**REQUEST FOR PROPOSALS FOR ALABAMA RECYCLING STUDY (ARS)**

The Alabama Department of Environmental Management (ADEM) is a state agency with the mission to assure a safe, healthful, and productive environment for all citizens of Alabama. As part of its efforts to fulfill this mission ADEM is seeking proposals to perform the following:

* Conduct an updated Alabama Recycling Study to build on the previous study conducted by Southeastern Recycling Development Council (SERDC) in 2015. This updated study should evaluate the viability and potential success of implementing new recycling initiatives and/or enhancing the current recycling practices for the state of Alabama. The study will identify the recommended future focus of recycling and a guide on how the State can work towards it.
* The contractor will submit a Quality Assurance Project Plan (QAPP) following EPA guidelines and the EPA Solid Waste Infrastructure for Recycling (SWIFR) for States QAPP template.
* Proposals must include Background and Experience, knowledge of technical considerations, project organization and management including coordination with stakeholders, management methods, QAPP experience, knowledge of recycling activity in Alabama, knowledge of State regulations and standards for recycling, and proposed project plan.

ADEM has been awarded the Environmental Protection Agency (EPA) Solid Waste and Infrastructure for Recycling (SWIFR) Grant authorized by the Save Our Seas 2.0 Act and funded through the Infrastructure Investment and Jobs Act, commonly referred to as the Bipartisan Infrastructure Law (BIL). Since ADEM does not currently have the in-house capabilities of performing this recycling study, this Request for Proposals is to identify a consulting firm to conduct this work with a project deadline of March 3, 2026. The contract will become effective upon the Governor’s signature and will expire on March 3, 2026. The contract must also be signed by the Chief Procurement Officer and reviewed by the Legislative Oversight Committee.

**SECTION 1 --- SCOPE OF WORK:**

This Scope of Services applies to the Alabama Recycling Study and Quality Assurance Project Plan (QAPP). The contractor, in close collaboration with ADEM, will create a comprehensive recycling study and plan for the State of Alabama. An EPA (QAPP) will be required and submitted to EPA for approval. This study will provide an updated economic and infrastructural plan to serve as a guide towards a circular economy for the State of Alabama.

The contractor shall furnish all necessary labor, supervision, equipment, tools, materials, supplies, and any other items or activities related to providing the following services:

1. A study and plan of action to assess the past and guide the State’s future focus regarding recycling in Alabama.

* The study will identify and document current and potential stakeholders, recycling facilities, and end-use facilities.
* The study will identify gaps within the current recycling system and identify existing barriers to recycling.
* The study will identify the recommended future focus of recycling and a guide on how the State can work towards that future.

1. The contractor will prepare a Quality Assurance Project Plan (QAPP) for the project adhering to EPA’s Solid Waste and Infrastructure for Recycling (SWIFR) for States template. ADEM will provide the EPA SWIFR for States QAPP template. Until the QAPP is approved by EPA, no work on the study or plan can begin.
2. A Project Management Plan (PMP) will be created by the contractor following a kick-off meeting to provide a roadmap for the project and that goals and objectives are being achieved. The PMP will be updated monthly by the contractor to reflect all actionable items identified in the project kick-off meeting, such as but not limited to, work completed, project issues, such as technical, financial, and other considerations as applicable. The PMP will include a project delivery schedule that includes, at a minimum, meetings and deliverable due dates and other key milestones.
3. The contractor will draft a report for review by ADEM before creating the final report. Review will include an in-person meeting with ADEM to present findings and recommendations and to solicit feedback to incorporate into the final report. A presentation will be prepared to present the final report.
4. The Department will neither accept nor approve payment requests submitted outside of the current fiscal year unless submitted for the fourth quarter of that current fiscal year.
5. Contractor shall submit payment request, including supporting documentation, no more than once per quarter. Quarterly submittals must be submitted no later than thirty days after the end of the quarter.

**SECTION 2 --- SELECTION PROCESS:**

* Submittals will be reviewed and evaluated by a panel of ADEM staff that are familiar with Materials Management and Recycling.
* A standardized evaluation sheet will be developed to evaluate all submittals in the following areas:

1. Overall experience of the firm related to environmental assessments
   1. Background and Experience 20%
   2. Project Organization and Management including coordination with project stakeholders, management methods 15%
   3. QAPP experience 15%
   4. Past Performance of similar projects 20%
2. Proposed Project plan that addresses all requirements described in the Scope of Services including overall estimated cost of project 30%
3. Knowledge of recycling activity and state regulations in Alabama is preferred but not required.

**SECTION 3 --- SUBMITTAL PROCESS:**

Interested parties should submit five (5) copies of all required proposal information along with a usb drive to:

Alabama Department of Environmental Management

ATTN: Blake Pruitt, Chief Materials Management Section

Post Office Box 301463

Montgomery, Alabama 36130-1463

Physical Address:

Alabama Department of Environmental Management

1400 Coliseum Boulevard

Montgomery, AL 36110

**Proposals must be received no later than 5:00 pm (Central Standard Time) on March 24, 2025.**

For questions and additional information, please contact Blake Pruitt at bbarber@adem.alabama.gov no later than close of business on March 13, 2025. Questions with answers will be posted as an amendment to the RFP in STAARS.