SCOPE OF WORK

RFP 70CNR-S2826

* 1. PROJECT TASKS AND OBJECTIVES
     1. TASK 1 – COMMUNICATION

1. Conduct kick-off meeting and on-going project update meetings with BSMM representatives.
2. Collaborate with BSMM representatives on data collection, study design, and findings.
   * 1. TASK 2 – RESEARCH EXISTING RECYCLING OPERATIONS AND CAPACITIES IN RURAL NEVADA
        1. This research task will identify current gaps, barriers, recycling capacities, and opportunities to improve recycling access in rural Nevada.
        2. Consolidate existing waste generation and recycling data provided by the State, which includes waste generation tonnages, recycling tonnages, and GIS data.
        3. Reach out to rural recycling service providers and identify their interest and ability/capacity in participating in a hub and spoke recycling system.
        4. Develop a recycling infrastructure map with an explanative narrative for rural areas to highlight under-served areas, their challenges, and opportunities, and demonstrate the gaps in recycling processing capacity and/or availability.
     2. TASK 3 – RESEARCH SELECTED OTHER STATES’ RURAL RECYCLING PROGRAMS
        1. Consolidate existing research identified by NDEP and research selected other states’ rural recycling programs to identify new updates from within the last 5 years (i.e., New Mexico, West Central Illinois, Texas, Colorado, Nebraska, Iowa).
        2. Develop a narrative summary of programs reviewed to include notable updates within the last 5 years as well as strategies and lessons learned that could apply to Nevada.
     3. TASK 4 – DEVELOPMENT OF CONCEPTUAL HUB AND SPOKE RECYCLING SYSTEM
        1. Select a representative geographical area to develop a conceptual hub and spoke

recycling system, taking into consideration the following: 1) research conducted in previous objectives and the recycling infrastructure map, 2) identified opportunities to

cooperate with other neighboring states to improve “economies of scale”, and 3) how the community will collect recyclables, how the recyclable materials will need to be handled to be processed responsibly and affordably, and what the community will need to do to ensure consistent quantity and quality of recyclable materials.

* + - 1. Develop a conceptual hub and spoke recycling system for the selected area.
      2. Create a map depicting the hub and spoke conceptual system and a supporting,

explanative narrative discussing the components (e.g., equipment needed, transportation needs, volume of material needed to operate the system efficiently and economically,

collection method, education, and marketing needs) and assumptions of the conceptual system.

* + 1. TASK 5 – COST/BENEFIT ANALYSIS
       1. This cost/benefit analysis will help determine if the conceptual hub and spoke recycling system is feasible for the selected area.

1. Conduct a cost/benefit analysis to implement the conceptual hub and spoke recycling program, including a comparison to existing recycling programs operating in the

selected geographical area.

1. The cost/benefit analysis should include the cost of the conceptual hub and spoke recycling system as well as expected on-going operations and maintenance costs.

Additionally, economic benefits, revenues, and cost avoidance should be included. A

comparison to existing recycling programs must also be considered in the analysis. All assumptions must be clear, and the analysis can and should be both quantitative and qualitative.

* + 1. TASK 6 – FEASABILITY REPORT
       1. Compile information and communicate findings from TASKS 1-5 into a draft Feasibility Report for BSMM’s review.
       2. Develop draft Feasibility Study report that identifies existing rural recycling services, service providers, and recycling gaps as well as strategies to fill recycling gaps,

including a conceptual hub and spoke recycling system, and costs to implement such a system. The report should ultimately answer the questions: Is a hub and spoke system feasible? If yes, what are the costs and barriers the community will need to overcome,

what can Nevada incorporate from other states’ programs, and what are the selling points to the community and stakeholders? If not, why not?

* + - 1. Review comments from BSMM and make necessary edits for finalized report.
  1. **DELIVERABLES**
     1. COMMUNICATION
        1. Schedule with BSMM a kick-off meeting to include key personnel introductions, identification of key actions, presentation of project timeline/schedule to ensure project will be completed on time, documentation of meeting minutes, and scheduling of follow- up meetings with BSMM.
        2. Schedule on-going monthly meetings to discuss updates and findings from research and collaborate on data.
     2. RESEARCH EXISTING RECYCLING OPERATIONS AND CAPACITIES IN RURAL NEVADA
        1. Provide a recycling infrastructure map with an explanative narrative for rural areas to highlight under-served areas, their challenges, and opportunities, and demonstrate the gaps in recycling processing capacity and/or availability.
        2. Map and narrative shall be integrated into final feasibility report.
        3. Mapping data shall be provided in files suitable for ArcGIS.
     3. RESEARCH SELECTED OTHER STATES’ RURAL RECYCLING PROGRAMS
        1. Develop a narrative summary of programs reviewed to include notable updates within the last 5 years as well as strategies and lessons learned that could apply to Nevada.
        2. Narrative will be integrated into final feasibility report.
     4. DEVELOPMENT OF CONCEPTUAL HUB AND SPOKE RECYCLING SYSTEM
        1. Provide a written justification for selecting the representative area based on the listed criteria. Justification to be included in final feasibility report.
        2. Provide a map depicting the hub and spoke conceptual system and a supporting,

explanative narrative discussing the components (e.g., equipment needed, transportation needs, volume of material needed to operate the system efficiently and economically,

collection method, education, and marketing needs) and assumptions of the conceptual system.

* + - 1. The narrative should also include a discussion about the concept’s limitations (e.g., due to data gaps and assumptions). These items will be integrated into the final report and mapping data shall be provided in files suitable for ArcGIS.
    1. COST/BENEFIT ANALYSIS
       1. All pertinent data and quantifiable benefit and cost calculations should be contained in a single spreadsheet, with an overview tab visually highlighting key data finding.
       2. A narrative write-up discussing the findings of the cost/benefit analysis will be included in the final report.
    2. FEASABILITY REPORT
       1. Provide draft Feasibility Report in professionally looking template containing all the compiled information and narratives developed from Tasks 1-5.
       2. Provide finalized Feasibility Report based on NDEP’s review and comments.