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# City of Lambertville

18 YORK STREET | LAMBERTVILLE, NJ 08530

## Request for Proposals

For Environmental Data Evaluation and Reporting Consultant

**Date Issued:** August 26, 2019

**Return Date and Time:** September 19, 2019

**Submit to:** Liz Peer, Lambertville Environmental Commission Chair,  
[Environmentalcommission@lambertvillenj.org](mailto:Environmentalcommission@lambertvillenj.org)

**Not to Exceed:** \$1,500

**Request for Proposal for Environmental Data Evaluation and Reporting Consultant for the City of Lambertville**

### **Purpose and Intent**

The City seeks to hire a consultant to evaluate and report on the impact of the Lambertville Environmental Commission's (LEC) Ditching Disposables Initiative, which aims to reduce/eliminate single-use plastic bags, plastic straws, polystyrene foam and Styrofoam containers from local businesses. The goals of the data collection are to evaluate the effectiveness of the Initiative, provide meaningful data for the City to assist in future decision making about sustainability initiatives, and allow the City develop additional tools to advance sustainability efforts.

The consultant shall work closely with the LEC to develop data collection tools, collect data from the community, evaluate the data, and compile a final report. **Scope of Services:**

1. **Interim Report due January 6, 2020 including:**
  - a) Project description
  - b) Completed, delayed, and upcoming project milestones

- c) Estimated project completion date
- d) A list of project expenditures paid by the grant funds to date

**2. Final Report due October 5, 2020 including:**

- a) A description of the completed grant project that highlights the grant outcomes.
- b) A list of the challenges faced during the Initiative, how they were addressed, and possible advice for future grantees based on lessons learned when completing the grant.
- c) A summary of any modifications to the grant project, activities, and outcomes outlined in the original grant proposal. All project modifications must be submitted via the terms listed on the Sustainable Jersey website and approved by Sustainable Jersey.
- d) The impact of the grant project on the community, including what was accomplished, who is benefiting and how, and if the project could potentially be expanded and/or lead to other sustainability initiatives.
- e) A summary of the community outreach efforts that were undertaken to share information on the project with the community, such as a "ribbon-cutting" ceremony, project signage, print communications, website content, or social media postings, including the promotion of the grant award and the project's completion and accomplishments.
- f) Two (2) to ten (10) photographs depicting the grant project and/or related activities.
- g) Documentation that the PSEG Foundation and the Sustainable Jersey Grants Program were acknowledged as the project funders in project promotional materials and project signage.
- h) A summary of expenses charged to the grant, a listing of budgeted vs. actual expenses, and supporting documentation such as invoices, purchase orders, receipt copies or expenditure ledgers from the business administrator.
- i) Grantee's Certification and Declaration signed by the Business Administrator or other authorized representative.
- j) Attendance at no less than 2 and no more than 4 public meetings will be required.

**3. The LEC shall provide the following in support of Initiative evaluation and reporting scope of services:**

- a) Outreach coordination limited to City resident addresses, posting of evaluation materials to the City website and social media accounts, as well as scheduling and facilitation of public meetings.
- b) Verbal input through meetings and telephone calls.
- c) Currently existing City documents.

### **Submission**

Proposals must be submitted in PDF format to the following email address: Liz Peer, Lambertville Environmental Commission Chair, [Environmentcommission@lambertvillenj.org](mailto:Environmentcommission@lambertvillenj.org). The subject line must be marked "Ditching Disposable Data Collection Proposals for LEC."

Proposals shall include a detailed list of deliverables, in addition to the above-listed items, including:

1. Number and duration of meetings with the LEC held at the Lambertville City Hall.
2. Revisions provided per Report, Initial and Final.

Complete Interim and Final Report to be provided in PDF format. Initial and Final Report documents created by the consultant to be provided in editable Word or other digital format.

### **Evaluation of Proposals**

An evaluation committee, with a minimum of three members, will evaluate proposals using the following evaluation criteria categories combined in some manner, and not necessarily listed in order of significance:

1. Related knowledge;
2. Relevant experience;
3. Past experience working with Municipal entities (references to be provided upon request).

### **Notification of Award**

The LEC shall notify selected consultant by email.