

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC**

Date: Tuesday, January 17, 2023

Time: 5:00 P.M.

Place: ZOOM MEETING/CSWD ADMINISTRATIVE OFFICE – 1021 REDMOND ROAD WILLISTON

IMPORTANT:

Members of the public who are joining remotely are asked to preregister online using the link below. Following the meeting a recording will be available upon request.

You are invited to a Zoom webinar.

When: Jan 17, 2023 05:00 PM Eastern Time (US and Canada)

Topic: Executive Board

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_kypkRTh9RfmMTRmJ_HIUXA

After registering, you will receive a confirmation email containing information about joining the webinar.

For those without internet access, call 802-872-8100 ext. 213 and leave a message to register for the meeting. A call-in number will be provided to you prior to the meeting.

Participants will be in listen only mode.

*Call in controls include: *6 – toggle mute/unmute and *9 to raise your hand.*

CHITTENDEN SOLID WASTE DISTRICT
Executive Board Meeting
Regular Meeting – January 17, 2023

Date: Tuesday, January 17, 2023
Time: 5:00 P.M.
Place: ZOOM MEETING/ADMINISTRATIVE OFFICE – 1021 Redmond Road

*** (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only

1. **Agenda** (5:00 p.m.)
2. **Public Comment Period** (5:00 p.m.)
3. (E) **Consent Agenda** -Minutes – December 12, 2022 (5:05 p.m.)
4. (E) **Website Development Procurement** (5:10 p.m.)
Board Action Requested: Approve procurement
5. (E) **Executive Session –**
 - a. Town of Williston Agreement/ODF Water Line (5:25 p.m.)
 - b. MRF Contract
6. **Other Business** (6:15 p.m.)

Possible Action could occur on any agenda item, although not initially noted. *If you need an accommodation, please call the District at 872-8100 upon receipt of this notice.* The next regularly scheduled Executive Board meeting is October 17, 2022. Please check the CSWD website www.cswd.net.

Draft

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MINUTES
VIA ZOOM
Monday, December 12, 2022**

EXECUTIVE BOARD PRESENT: Paul Ruess, Kelton Bogasky, Paul Stabler

OTHERS PRESENT: Tim Loucks, Ken Spencer, Thomas Melloni, Esq.,

CSWD STAFF PRESENT: Sarah Reeves, Amy Jewell, Nola Ricci, Josh Tyler, Jen Holliday

AGENDA ITEMS:

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
4. **Executive Session (Not Anticipated)**
5. **Other Business**

Paul Ruess called the meeting to order at 5:10 pm after a quorum was present for the meeting.

Agenda #1. – No changes

Agenda #6. – Other business -

Discussion was held on recycling plastics and whether there was a number of the amount of plastic that should be recycled but isn't. S. Reeves said that CSWD uses the state's Waste Composition Study and does look at all 'missed opportunities' of recycling. She noted the importance of communicating Vermont's effective recycling of plastic to consumers. P. Stabler expressed appreciation for Michele Morris and her recent presentation on the news.

Agenda #2. - No Comment from the Public.

Agenda #3. – Accepted as presented with one typographical error made. Change Bon to Bond.

Agenda #4. – Executive Session

Motion by Paul Stabler, second by Kelton Bogasky that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with the City of Burlington – Flynn Avenue contract and with the MRF Contract with Casella, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit authorized staff, other

invited interested parties, and the Solid Waste District attorneys to be present for this session.

MOTION CARRIED. ALL AYES

The Executive Board entered Executive Session at 5:13 p.m.

Motion by Motion by Paul Stabler, Second by Paul Ruess to adjourn Executive Session and reconvene the regular meeting. VOTING: All Ayes. Motion Carried

Executive Session was adjourned at 6:04 p.m.

Agenda #6. Other Business – No Discussion was held.

Motion by Paul Stabler, Second by Paul Ruess to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:05 p.m.

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the _____ meeting held in Williston.

Amy Jewell, Recording Secretary

To: Board of Commissioners
From: Michele Morris, Director of Communications
Date: January 12, 2023
RE: RFP20221017 – CSWD Website Development

On October 17, 2022, District staff issued RFP 20221017 – CSWD Website Development, which we posted on the Vermont Business Registry and the CSWD website and sent to 18 website development firms on October 31. The RFP is for Phase 2 of a comprehensive overhaul and reimagining of the CSWD website.

Phase 1 of the work (RFP 20220331 –Website Research Services) was posted on the Vermont Business Registry, the CSWD Website, and sent to 31 prospective vendors. Gravity Works Design, based in Lansing, Michigan, was awarded the contract from among eight proposals received. Gravity Works completed the Phase 1 work in October 2022 for a total cost of \$44,403 on a budget of \$45,000.

The RFP for Phase 2 – Website Development, was sent to all firms that received the Phase 1 RFP plus any others that expressed interest subsequent to that process. We received and responded to questions from ten firms. We received 16 proposals within the timeframe specified in the RFP. Two arrived after the deadline and were disqualified.

Upon a comprehensive review of all proposals, which follow-up questions to five candidates, extensive exploration of each firm’s website portfolio, virtual interviews with the top three contenders, and vetting of references, staff recommends contracting with Bytes.co, based in Burlington, Vermont. Though the Bytes.co proposal cost was the second highest received, it is still within our budgeted expense of \$85,000. We are recommending this firm for three main reasons:

1. The Bytes.co portfolio best reflects the caliber of website we are seeking, and they have demonstrated they can build the functionality and taxonomy we require on WordPress (our current website’s Content Management System; or CMS). They have a robust and talented team of developers—with whom we have worked on some projects, and who come highly recommended by others. As a Burlington-based firm they know who we are and what we do from a customer/constituent perspective. We received favorable yet realistic comments from two customers who are still contracting with them for maintenance and on-call support. Their proposal came in at an estimated 560 hours of work at \$150/hour. The hourly wage compares to \$120/hr. for Four Nine Design and \$150/hr. for Gravity Works.

Here are a few examples of Bytes.co websites built on WordPress:

- <https://www.portermedical.org/>
- <https://www.gbymca.org/>
- <https://wildapple.com/>

2. While Four Nine Design also builds beautiful sites, is Burlington-based, and had a substantially lower bid, they contract out their development work as well as creative visuals (photography and video). We are uncomfortable with being one additional layer removed from the developers executing the build and we felt their sites did not quite exhibit the applications that aligned as closely with what we need.
3. Though we are pleased with the Phase 1 deliverables, which provide an excellent foundation for the Phase 2 work, staff is not convinced Gravity Works possesses the design and development chops we are seeking. Perhaps more significantly, they are very pro-Drupal, an alternative CMS that we are not convinced will supply a better result than WordPress, and which would require complete retraining for our staff. Staff is also concerned that hosting and maintenance costs for a Drupal site would be significantly higher and they did not meet our requirement for a client-friendly and accessible project management platform.

The Proposal Evaluation Form is included as Attachment A.

The FY23 Capital Budget has identified \$85,000 for Phase 2 – CSWD Website Development. Staff recommends that CSWD enter a contract with Bytes.co for a not to exceed amount of \$85,000.

BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Bytes.co, Burlington, VT, for the development of a new CSWD website as described in their response to RFP20221017 – CSWD Website Development for an amount not to exceed \$85,000.

RFP No. 20221017 New Website Development (MASTER GROUPED)	Percentage		Points Possible	TechNerds*	Foremost*	Polymath	Cogent	Gravity Works	Bytes.co	FourNine	SabresMedia	Consult FGC	Exemplifi	Gutenberg	Revize	VND	Bear Code	Planeteria	Paramount
1) Experience of Firm and Key Staff	35%																		
A) Evidence of past successful execution of websites on open-source CMS platforms maintained by the client			40	12.5	18.75	22.5	23.33333	31.25	35.75	36.25	21.25	8.75	36.25	12.5	8.75	34.25	27.5	30.5	20.5
B) Expertise, qualifications, and specific experience of designated project team in the type of work referenced above			20	5	7.5	15	12.5	18.75	19.5	18.5	11	7.5	17.5	10	11.25	16.5	16	18.5	8.75
C) Quality and specificity of favorable references for similar work performed since 2019			40	6.25	12.5	12.75	12	30.5	31.25	31.75	15	6.5	30	11.25	18.75	28.75	25	28	20
		Total Points	100	23.75	38.75	50.25	47.83333	80.5	86.5	86.5	47.25	22.75	83.75	33.75	38.75	79.5	68.5	77	49.25
		Total %		8%	14%	18%	17%	28%	30%	30%	17%	8%	29%	12%	14%	28%	24%	27%	17%
2) Understanding of Scope of Services and Quality of Response	40%																		
A) and responsiveness thereto			20	0	3.25	7.5	7.5	20	13.75	15	9.5	3	15	2.5	6.75	15	15.75	15.75	8.75
B) Completeness of response and adherence to instructions			15	1.25	5	6.375	5.25	14.25	10.5	12.25	6.75	1.75	10.5	6.25	6.25	13.25	10.5	13	7
C) Detail and quality of project proposal			45	5	12.5	11.75	14	37	25	36.25	19.75	1.75	30	10	25	32.5	28	35.25	18.75
D) Demonstration of ability to meet budget and work schedules.			20	6.25	8.25	9.5	7.5	16.25	15.5	16.75	12	5.5	13.75	7.5	12.5	13.75	13	16	13.75
		Total Points	100	12.5	29	35.125	34.25	87.5	64.75	80.25	48	12	69.25	26.25	50.5	74.5	67.25	80	48.25
		Total %		5%	12%	14%	14%	35%	26%	32%	19%	5%	28%	11%	20%	30%	27%	32%	19%
3) Proposal Cost	25%																		
CSWD Budget = \$85,000		Proposal Cost		\$ 30,000	\$ 54,125	\$ 79,000	\$ 80,000	\$ 69,000	\$ 84,000	\$ 63,000	\$ 74,965	\$ 74,000	\$ 82,600	\$ 76,500	\$ 49,660	\$ 85,000	\$ 72,000	\$ 76,700	\$ 77,000
A) thoughtful allocation of resources to leverage impact			75	8	12	30	33	48	57	57	50	17	48	34	50	40	52	58	38
B) Identification of opportunities for cost-savings			25	0	0	3	3	7	10	8	3	1	3	7	10	8	13	10	5
		Total Points	100	8	12	33	37	55	67	64	53	18	52	41	60	48	65	68	43
		Total %		2%	3%	8%	9%	14%	17%	16%	13%	5%	13%	10%	15%	12%	16%	17%	11%
(MEETS or OVER budget)				MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS	MEETS
	100%	Total Score		15%	28%	40%	40%	77%	73%	78%	49%	17%	70%	32%	49%	70%	67%	76%	47%
Reviewer	Date:																		

*See additional documents for these proposals in the Teams folder containing all proposals.
Gravity Works, FourNine estimated ranges; the top end of the range is recorded here.