Recycling collection program between a group of ecomaine communities

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Project Overview

ecomaine seeks a qualified consulting firm to conduct a feasibility study evaluating the potential savings, challenges, costs, governance requirements, and implementation considerations associated with a regional solid waste and recycling collection service between a select group of ecomaine communities. The study shall examine the feasibility and cost effectiveness of a regional collection model managed by ecomaine, that allows for Municipal Solid Waste (MSW) and Recycling collection across municipal lines.

Scope of Study

The selected consulting firm shall conduct a comprehensive feasibility study evaluating whether a regional solid waste and recycling collection model, managed by ecomaine and serving select ecomaine communities across municipal boundaries, is practical, cost effective, legally feasible, operationally sustainable, and beneficial to participating communities. The study shall include, but is not limited to, the following:

- Collect and review current municipal solid waste and recycling collection information for each participating ecomaine community, including collection methods, means of program funding, service areas, tonnage, number of stops, contract terms, costs, ordinances, and community-specific operational requirements or constraints.
- Assess the legal, regulatory, and contractual requirements associated with providing regional collection services across municipal boundaries.
- Evaluate potential approaches that provide appropriate municipal participation, decision-making, and accountability for communities that choose to participate in a regional collection model.
- Identify and assess potential regional collection models managed or administered by ecomaine, including options for collection contracting, contract management, customer service, billing support, maintenance coordination, operations oversight, education, enforcement, performance reporting, and municipal coordination.
- Analyze whether regional collection can improve service efficiency and reduce costs for participating communities. Establish a range, by percentage, of potential cost savings over time for those municipalities who regionalize collection. Evaluate potential transition cost and risks associated with those efficiencies.

- Explore operational alternatives, technologies, and methods that could enhance regional solid waste and recycling collection efficiency and cost effectiveness, including route optimization, tracking systems, cameras, customer service tools, contamination monitoring, data reporting, and other technologies that may improve service delivery and compliance.
- Assess the potential impact of a regional collection model on service levels, resident experience, municipal control, program funding, recycling participation, contamination reduction, environmental sustainability.
- Assess potential transition cost
- Propose methods for effectively communicating study progress, findings and recommendations to municipal officials and the public.
- Provide a final written report with summary of findings, return on investment and recommendations.

About ecomaine

ecomaine is a 501(c)(3) nonprofit organization, made up of 70 member communities (28 owner communities and 42 contract communities) throughout Maine and New Hampshire. Using a regional model, we provide MSW disposal services (Waste-to-Energy and landfilling), Single Sort Recycling processing and food waste diversion for more than 450,000 households. Our facilities include a Waste-to-Energy Plant, a 240-acre MSW/Ash Landfill and a new state-of-the-art Single Sort Recycling Facility (Materials Recovery Facility, or MRF) opening in 2027. Our mission is to provide long-term solid waste solutions in a safe, environmentally responsible, economically sound manner, and to be a leader in raising public awareness of sustainable waste management strategies.

ecomaine pursues this mission by prioritizing the solid waste hierarchy: Reduce, Reuse, Recycle, Compost/Digestion, Waste-to-Energy, Landfill. Guiding principles set forth by ecomaine's governing communities have been and continues to be a commitment to efficient waste services for their residents and protection of the environment.

To further leverage economies of scale, ecomaine communities are seeking to explore the potential efficiencies, cost benefits, service improvements, and environmental benefits of a regional MSW/Recycling collection program.

Proposal Requirements

The proposer shall submit general information about capabilities and experience according to the following requirements:

- a. *Executive Summary:* Provide a concise overview of the proposed approach, key qualifications, references and anticipated outcomes of the feasibility study.
- b. *Organizational Overview:* Detail the consulting firm's background, experience, and qualifications relevant to municipal operations and solid waste industry studies.
- c. *Project Team and Staffing:* Present the composition and qualifications of the proposed project team and support staff, emphasizing expertise in solid waste management, regional collection services, and municipal operations, including each employee's hourly rate.
- d. *Methodology:* Outline the proposed methodology for conducting the feasibility study, including data collection, analysis, and stakeholder engagement strategies.

- e. *Work Plan*: Provide a detailed work plan including but not limited to: key personnel assignments; major milestones; schedule of deliverables; and a detailed timeline for completion of the feasibility study and the activities required for completion. All work shall be completed within six months of notice to proceed.
- f. *Experience and References*: Highlight relevant experience in conducting similar collection studies and provide references from municipalities or organizations with comparable needs.
- g. *Cost Proposal*: Present a clear and detailed cost proposal, including a breakdown of fees, expenses, and any other associated cost, including out-of-pocket reimbursable expenses (mailing, delivery charges, or other related third-party expenses). The cost proposal should also include a total estimated cost of the proposal.
 - a. *Note*: Fees will be paid on a time and materials basis only. No proposal requiring upfront payment or lump-sum proposals / invoices will be accepted. A separate line item or change is required for each billed activity or task.
- h. *Crucial Decision Points*: The feasibility study plans must include crucial decision points that will halt the project should it appear that the project is not feasible on a joint or shared basis.
- i. *Compliance*: Confirm the consulting firm's understanding of and commitment to complying with all the applicable laws, regulations, and ethical standards.
- j. *Required Documentation / Forms*: Firms shall submit all required completed documents/forms per the Document Checklist listed in the specifications package.

Proposal Evaluation Criteria

The contract award will be based on a combination of price, experience, and other factors. The evaluation criteria include, but are not limited to:

- a. *Management Criteria*: Assess the respondent's ability to meet the required minimum level of qualification with appropriate staffing.
- b. *Technical Criteria/Completeness of Proposal*: Evaluate the completeness and responsiveness of the proposal in addressing the RFP requirements.
- c. *Experience and Performance*: Consider the expertise of the consultant in various areas relevant to the required work, particularly in the solid waste industry and municipal operations.

- d. *Cost/Financial Considerations*: Assess the total cost of the proposal in relation to other submissions. ecomaine reserves the right to weigh the hourly rates of key employees of the project team and support staff as part of the evaluation process.

Scoring

Proposal scores will be based on a weighted average and will measure the degree to which each proposal meets the following criteria:

Section	Description	Weight %
I. Management Criteria	Assess the respondent's ability to meet the required minimum level of qualification with appropriate staffing.	25
II. Technical Criteria	Evaluate the completeness and responsiveness of the proposal in addressing the RFP requirements.	25
III. Experience & Performance	Consider the expertise of the consultant in various areas relevant to the required work, particularly in the solid waste industry and municipal operations.	25
IV. Cost-Financial Considerations	Assess the total cost of the proposal in relation to other submissions. ecomaine reserves the right to weigh the hourly rates of key employees of the project team and support staff as part of the evaluation process.	25

Evaluation and Selection Process

- a. Proposals will be reviewed by ecomaine staff, based on the established criteria.
- b. Shortlisted firms may be invited for an interview or presentation to assess their qualifications and proposed approach further.
- c. ecomaine reserves the right to request clarification or documents not provided and to negotiate with the selected firm to reach mutually agreeable terms.
- d. Final selection will be based on overall fit, alignment with project goals, completeness of the proposal, and value relative to cost.

Terms and Conditions

- a. The selected firm will be required to enter a contract with ecomaine.
- b. The contract period, including the commencement and completion dates, will be specified upon contract execution; however, all work must be completed within six months of the notice to proceed.
- c. ecomaine reserves the right to terminate the contract if the selected firm fails to meet the agreed-upon terms and conditions.

Guidelines for Bidders & Key RFP Events

- **RFP Issued:** 10-15-2026
- **Intent to Submit:** All interested candidates must email Erik S. Street, Director of Recycling at street@ecomaine.org by 10-22-2026, to confirm their intent to submit a proposal.
- **Questions Deadline:** It is the responsibility of all interested parties to review the full RFP and submit any questions in writing by 10-26-2026. Answers will be shared with all parties who submitted an intent to bid.
- **Answers provided to all parties:** 11-2-2026
- **Proposals Due:** Proposals must be received no later than EOD 11-12-2026
- **First Round Interviews:** Week of 11-30-2026
- **Second Round Interviews (if needed):** Week of 12-7-26
- **Award Notification:** 12-15-2026
- **Contract Start Date:** 1-4-2026

Submission Instructions

The following instructions are provided to ensure each bidder submits a complete proposal that includes all information required for ecomaine's proper and timely evaluation of bids for a total firm price.

Preparation and Submission of Proposals

- Submit one (1) digital copy of the full proposal, in PDF format, including all required documents and completed bid.
- Proposals must be submitted electronically to Erik S. Street, Director of Recycling at street@ecomaine.org.
 - Please use the subject line: "[Firm Name] – Proposal Submission for "Regional MSW / Recycling Collection Study RFP". This will help ensure your submission is properly received and tracked.
 - All proposals are due no later than EOD 11-12-26. Late submissions will not be accepted.

State / Federal Grant Compliance

This project may be funded in part by State or Federal grant. Therefore, bidders must comply with the following provisions:

1. **Certification Regarding Debarment and Suspension:** Bidders must certify that they are not debarred, suspended, or otherwise excluded from participation in federal contracts or grants.
2. **Compliance with 2 CFR 200.317–200.32:** This RFP is issued in accordance with the procurement standards in 2 CFR 200.317–200.327, including all required contract provisions in Appendix II to 2 CFR Part 200.

Disclaimer

- ecomaine is a tax-exempt organization and can provide a copy of its tax-exempt certificate upon request. Proposals should not include any sales tax in the cost proposal.
- If your proposal contains confidential or proprietary information, please clearly identify those sections. ecomaine will take reasonable steps to maintain the confidentiality of such information but cannot guarantee confidentiality for materials not properly labeled.
- ecomaine reserves the right to reject any or all proposals, to waive informalities, or to request additional information from any proposer if needed.
- Submission of a proposal indicates acceptance of the conditions outlined in this RFP.
- ecomaine will not be responsible for any costs or expenses incurred by a Proposer in the preparation or submission of a proposal.

Public Policy

It is the policy of ecomaine that during the performance of this contract, the Proposer, or Subcontractors, where applicable, will not discriminate against any employee or applicant for the employment because of race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law.

All bidders shall be aware that ecomaine, as a public agency, maintains a strict ethics policy regarding the acceptance of gifts which prohibits all its board members and employees from accepting any meals, travel, product, material or service from any firm doing business or attempting to do business with ecomaine.