



REQUEST FOR PROPOSALS

Consultant Services Delivered to the City of Philadelphia Office of Clean and Green Initiatives to develop an "All-of-the-Above" Food and Organic Waste Diversion Strategy for the City of Philadelphia

Issued by:

The Philadelphia City Fund

On behalf of The City of Philadelphia, Office of Clean and Green Initiatives

Questions about this RFP should be submitted to Casey.Kuklick@phila.gov and cityfundRFP@phila.gov by October 16th, 2026 with the subject line "Questions: Toward an All-of-the-Above Food and Organic Waste Diversion Strategy for the City of Philadelphia."

Proposals must be received no later than 5:00pm Philadelphia, PA, local time, on November 22nd, 2026. A pdf version of the proposal must be emailed to: Casey.Kuklick@phila.gov and cityfundRFP@phila.gov with the subject line "Proposal: "Toward an All-of-the-Above Food and Organic Waste Diversion Strategy for the City of Philadelphia."

General Disclaimer of the Philadelphia City Fund

This RFP does not commit the Philadelphia City Fund ("Fund") to award a contract. This RFP and the process it describes are proprietary to the Fund and the City of Philadelphia ("City") and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the Fund/City's discretion.

SECTION I – RFP ADMINISTRATION

A. Advertisement Location

This Request for Proposal (“RFP”) is issued by the Philadelphia City Fund (“PCF”) on behalf of the City of Philadelphia’s Office of Clean and Green Initiatives. All PCF RFPs are posted on its website under the “Work with Us” tab. The RFP is posted on the page linked [here](#). (“RFP Webpage”). Information provided about this RFP by any other source, including but not limited to any employee or agent of the Fund or the City of Philadelphia, is not binding and shall not in any way be considered a commitment by PCF or the City.

B. RFP and Contracting Timeline:

Below please find the anticipated RFP and contracting timeline:

Milestone	Date
RFP Release Date	10/5/26
Questions Due	10/16/26
Answers to questions posted on RFP Webpage*	10/23/26
Proposals received	11/22/26
Interviews Conducted	11/30/26- 12/15/26
Final Selection	12/22/26
Kick-off Meeting	1/4/27
Anticipated Contract Start Date	1/4/27
Anticipated Contract End Date	6/30/28

**PCF will post questions and responses according to the timeline stated above. If Q+A responses are not posted by 5pm EST on this date, then questions were not submitted in response to this RFP.*

C. Revisions to RFP Specifications

The Fund and the City reserve the right to change, modify or revise the RFP at any time. Any revisions prior to selection will be posted on the Philadelphia City Fund’s RFP Webpage associated with this RFP. Changes or new content are highlighted within the updated RFP document. It is the Applicant’s responsibility to check the RFP Webpage to determine whether additional information has been released.

D. Definitions

The following capitalized words and phrases have the following meanings for purposes of this RFP:

- “Applicant” refers to any a company, individual, to team that submits a proposal in response to this RFP.
- “Consultant” refers to the selected Applicant or selected Applicant team.

- “Services” or “Scope of Work” refers to the specific tasks, functions, or activities that the Consultant is sought to provide to meet the Fund and the City’s needs, as outlined in Section III – Proposed Services.
 - Any other Capitalized terms not defined in this section but noted in parenthesis and quotations, e.g. (“Example”) shall have the meanings defined elsewhere in this RFP.
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SECTION II – INTRODUCTION

A. Statement of Purpose

The Philadelphia City Fund (“PCF” or “the Fund”) and the City of Philadelphia’s Office of Clean and Green Initiatives seek qualified professional firm(s) to develop a comprehensive, implementation-oriented strategy to increase diversion of organic and food waste from traditional disposal practices, through an integrated portfolio of infrastructure investments, programs, partnerships, and supporting policies. The selected Consultant(s) shall evaluate opportunities to increase organics diversion through composting, anaerobic digestion, and other complementary strategies, and develop a practical roadmap for implementation over the short-, medium-, and long-term, including the delivery of pilot initiatives.

B. Department Overview

The Philadelphia City Fund (“PCF” or “the Fund”) works in close partnership with the City of Philadelphia (City) and partners to advance City initiatives and improve the quality of life for all Philadelphians.

The Office of Clean and Green Initiatives’ (“OCG”) mission is to make Philadelphia the safest, cleanest, and greenest big city in the nation with access to economic opportunity for all. Per Executive Order, OCG develops proactive and comprehensive strategies to improve quality of life for all Philadelphians, focused on waste and litter reduction, community greening efforts, and other resident concerns, such as illegal dumping, blighted and vacant lots, abandoned automobiles, graffiti, and potholes.

The Fund will serve as the fiscal administrator for this opportunity and will hold the contract awarded to the winning applicant, on behalf of OCG. OCG will serve as the project manager for this effort on behalf of the Fund.

C. Project Background

The City of Philadelphia generates approximately 1.3 million tons of municipal waste annually, with nearly half collected "curbside" by the City's Sanitation Department. Organic materials and food waste make up approximately 30% of the residential waste stream and 19% of the commercial waste stream, with food waste as the single largest component. Diverting the organic waste stream from traditional disposal methods is essential to achieving the City's Zero Waste goals and reducing reliance on traditional waste disposal

methods, including landfills and incineration facilities, where approximately 70% and 30% of City-collected Waste is currently disposed of, respectively.

Challenges associated with waste disposal methods affect all Philadelphians and Pennsylvanians throughout the region. Environmental justice communities, often located near waste transfer, processing, and disposal infrastructure, bear a disproportionate burden of pollution, truck traffic, and associated health risks. At the same time, the rising cost of disposal strains City resources, limiting the ability to invest in essential services that directly benefit residents.

Although Philadelphia has made meaningful investments in food waste diversion efforts, these efforts are distributed across multiple City departments and distinct initiatives. Each operate valuable, but largely siloed, programs. This fragmentation limits the City's ability to scale impact, align infrastructure, and articulate clear organics diversion goals. Dedicated expertise and capacity are needed to: 1) convene City departments, food and organic waste generators, private companies, and other stakeholders; 2) coordinate operations; and 3) and develop a unified, "all-of-the-above" organic and food waste diversion strategy, including potentially composting, anaerobic digestion, co-digestion at the Philadelphia Water Department's ("PWD") existing Waste Water Treatment ("WWT") digesters, gasification, and/or pyrolysis.

Minimizing the amount of organic waste sent to traditional landfill and incineration facilities will reduce costs spent on tipping fees charged by disposal providers and, by extension, increase money for services provided to city residents. Reducing and reusing food waste for beneficial purposes like composting, anaerobic digestion, etc. can reduce greenhouse gases and particulate matter emissions associated with traditional disposal. For example, organic waste can be transformed into high-quality soil for urban gardeners or used in the production of renewable energy for electricity and heating. There is a clear and systemic opportunity to address the myriad problems posed by the overgeneration of waste by repurposing the largest single component - food and organic waste - for beneficial purposes.

The City has completed and commissioned numerous studies, planning efforts, waste characterization analyses, pilot programs, and operational evaluations related to municipal solid waste management, organics diversion, composting, anaerobic digestion, and Zero Waste planning. The selected Consultant shall leverage and synthesize these existing resources to the maximum extent practicable rather than duplicate prior work.

SECTION III – PROPOSED SERVICES

PCF and OCG anticipate that this RFP will result in contractor and consultant proposals from multi-disciplinary firm(s). PCF and OCG encourage the formation of consultant teams – if necessary - with the specific expertise needed to carry out the work below. PCF and OCG will reserve the right to award work to one or more firms depending on their expertise and quality of responses. Applicants who intend to bid as a team should identify a "prime" consultant for the purposes of contracting and managing all subcontractors. Subcontractors must be known at the time of the submission and must be listed in the Applicant's submission materials. Applicant team submissions must identify which consultant is completing each component of the proposed scope of work and the budget breakdown must indicate costs per consultant. PCF and

OCG reserve the right to modify the subcontracts proposed at their discretion with the final consultant team determined during the contract negotiation phase.

A. Scope of Work

The primary objectives of this project are to: 1) provide City leadership with a clear, data-driven strategy for increasing the diversion of organic and food waste, and 2) to provide analytical, technical, and project management expertise and capacity to initiate food waste diversion pilots and projects, including at the Fairmount Park Organics Recycling Center and at new or existing processing facilities (e.g., WWT co-digestion, new anaerobic digesters, gasification, pyrolysis, etc.).

Through this work, OCG and partners aim to align and scale a patchwork of programs and opportunities to divert food and organic waste under a newly centralized approach with clearly defined goals, identifiable gaps, and strategies to close those gaps through expansion of existing and new programs and diversion methods.

At the conclusion of the contract term, the Consultant shall provide recommendations that answer the following questions:

- What are the waste feedstocks in the City of Philadelphia – including composition, volumes and existing disposal locations of both public and private collections?
- Which departments have a role in diversion of municipal organic waste, and what are their roles and responsibilities?
- Where are the largest and most cost-effective opportunities to increase diversion of organic waste?
- Where can organic diversion strategies generate the largest community, environmental, and financial benefits, including greenhouse gas emissions reductions (direct and avoided emissions), beneficial use products, etc.?
- Which organic waste streams are best suited for composting, anaerobic digestion, WWT co-digestion, pyrolysis, or other organic diversion methods? What are the pros and cons of each?
- What combination of infrastructure investments, collection systems, partnerships, and programs provides the greatest opportunity to increase diversion over the short- (i.e., 2 years), medium- (5 years), and long-term (10 years)?
- What are the relative costs, revenues, benefits, and return on investment associated with various organics diversion strategies, primarily including, but not limited to composting, anaerobic digestion, WWT co-digestion, gasification, and pyrolysis?
- What sequence of investments should the City prioritize to maximize diversion while minimizing lifecycle costs and maximizing environmental, economic, and community benefits?

Tasks and Deliverables

Task 1. Existing Conditions Assessment and Organics Baseline

The Consultant shall prepare a comprehensive assessment of Philadelphia's existing organics management system through synthesis of available studies, reports, operational data, planning efforts, and site assessments.

The Consultant is expected to quantify the full organics diversion opportunity by establishing updated baseline tonnages of organic and food waste generated across residential, commercial, and institutional sectors, and benchmarking current diversion across existing programs. The Consultant will reassess the scalability of existing assets, including the Fairmount Park Organics Recycling Center, composting infrastructure, PWD WWT digesters, and emerging anaerobic digestion pathways, and identify system gaps where investment is needed to unlock additional capacity.

The Consultant is not expected to perform a new waste characterization study. Rather, the Consultant shall update and reconcile existing information to establish a current planning baseline.

At a minimum, the assessment shall include:

- Current estimates of municipal organic waste generation by sector and material type.
- Current estimates of source separated organic waste by sector and material type.
- Existing organic waste disposal and diversion practices.
- Current organic waste collection and diversion systems and rates/volumes.
- Existing public and private processing infrastructure and facilities, including current and available real estate and processing capacities.
- Existing City programs and initiatives, as it pertains to solid waste disposal and organic waste diversion.
- Existing policies, legislation, contracts, and planning efforts relevant to organics diversion.
- Identification of key data gaps, assumptions, and planning constraints.

Deliverable

Existing Conditions and Organics Baseline Memorandum.

Task 2. Citywide Organics Diversion Strategy

Building upon the baseline assessment, the Consultant shall develop a comprehensive citywide strategy for increasing diversion of organic waste.

At a minimum, the strategy shall evaluate food waste composting, anaerobic digestion, WWT co-digestion, gasification, and pyrolysis as potential complementary components of an integrated organics management system and identify the most appropriate management pathways for major organic waste streams.

The Consultant shall:

- Estimate diversion potential by material type and generating sector.
- Identify priority opportunities for increased diversion for each specific organic waste stream, considering optimal diversion options based on technical feasibility, waste volumes, diversion capacities, real estate requirements revenue generation and environmental benefit.
- Identification of priority opportunities should include conceptual engineering (10% design) for short-listed diversion opportunities to be proposed by the vendor and approved by OCG,

- Example diversion opportunities may include new/expanded composting facilities, anaerobic digesters, WWT co-digestion, gasification, and/or pyrolysis.
- Conceptual engineering for each is expected to include: potential new/incremental waste processing capacities, real estate requirements, estimated capital costs, estimated annual operating and maintenance costs, utility requirements, and identification of all process outputs/byproducts and their volumes
- Analysis should also determine whether each diversion opportunity is capable of accepting the various waste streams as currently constituted, or whether additional pre-separation and processing would be required
- If additional pre-separation and processing activities are deemed potentially necessary for the selected diversion opportunities, identify viable technologies and perform conceptual engineering with a similar scope as described above.
- Opportunities to further upgrade diversion process outputs to advanced renewable energy products (e.g., renewable natural gas, sustainable aviation fuel (SAF), biodiesel, e-fuels, etc.) as applicable
- Develop near-term (2 year), mid-term (5 year), and long-term (7–10 year) implementation scenarios.
- Quantify anticipated diversion tonnage associated with each recommended action.
- Identify operational, permitting, regulatory, contractual, and logistical needs for each scenario.
- Recommend strategies to overcome identified barriers.
- Prioritize recommendations according to diversion potential, feasibility, cost, environmental benefit, community benefit, and implementation timeframe.

Recommendations should emphasize practical implementation rather than theoretical diversion potential, and integrate existing and parallel initiatives, programs, policies, and legislation.

Deliverable

Citywide Organics Diversion Strategy

Task 3. Comparative Economic, Environmental, and Business Model Assessment

The Consultant shall evaluate the relative costs, benefits, and implementation considerations associated with developing/expanding composting, anaerobic digestion, WWT co-digestion, gasification, pyrolysis, and other organic waste diversion solutions.

The techno-economic (TEA) analysis shall include, to the extent practicable:

- Planning-level capital cost ranges.
- Planning-level operating and maintenance cost estimates.
- Estimated cost per ton diverted.
- Avoided disposal costs.
- Potential product and environmental attribute revenues from compost, renewable natural gas, electricity, biochar or other marketable products.
- Market analysis and end-user assessment including: identification and characterization of potential end users for products generated through organic diversion; assessment of current and potential local markets including estimated

current market sizes, supply, and demand, existing suppliers, current price points, and competitive landscape; and identification of potential buyers, partners, and distribution channels for products and/or environmental attributes.

- Comparative full lifetime financial benefit-cost analyses across the selected waste diversion solutions.
- Greenhouse gas reduction potential, including avoided emissions from reduced disposal, transportation, processing, and other relevant sources.
- Human health benefits, including potential reductions in exposure to environmental hazards, improvements in soil and environmental quality, and other public health benefits associated with improved organic waste management and beneficial use of recovered products.
- Community benefits, including impacts on neighborhood cleanliness, access to beneficial products, and other community priorities.
- Equity and environmental justice considerations, including opportunities for direct benefits to communities most affected by waste disposal and environmental hazards.
- Economic and workforce benefits, including opportunities for local job creation, workforce development, small business participation, and development of local markets.
- Other significant economic, environmental and operational benefits.
- Comparative assessment of implementation models, including municipal ownership, private ownership, and public-private partnerships.

The Consultant shall use consistent assumptions to compare diversion pathways and identify where each approach provides the greatest overall value.

Deliverable

Comparative Cost-Benefit and Business Model Assessment.

Task 4. Initiate Pilot Food Waste Composting Programs at Fairmount Park Organics Recycling Center (ORC) and Anaerobic Digester Facilities

A core component of this project will be to initiate and implement the expansion of food waste processing at the ORC and other priority sites. The Consultant will be responsible for coordinating with Philadelphia Parks & Recreation to move an ORC food waste composting pilot from planning through implementation, testing, evaluation, and refinement with the goal of developing an operational model that can be successfully scaled to additional sites and feedstock sources. The Consultant may also be tasked for coordinating with OCG, Philadelphia Gas Works (PGW), PWD in performing similar pilot development work for an anaerobic digester project and/or WWT co-digestion.

This task will include project management and Consultant capacity to support:

- Site and operational planning at the ORC, including consultation with ORC staff to assess current operations/constraints, material flows, equipment, infrastructure, staffing, and opportunities to integrate food waste processing with existing yard waste composting operations. Similar site and operational planning work may be tasked for co-digestion at PWD's two Waste Pollution Control Plants (WPCP) or a determined anaerobic digester (ADG) site.
- Permitting, regulatory, and operational requirements, including identification and coordination of approvals and development of operational protocols for food waste

receiving, processing, contamination, odor and pest management, health and safety, recordkeeping and other operational needs at the ORC, and potentially at the WPCP and/or ADG sites.

- Feedstock assessment and logistics, including assessment of initial food waste sources (e.g., City entities, drop off programs, commercial entities, large food distributors, etc.) in coordination with Sanitation and other City partners.
- Designing and implementing collection, transportation, and storage logistics strategy; including routing, transfer, storage, separation / de-packaging, and delivery of food waste to the ORC and other pilot project (e.g., ADG, WPCP) facilities.
- Capital and equipment planning, including prioritization of equipment and site improvements needed to initiate and scale food waste processing, planning-level cost estimates, and coordination with PPR and OCG on implementation.
- Coordinating capital projects and equipment upgrades, including supporting PPR through project scoping, equipment specifications, vendor coordination (where appropriate), installation, commissioning, and integration of new equipment or infrastructure into ORC operations, as appropriate.
- Stakeholder engagement, education, and training, including engagement with community partners, feedstock generators, participating organizations and City departments, and collection and logistics partners; development and delivery of guidance and training to support source separation, contamination prevention, material handling, and safe, effective, and equitable program participation.
- Pilot implementation and program management, including coordination of participating sites, partners, PPR leadership, and ORC staff; implementation of collection and operational protocols; staff and operator training; and oversight of day-to-day pilot activities.
- Operational testing, evaluation, and continuous improvement, including performance monitoring, data collection, participant and staff feedback, troubleshooting, and interactive refinement of collection, processing, and end-use practices. The Consultant will document lessons learned, successful practices, performance outcomes, and recommendations for improving and scaling the model.
- Market development and product offtake, including assessment and prioritization of potential customers, end users, distribution partners, and community-benefit opportunities for finished compost, mulch, wood chips, renewable energy, and other recovered materials; development of testing strategies to move products into viable end markets while maintaining opportunities for free or low-cost distribution to residents and community organizations; and recommendations for product management, inventory, storage, and distribution to minimize product accumulation and support sustainable markets and community benefits as processing capacity expands.

Deliverable

Permitting, regulatory, operational planning, logistics, market development, and evaluation framework for pilot program(s) implementation. At a minimum, the composting pilot program should be Operational and in implementation by end of contract term with documented operational plans, performance results, lessons learned, and recommendations for improvement.

Optional Task 5. Planning-Level Infrastructure Assessment (To Be Authorized at the City's Discretion)

If authorized, the Consultant shall perform planning-level analyses to support future capital planning and engineering.

This task may include:

- Evaluation of future processing capacity requirements.
- Feasibility assessment for composting, anaerobic digestion, co-digestion, pyrolysis, and other organic waste diversion methods.
- Planning-level facility sizing requirements (land availability, infrastructure footprint).
- High-level screening of potential publicly and privately owned sites and public-private partnership sites.
- Conceptual basis of design, including high-level design criteria, regulatory standards and major equipment lists.
- High-level schedule of project milestones for each diversion method.
- Conceptual process flow diagrams.
- Planning-level capital cost estimates.
- Phased infrastructure implementation strategy.

This optional task is intended to support future engineering design and shall not include detailed engineering, permitting, or construction documents.

Deliverable

Planning-Level Infrastructure Feasibility Report.

Final Deliverables

At a minimum, the Consultant shall provide:

- Existing Conditions and Organics Baseline Memorandum.
- Citywide Organics Diversion Strategy.
- Comparative TEA: Cost-Benefit and Business Model Assessment.
- Organics Opportunity Matrix.
- Implementation Roadmap.
- Pilot Program Framework and Execution Documentation.
- Executive Summary suitable for City leadership.
- Presentation summarizing key findings and recommendations.

B. Project Timeline

Please refer to Section I – RFP Administration for the RFP and contracting timeline. The schedule below details the anticipated project timeline. This timeline is subject to change based on project needs and contract negotiations.

Milestone	Date
Task 1. Existing Conditions and Organics Baseline	6/30/27
Task 2. Citywide Organics Diversion Strategy	12/30/27

Task 3. Comparative TEA: Economic, Environmental, and Business Model Assessment	12/30/27
Task 4. Pilot Program Initiation and Execution	6/30/28
Task 5. Optional Planning-Level Infrastructure Assessment and Site Feasibility	TBD

C. Budget

The budget for the services is not to exceed \$446,500.

- The budget for Tasks 1-3 is not to exceed \$296,500
- The budget for Task 4 is not to exceed \$150,000.

D. Hours and Location of Work

All project meetings will take place during regular work hours between 8am and 5pm Monday through Friday. OCG anticipates that the Consultant will occasionally have to engage in nighttime or weekend work to facilitate community engagement around pilot program(s).

SECTION IV – GENERAL TERMS

The Philadelphia City Fund serves as the fiscal sponsor for the City of Philadelphia and leverages public-private partnerships in collaboration with the City, the philanthropic community, and the residents of Philadelphia. For this contract opportunity, the Philadelphia City Fund has agreed to act as the "Fiscal Sponsor" for the City of Philadelphia Office of Clean and Green Initiatives to facilitate the development of the *"All-of-the-above" Organic and Food Waste Diversion Strategy* on the City's behalf.

By submitting a proposal in response to this Request for Proposal (RFP), the Applicant agrees that it will be expected to comply with all contract monitoring and evaluation activities undertaken by the Fund. The contract(s) resulting from this RFP will be held between the Fund and the Consultant(s).

The following provisions outline contractual terms that are expected to be included in an agreement with the Consultant. These terms are provided for informational purposes only and are not required to be accepted, negotiated, or addressed at the time of proposal submission. Contractual terms will be finalized during the contracting phase following selection, accommodations of requested changes during the contracting phase may be possible, at the Fund's discretion.

A. Insurance Requirements

The standard minimum insurance policy requirements to be maintained by Consultants of the Philadelphia City Fund are listed below. Consultants must maintain:

1. Workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000 in aggregate, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and \$2,000,000 in the aggregate and containing a waiver of subrogation against The Fund
4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Consultant's name unless agreed upon in writing by the Fund, (b) include the Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to the Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Consultant's right to obtain additional coverage and higher liability limits at Consultant's discretion. Consultant may be required to provide proof of insurance at the Fund's discretion.

B. Confidentiality

Through performance of the Agreement resulting from this RFP, the selected Consultant may receive or have access to Confidential Information of the Fund and the City, which may include certain information concerning the Services and other information not generally known to the public. Consultant shall not disclose any Confidential Information it receives from the Fund or the City to any person or entity except (a) employees or contractors of Consultant, and (b) Consultant's professional advisors who have a need-to-know such information, provided such professional advisors have agreed in writing to maintain the confidentiality of such information pursuant to confidentiality agreements containing confidentiality obligations that are not materially less restrictive than those contained in the Agreement, or such professional advisors are bound by law or codes of professional conduct to keep such matters confidential. Consultant shall inform such employees having access or exposure to Confidential Information of Consultant's obligations under the Agreement. Consultant shall use not less than the same degree of care (but no less than a reasonable degree of care) to avoid disclosure of such Confidential Information as Consultant uses for its own confidential information of like importance. Consultant shall use reasonable efforts to ensure that Confidential Information and all materials relating to the Fund and the City at the premises of Consultant or in the control of Consultant shall be stored at locations and under such conditions as to prevent the unauthorized disclosure of such information and materials. Consultant may not use the Confidential Information for any purpose other than

for the performance of the Services under the Agreement. This obligation shall survive the termination of the Agreement. Consultant shall return the Fund and the City's materials, if applicable, to the Fund promptly upon termination of the Agreement or earlier if requested by the Fund.

"Confidential Information" means all non-public information in whatever form transmitted, whether written, electronic, oral or otherwise, including without limitation business plans, specifications, design plans, drawings, software, data, prototypes and other business and technical information that is disclosed by the Fund and the City pursuant to the Agreement and that is marked as "confidential" or "proprietary" (or, if disclosed orally, designated as confidential upon disclosure) or which, under the circumstances surrounding disclosure, a reasonable person would deem as confidential. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by Consultant or lawfully received by Consultant free of restriction from another source having the right to so furnish such information; (b) is or becomes generally available to the public without breach of the Confidentiality Agreement by Consultant; (c) at the time of disclosure, was known to Consultant free of restriction; or (d) is required to be disclosed pursuant to any statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction; provided however, that: (e) the Consultant shall use commercially reasonable efforts to notify the Fund and the City before disclosure, (f) Consultant shall disclose only such portion of the information as is legally required; and (g) the disclosed information is not "Confidential Information" only for the purpose of and to the extent of the required disclosure, and otherwise remains "Confidential Information" subject to the terms and conditions of this Agreement.

C. Representations, Warranties, and Covenants

The selected Consultant represents, warrants and covenants that so long as the Agreement resulting from this RFP has not been terminated: (a) Consultant has full power and authority to enter into and perform its obligations under the Agreement; (b) entering into and performing its obligations under the Agreement (i) will not violate or breach any agreement binding on Consultant; and (ii) does not result in a conflict of interest between the Services or Works to be provided under the Agreement and Consultant's other activities. Consultant shall advise the Fund of any conflict of interest that arises during the performance of the Agreement. (c) The Services and Works will: (i) be created and originated by Consultant and may be conveyed to the Fund under the Agreement free and clear of claim of ownership by others; (ii) not violate or infringe any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual right; (iii) not violate any applicable law, rule or regulation; (iv) conform with the Agreement, be performed in a workmanlike and professional manner, be of high quality, and in no event, be of a quality less than the quality of services performed and work product created by a skilled consultant with expertise in the area for which Consultant is providing the Services; and (v) be free of errors and that all failures of the Services or Works furnished hereunder will be corrected to conform with the Agreement.

D. Indemnification

The selected Consultant shall indemnify, defend and hold the Fund and the City harmless from and against any damage, loss, liability, obligation, claim, litigation, demand, suit, judgment, cost or expense including, without limitation, reasonable attorneys' fees ("Claims") that may be made: (a) for bodily injury, death, or damage to real or tangible personal property, including theft, resulting from the acts or omissions of Consultant, its employees or agents; (b) in connection with Consultant's breach of its obligations under the Agreement; (c) by any third party alleging that the Services or Works violate any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual rights; and (d) in connection with Consultant's recklessness, gross negligence, willful misconduct, or violation of applicable law. The Fund and the Department may participate at its expense in any Claim, and the Fund and the Department's prior written consent is required for settlement of any Claim.

Except for the indemnification covenants contained in the first paragraph of this Section, for which no cap shall be applicable, if Consultant has any other liability to the Fund and the Department for any Claims, such liability shall in all cases whatsoever be limited to the greater of (e) any amount of insurance Consultant is required to carry as set forth in the Agreement, and (f) the total amount received by the Consultant for the Services under the Agreement.

SECTION V – SUBMISSION REQUIREMENTS

All Proposals must include the following sections, and as listed in the following order, unless otherwise identified as optional:

A. Introduction:

Please include Executive Summary of the proposal and a Company or Agency Profile.

B. Organization & Personnel Qualifications:

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. The proposal must identify the Applicant's qualifications by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal.

C. Scope of Work Description:

Applicant's proposal must include all services, tasks, deliverables, etc. sought as part of this RFP. Applicant's proposed scope of work should state in detail how Applicant will meet stated objectives and how it will carry out each task. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives.

The scope of work proposed by Applicant should include a general project schedule and work plan that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Fund's authorization to proceed by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

D. Cost Proposal:

Applicants must provide a detailed cost proposal, which must include 1) a line-item breakdown of the costs for specific services and work products proposed, and 2) a statement of staff hourly rates if applicable. The proposed cost must include all expenses that will be charged to the Fund for the services and tangible work products the Applicant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

E. References:

Include contact information for a minimum of (2) references who can speak to the applicant or firm's experience with similar types of work as that described in this RFP.

F. Diversity Disclosure:

Applicants must submit a Diversity Disclosure Report as part of the proposal, which can be found [here](#).

G. Disclosure of City Contracts:

Applicant must include a statement in its Proposal that discloses any current on-going City of Philadelphia contracts held by the Applicant and any City of Philadelphia contracts obtained by the Applicant within the past three years. This statement shall also explain the nature, the dollar amount and the duration of each contract.

SECTION VI: EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated by a team of staff from OCG and partner departments, including but not limited to Philadelphia Parks and Recreation, the Department of Sanitation, Philadelphia Gas Works, Philadelphia Water Department, Aviation, the Office of Sustainability, the Philadelphia Energy Authority, and others as determined by OCG.

OCG and partners seek a consultant team capable of delivering practical, implementation-oriented recommendations supported by sound technical analysis. The City will place particular value on proposals that demonstrate efficient use of consultant resources by leveraging existing studies, City data, and prior planning efforts while concentrating consultant effort on value-added technical analysis and implementation planning.

Proposals will be evaluated on:

- **Cost:**
 - Price, fee caps and other cost control measures

- Cost-effectiveness and cost-efficiency
- **Experience:**
 - Specialized experience in municipal solid waste management, organic waste management, composting, anaerobic digestion, waste reduction, circular systems, environmental analysis, planning, engineering, and design, including but not limited to professional engineers and certified digester operators.
 - Experience conducting technical, cost-benefit, economic, environmental and Return on Investment (ROI) analyses for complex public and public-private projects.
 - Familiarity with municipal infrastructure planning, business case development, and implementation strategies.
 - Documented prior years of experience in handling project(s) of similar size and scope.
- **Plan of Action to Meet Tasks and Deliverables**
 - Demonstrated understanding of project objectives, tasks, and deliverables.
 - Clear and detailed proposed work plan and project schedule to meet tasks and deliverables.
 - Documentation of anticipated modeling and analysis techniques.
 - Demonstrated ability to meet project deadlines under proposed solution/project plan.
 - Clear and robust staffing model to meet tasks and deliverables.
- **Team Capacity**
 - Multi-disciplinary ability to conduct and develop technical analyses, feasibility studies, high-level engineering and design plans, community engagement, and pilot program development.
 - Demonstrated ability to work collaboratively with public, private, nonprofit, and community stakeholders.
 - Ability to synthesize existing technical information and efficiently develop actionable recommendations.
 - Ability to develop and design pilot program(s) from engagement and planning to implementation and evaluation.
- **Staffing Qualifications**
 - Education, licenses, professional achievements.
 - Technical, planning, engineering, and financial capacity.
 - Administrative and operational efficiency.
 - Skill and reputation, as confirmed by references.