

## REQUEST FOR PROPOSALS

Rutgers University Center for Advanced Infrastructure and Transportation (on behalf of the)  
New York Metropolitan Transportation Council



**Title: Regional Waste Movement Study**

RFP Number: CAIT-23-01

Sponsor: NYMTC

Date Issued: December 16<sup>th</sup>, 2022

Final Proposal Due at CAIT: February 14<sup>th</sup>, 2023 (submit electronically at the following link:

<https://forms.gle/mdmTtVLLh9GZeaKQA>)

**RFP Closing Date: February 14<sup>th</sup>, 2023**

**Proposal submission guidelines:**

Please submit your proposal electronically to CAIT through the Google Forms link provided here:

<https://forms.gle/mdmTtVLLh9GZeaKQA>

All submissions should be uploaded as two files: Part I: Technical and Management Proposal, and Part II: Cost Proposal. PDF, Word, and Excel files are accepted. The total file size limit for submissions is 15 MB. You will receive a confirmation email after completing the submission form.

Please use the provided Cover Page Template for the Technical and Management Proposal, and the provided Budget Template for the Cost Proposal. Links to download all templates, and other RFP information, can be found here: <https://cait.rutgers.edu/nymtc-rfps/>

**Funding available:**

Up to \$290,000 is available from NYMTC.

**Project Duration:**

18 months

For questions about this proposal, please contact:

Seitu Allen, [Seitu.Allen@dot.ny.gov](mailto:Seitu.Allen@dot.ny.gov)

For questions about budget preparation, please contact:

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Scope of Work  
Regional Waste Movement Study  
CAIT-23-01

## INTRODUCTION

### RFP Purpose

The New York Metropolitan Transportation Council (NYMTC) seeks services from a responsive and responsible consultant (or team of consultants) to perform a regional study of needs and opportunities associated with the movement of municipal solid waste (MSW) and construction and demolition (C&D) debris.

This federally funded study will be guided by the New York Metropolitan Transportation Council (NYMTC), which will be responsible to the federal funding agencies for meeting all federal requirements for the execution and completion of the study, and the submittal and use of the study results.

### Background

NYMTC is the officially designated Metropolitan Planning Organization for New York City, Long Island, and the lower Hudson Valley portion of New York State. Comprised of regional governments, NYMTC is a council that provides a collaborative planning forum to address transportation-related issues, develop regional plans and make decisions on the use of federal transportation funds within its planning area, which encompasses an area of 2,440 square miles and a population of 12.4 million, approximately 64 percent of New York State's population, based on the 2010 Census. The region has one of the most extensive transportation networks in the world with 477 route miles of commuter rail, 225 route miles of rail rapid transit, 22,870 centerline miles of roads, streets, and highways, as well as several commercial airports and maritime facilities for the movement of passengers and goods.

NYMTC members are elected officials and heads of transportation and environmental agencies. The council is comprised of nine voting members and seven advisory members. The voting member agencies include NYSDOT, the New York City Department of Transportation, the New York City Department of City Planning, the Metropolitan Transportation Authority, and executives from Nassau County, Suffolk County, Putnam County, Rockland County, and Westchester County. NYMTC's advisory member agencies include the Federal Highway Administration, the Federal Transit Administration, the United States Environmental Protection Agency, the New York State Department of Environmental Conservation, the Port Authority of New York and New Jersey (PANYNJ), the North Jersey Transportation Planning Authority (NJTPA), and New Jersey Transit. For more information about NYMTC, please visit: [www.nymtc.org](http://www.nymtc.org).

As noted in the Regional Freight Element (Appendix H) of NYMTC's regional transportation plan, *Moving Forward*, in 2018, 29.4 million tons of waste moved into, out of, and within the NYMTC planning area. Approximately 74 percent of tonnage moved outbound from the region, 13 percent moved inbound, and 13 percent moved internally. Trucks handled 87 percent of this tonnage, rail handled more than 9 percent, and water modes handled more than 3 percent. Most of the tonnage moving outbound from the NYMTC planning area was MSW or C&D debris with no commodity value. The most significant flows

were to Pennsylvania and New Jersey, which received a combined total of more than 55 percent of this tonnage.

By 2045, the movement of waste and scrap materials is projected to increase from 29.4 to 40.7 million tons of waste moving into, out of, and within the NYMTC planning area. Household and commercial MSW is expected to decline as product packaging, recycling, reuse, and other strategies reduce landfill bound MSW streams. However, overall waste movement is still expected to increase because of increased production of construction and demolition debris and because of the movement of scrap metal and other waste products with commodity value.

One of the recommendations of the Freight Element of *Moving Forward* is to perform a regional study of needs and opportunities associated with the movement of MSW and C&D debris. With the closure of regional landfills, the transportation of MSW and C&D debris to locations outside of the New York City Metropolitan Statistical Area will be challenging, even with reductions in waste production due to higher recycling rates and other efforts. The optimal use of truck, rail, and water modes to accomplish these moves, and the placement of supporting facilities and infrastructure, are important region-wide transportation issues. Various agencies and transportation carriers have studied this issue extensively, and this effort will build on this work and identify multimodal transportation opportunities for waste movement at a regional level.

## Study Area

The study area will be the planning areas of the ten constituent MPOs and COGs which make up the Metropolitan Area Planning (MAP) Forum (<https://www.nymtc.org/ABOUT-US/procedures-and-agreements/other-mous/MAP-forum>).

## Study Tasks

### **TASK 1: DEVELOP STUDY MATERIALS**

Prior to the commencement of consultant work, the NYMTC Project Manager (NYMTC PM) will convene a technical advisory committee (TAC) for the study. In addition, NYMTC's Freight Subcommittee will serve as the Study Steering Committee (SSC).

The Consultant will draft informational and other materials which describe the study and the study process to engage and advise the study participants and to inform the public outreach component of the study.

The Consultant shall establish and coordinate a schedule of quarterly meetings of the TAC and the SSC in its advisory or steering capacity.

#### TASK 1 DELIVERABLE:

- Preliminary draft, final draft and final informational materials, contact information, and meeting schedule.

### **TASK 2: DEVELOP STUDY OUTREACH PROGRAM**

The consultant will develop an Outreach Program for the study area.

The NYMTC PM will provide the Consultant with the relevant requirements and operating procedures, as well as preliminary parameters for the Outreach Program based on those requirements and procedures.

The NYMTC PM will provide the Consultant with a socio-economic profile of the study area for use in developing the Outreach Program, which will be compliant with the relevant requirements and operating procedures.

The Consultant will develop a draft Outreach Program with these inputs and parameters as context while employing best practices and innovative use of engagement tools and techniques.

The Consultant will revise the draft Outreach Program after appropriate review by the study committees.

Upon acceptance of the final Outreach Program, the Consultant will assemble a list of private sector and public agency participants in the study via the Outreach Program. This participant list will include public and private waste collectors.

After a final participant list has been assembled and accepted, the Consultant will notify the participants about the study, its schedule, and the Outreach Program on behalf of the NYMTC PM.

The Consultant will implement all aspects of the completed Outreach Program throughout subsequent study tasks as planned.

#### **TASK 2 DELIVERABLES**

- Preliminary draft, final draft and final technical memo describing the Outreach Program for the study area.
- Preliminary draft, final draft and final technical memo describing private sector and public agency participants in the study via the Outreach Program.
- Notification to participants informing them of the study, the schedule, and planned outreach.

#### **TASK 3: AGENCY INTERVIEWS**

The Consultant will undertake interviews of MPO/COG staff and member agencies, as well as other identified agencies, in the MAP Forum Region to identify relevant plans, related sections of plans, programs and studies.

For estimating purposes, assume the Consultant will conduct 20 interviews, comprise of 10 interviews of the MAP Forum MPOs/COGs and 10 additional interviews of responsible or sponsoring agencies that impact waste movement in their planning areas.

The Consultant will draft and finalize an interview guide and plan for NYMTC PM, TAC and SSC approval.

The Consultant will summarize the findings/results of the interviews for consideration of the study committees.

#### **TASK 3 DELIVERABLES**

- Preliminary draft, final draft and final interview guide outlining format, questions, and participants for the MPO/COG and agency interviews.

- Preliminary draft, final draft and final technical memo summarizing the findings/results of MPO/COG and agency interviews.

#### *TASK 4: LITERATURE REVIEW AND LEGISLATION/REGULATION REVIEW*

The Consultant will review, and synthesize current waste-related plans, related sections of plans, programs and studies within the study area, including those that were collected during the interviews in Task 3.

The Consultant will inventory, review and catalogue relevant federal, state and local legislation and/or regulations which impact waste movement in the study area.

#### *TASK 4 DELIVERABLES*

- Preliminary draft, final draft and final technical memo presenting the results of the literature review and synthesis of current waste-related plans, related sections of plans, programs and studies within the study area.
- Preliminary draft, final draft and final technical memo presenting the results of the legislation/regulations review which impact waste movement in the study area.

#### *TASK 5: KEY STUDY PARAMETERS AND EXISTING CONDITIONS*

The Consultant will identify current waste movement systems and districts; inventory permitted disposal sites and capacities (including waste-to-energy facilities) and receiving sites and capacities; and identify transload facilities and yards, as well as their current usage and capacities within the study area.

The Consultant will define current waste streams and waste movements by mode.

The Consultant will present the information geo-spatially in a user-friendly format.

#### *TASK 5 DELIVERABLES*

- Preliminary draft, final draft and final technical memo presenting the results of the identification, inventory and synthesis of information described in this task.
- Preliminary draft, final draft and final technical memo presenting the information geo-spatially in a user-friendly format.

#### *TASK 6: FORECASTING SITE/FACILITY LIFE CYCLES AND ANTICIPATED REPLACEMENTS/EXPANSIONS*

For the study area, the Consultant will research the life cycles and anticipated (planned/ programmed) replacements or expansions of sites and facilities identified in Task 5.

The Consultant will supplement the geospatial data collected in previous tasks with information on the life cycles and planned/programmed expansions.

The Consultant will forecast the remaining life cycles of waste receiving and disposal locations and anticipated replacements or expansions.

The Consultant will prepare forecasts for a 2035 intermediate horizon and the NYMTC Regional Transportation Plan 2050 horizon year.

#### *TASK 6 DELIVERABLES*

- Preliminary draft, final draft and final technical memo presenting the results of the research into life cycles and anticipated replacements or expansions of sites and facilities, including supplemental geospatial data.
- Preliminary draft, final draft and final technical memo describing the waste stream forecasts and waste movements by mode relative to forecasted facility lifecycles and capacities.

#### **TASK 7: FORECASTING WASTE GENERATION AND MOVEMENT**

The Consultant will develop a forecasting methodology for waste generation and movement. Where possible, the methodology will use the NYMTC socio-economic and demographic forecasts and travel demand forecasts for the study area, supplemented by similar forecasts developed by other MPOs/COGs to close any gaps in the study area. The methodology will use any relevant data or information gathered in prior tasks about waste generation and waste movement.

After the methodology has been finalized and accepted by the NYMTC PM, TAC and SCC, the Consultant will forecast waste stream volumes and waste movements by mode as well as the anticipated impacts of carbon reduction and waste stream reduction policies on future forecasts.

The consultant will prepare forecasts for a 2035 intermediate horizon and the NYMTC Regional Transportation Plan 2050 horizon year.

#### **TASK 7 DELIVERABLES**

- Preliminary draft, final draft and final technical memo presenting the forecasting methodology for waste generation and movement in this task. The forecasts will be presented in a readily understandable, clear and appropriate format (e.g., maps, charts, tables, graphs) to represent significant trends and waste movements.
- Preliminary draft, final draft and final technical memo describing the waste stream forecasts and waste movements by mode relative to forecasted facility lifecycles and capacities.

#### **TASK 8: FUTURE OPPORTUNITIES AND RECOMMENDATIONS**

The Consultant will draw upon information gathered through the Outreach Program, previous studies, and findings from all the tasks in this study, to identify future opportunities and recommendations for:

- Future utilization of truck, rail, and water modes in response to forecasted waste stream volumes,
- The capacities and development of supporting facilities and infrastructure, and
- Anticipated decarbonization and waste reduction policies.

The Consultant will prepare a final study report to present the results of all previous tasks, including identifying future transportation opportunities and recommendations.

#### **TASK 8 DELIVERABLES**

- Preliminary draft, final draft and final technical memo presenting future transportation opportunities and recommendations in a readily understandable, clear and appropriate format (e.g., text, maps, charts, tables, graphs).
- Preliminary draft, final draft and final study final report.

## PROPOSAL FORMAT AND CONTENTS

Respondents are requested to submit their proposal using the following format. For the purpose of evaluation, each proposal must be submitted in two (2) parts: Part I: Technical and Management Proposal and Part II: Cost Proposal. Budget information is not to be included in the Technical and Management Submittal.

There is a 15-page limit for Part 1: Technical and Management Proposal. Concise proposals are requested, in 12-point font. Proposals should be as detailed as necessary to explain their approach to the project and the technical methods to be utilized.

Each proposal should follow the format listed below:

### Part I: Technical and Management Proposal

1. Cover Page, indicating:

Proposal title; RFP #; name, address and phone number of the proposer(s); project duration; Office of Research point of contact and signature.

2. Table of Contents

3. Executive Summary

Provide a brief description of your approach and highlight how your team's capabilities and experiences will help the Council achieve its objectives.

4. Approach and Scope of Services

Describe your approach for performing the work and how it will accomplish project objectives. The proposal should reflect understanding and comprehension of the activities described in the RFP.

NYMTC wants to allow maximum flexibility for the ideas, initiative, and creativity of the proposer. Alternative tasks and suggestions are encouraged and will be reviewed with interest within the framework of the stated objectives and scope of the project. Fully explain and justify your approach.

5. Experience

Describe the experience of your organization and the proposed staff related to the conduct of the project and the extent of the skills of proposed key personnel. Prior experience of the proposer is of great importance to NYMTC. Include information about the team's past experience in projects of this type, size and scope. Identify key personnel assigned to this project who have worked on such projects. Include names, addresses and telephone numbers of contact persons with listed clients. NYMTC reserves the right to request information from any source so named.

6. Organization, Staffing and Schedule

Identify the individual who will serve as project manager as well as the names and titles of all key personnel who will be assigned to work on this project (including any sub-consultants). Include resumes for all such personnel. Provide the estimated amount of time required for each person (by task) and describe the level of involvement. Describe the level of interaction contemplated with NYMTC.

If sub-consultants are to be used, explain the need, indicate the arrangement, and detail how coordination will be achieved between the parties.

This section should also include a graphic or tabular illustration of the projected schedule for all planned activities and associated milestones. This information should be sufficiently detailed to provide an appropriate basis for monitoring contract compliance during the life of the agreement.

## B. Part II: Cost Proposal

To assist NYMTC in understanding how the total cost for the work was estimated, please include the following information in the provided budget template:

1. Itemized budget that includes personnel hourly rates and hours by task, travel costs, material costs, other direct costs and indirect costs. If the proposal involves a joint venture or sub-consultant, it must be clear as to how tasks will be distributed or shared in the scope of work.
2. List of tasks with corresponding deliverable and cost (total and per year). Task headings are to match those in the Technical Proposal.
3. Work Time Schedule (# hours per task and \$ per task)

The Cost Proposal should also include a narrative justification of the requested expenses.

Any contract issued as a result of this RFP will be a cost reimbursement. Awardee will, at quarterly intervals following commencement of work, submit to Rutgers invoices by budget category along with quarterly payment reports per % of task completion.

Funding: \$290,000

Project Duration: 18 months

## SPECIAL NOTES

Questions seeking clarification on this RFP will be accepted up to 3 weeks prior to the due date for proposals and should be e-mailed to the above contacts.

A record of questions and answers about this RFP will be kept and updated at the CAIT webpage linked to here: <https://cait.rutgers.edu/nymtc-rfps/>. All questions must be received by January 24<sup>th</sup>, 2023 in order to be answered.

Proposals must be received by February 14<sup>th</sup>, 2023. NYMTC has a contract in place with Rutgers CAIT, the Region 2 University Transportation Center, and this Request for Proposals is being administrated by the Center. The Request for Proposals is open to all institutions of higher education in the New York and New Jersey region.

All Proposers will be notified by email regarding the results from the solicitation. It is expressly understood that this RFP does not commit NYMTC to award a contract, pay any costs incurred in the preparation of a Proposal to this request, or to procure or contract any services or supplies. Further, NYMTC shall have no obligation or liability whatsoever to the Consultant selected as a result of this solicitation unless and until a contract satisfactory to NYMTC is approved and executed by the Consultant and all necessary officials.