



**REQUEST FOR QUOTES  
FOR COMPOST DATA SERVICE  
CONSULTATION**

**DISCRETIONARY PROCUREMENT**

**CONTRACT NO. EA170**

**RFQ Issued: May 19, 2023**

**Responses Due: June 5, 2023 at 3:00 PM**

The Hudson River Park Trust (“Trust”) is pleased to invite you to respond to this Request for Quotes (“**RFQ**”) for Compost Data Service & Consultation Service.

The Scope of Services is attached hereto. The Trust anticipates entering into a contract for a three-year term.

Respondents must complete the attached Respondent’s Information Form at Exhibit 1 and the Fee and Cost proposal at Exhibit 2.

The Trust’s selection will be based on the following: (a) 80 percent on the fee and cost proposal and respondent’s ability to provide all four services set forth in the Scope of Work; and (b) 20 percent on either being a New York State certified MWBE firm that can serve as the prime consultant or subcontracting at least 30 percent of the services with a NYS-certified MWBE to meet the 30% MWBE subcontracting goal.

Any questions related to this RFQ must be submitted in writing to Matt Post, Senior Director Horticulture and Maintenance, at [mpost@hrpt.ny.gov](mailto:mpost@hrpt.ny.gov).

Responses must be emailed to Matt Post at [mpost@hrpt.ny.gov](mailto:mpost@hrpt.ny.gov) no later than **Monday, June 5, 2023 at 3:00 pm**.

# **Scope of Work**

## **Compost Data Service & Consultation**

### **Brief History of Hudson River Parks Compost Program**

In 2015, the Hudson River Park Trust established a compost program in Hudson River Park after receiving a donation of an Earthflow vessel. Initially intended to recycle all our landscape waste in-house, the compost program has now grown to include several pieces of equipment, 10 community food scrap drop off sites, and a composting operations facility at 32<sup>nd</sup> St staffed by one full-time employee, seasonal staff and volunteers year-round. In 2017, with the partnership of DSNY, the Trust received the Sundance shredder and opened seven community food scrap drop off sites throughout the park. The Trust re-opened the drop off sites in September 2020 after a brief closure due to Covid and added three new food scrap drop off sites to bring the total number within the park to ten. With the additional drop off sites and more community members actively recycling food scraps, the total amount of food scraps being processed on-site has increased year after year. In 2019, the Trust processed 86,663 lbs of food scraps, then in 2020 during a partial shutdown we processed 44,360 lbs. In 2021, we processed 140,492 lbs of food scraps and in 2022 we processed 160,000 lbs. We expect this trend to continue as more community members recycle their food waste and become aware of the drop off site locations.

As our compost program continues to grow, the need for new equipment and technology will be necessary. In response to this, the Trust seeks to enter into a contract with a vendor that can support the program with expertise and technology.

### **Specific Services To Be Provided By Vendor**

Trust staff are seeking a vendor to provide the following consulting and data services related to the Park's composting program. Pricing for each must be provided in Exhibit 2 attached hereto.

1. Provide three temperature sensors to be used in various compost piles. Sensors will take temperature at a minimum depth of 2' within piles determined by Trust staff. Data from the sensors must be available remotely to Trust staff via mobile devices. All parts, labor to install, maintain and repair will be at the cost of the vendor.
2. Provide three compost soil tests per year. Each test would comprise of three different samples taken from the various stages and piles located at the Park's compost facility. Vendor will be responsible for physically taking samples, performing analysis and providing Trust staff with a report for each sample. A total of nine samples will be taken per year. The following information must be included in the report for each sample.
  - a. Visual assessment, soluble salt level, moisture content, C:N ratio and organic matter content.

- b. pH, total Nitrogen, and nutrient availability.
- c. Recommendations.

Also, provide a price for an on-call soil test, as may be needed by the Trust.

3. Host one community workshop in partnership with Trust staff to promote food scrap recycling and compost education one time per year. The workshop would take place in Hudson River Park and shall be at least one hour. At a minimum the workshop will cover the following topics.
  - a. Introduction to Hudson River Park composting process.
  - b. How to recycle food scraps and various ways to drop off in NYC.
  - c. Compost basics- dive into the science of compost.
4. Provide an hourly rate for consulting services that may be used for new equipment and technology assessments, operational efficiencies, grant proposals and other services not listed that may benefit the Trust's compost operation.

EXHIBIT 1  
RESPONDENT'S INFORMATION FORM  
(To Be Fully Completed by Respondent)

\_\_\_\_\_

[INSERT NAME OF RESPONDENT]

Signed by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Respondent's Address: \_\_\_\_\_

Notice Address (if different from above): \_\_\_\_\_

Respondent's Telephone Number: \_\_\_\_\_

Respondent's Fax Number: \_\_\_\_\_

Respondent's E-mail Address: \_\_\_\_\_

Respondent's Tax I.D. Number: \_\_\_\_\_

Attach a copy of the New York MWBE Certification Form

If using subcontractors, provide company name, address and contact information below.

**EXHIBIT 2**  
**FEE AND COST SCHEDULE**

(To be fully completed by Respondent)

	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
<b>Item</b>	<b>Amount for Service</b>	<b>Amount for Service</b>	<b>Amount for Service</b>
Service#1: Three Temperature Sensors	\$	\$	\$
Service#2: Three Compost Soil Tests	\$	\$	\$
Service#2: Fee for On-Call Soil Tests	\$	\$	\$
Service#3: One Community Workshop	\$	\$	\$
Service#4: Consulting Services Hourly Rate	\$	\$	\$