

REQUEST FOR QUALIFICATIONS

Waste Equity Consultants

Waste Equity Workplan Implementation Project for City of Portland Bureau of Planning and Sustainability

DEADLINE: Monday, November 11, 2019 by 11:00 PM Pacific time

Project Description

The Bureau of Planning and Sustainability (BPS) manages [garbage and recycling collection in Portland](#). In August 2017, City Council directed BPS to focus on increasing participation of women and minority workers and reducing barriers to economic opportunities for minority-owned and women-owned companies in Portland's waste collection system. During its most recent residential garbage and recycling franchise review, BPS engaged with stakeholders to develop a [Waste Equity Workplan](#) that identifies the work BPS will undertake to advance equity, diversity, and inclusion in Portland's garbage and recycling programs.

BPS has contracted with Kapwa Consulting, LLC to provide consulting and assistance on the implementation of the Waste Equity Workplan. Kapwa Consulting, LLC is seeking three individuals to serve as Waste Equity Consultants, to work with the Bureau of Planning and Sustainability's Waste Equity Workplan as subcontractors to Kapwa Consulting, LLC. The consultants will collaborate with other equity advisors, consultants, and staff to assist with the implementation of the bureau's efforts to increase equity, diversity, and inclusion in the City of Portland's garbage and recycling programs.

Project Role: Waste Equity Consultant for Bureau of Planning and Sustainability's Waste Equity Workplan implementation.

Estimated Time Requirement: 6 hours of orientation in December 2019 and January 2020, and up to 8 hours per month from January – December 2020.

Term of Engagement: 13 months (December 2019 – December 2020) with potential to renew.

Compensation: \$100.00 per hour, not to exceed \$10,200 total.

Contract Structure: Waste Equity Consultants will be sub-contractors to the City of Portland through an independent contractor agreement with Kapwa Consulting, LLC. Applicants are not required to have prior experience as a consultant or independent contractor. Orientation will include support with contracting process.

Scope of Work

- Participate in Waste Equity Workplan working groups to provide needed expertise and perspective rooted in an understanding of racial and social inequities in Portland as they relate to contracting and the City of Portland's garbage and recycling programs.

- Collaborate with other working group members (City staff, consultants, and external partners) to develop options, proposals, and implementation strategies for actions in the Waste Equity Workplan. Working groups will guide development of the Waste Equity Collection Access and Opportunity Program, reconfiguration of the City Facilities Collection Services Contract, expansion of the Public Trash Collection Program, and efforts to bring service equity to the multifamily program.
- Attend meetings of the Waste Equity Advisory Group, which provides oversight and accountability for the implementation of the Waste Equity Workplan and will annually review and recommend updates to the Workplan.

Qualifications and Submission Instructions

SUBMISSION DEADLINE: Monday, November 11, 2019 by 11:00 PM Pacific time

Submit materials to: WasteEquity@kapwaconsulting.com

Submit the following materials via email:

1. Resume
2. Statement of interest or cover letter (no more than 500 words)
3. Written answers to these questions about your qualifications (see next section for definitions):
 - a. How do you meet the minimum qualifications? (no more than 500 words)
 - b. How do you meet one or more of the desired qualifications? (no more than 500 words)

Qualifications – Minimum Required and Desired:

A. The following skills, experience, and abilities are **minimum qualification requirements**. Please submit a statement describing how you meet these three qualifications in no more than 500 words.

- Strong understanding and commitment to equity issues arising from some combination of lived experience, leadership roles, volunteer experience, and/or professional experience.
- Strong interest in advancing equity, diversity, and inclusion in Portland’s waste collection system.

B. A combination of the following skills, experience and abilities are also **desired qualifications** for the cohort of advisors. Please submit a statement that describes how you meet one or more of the following qualifications in no more than 500 words.

- Experience with minority-owned business, women-owned business, and disadvantaged business enterprise development and inclusion strategies.
- Understanding of the barriers facing minority contractors.
- Knowledge of workforce development best practices.
- Knowledge of the waste collection industry and Portland’s waste collection system, including the residential franchise system and commercial waste collection system.

Additional Information

Promising candidates for the Waste Equity Consultant role will be invited to interview in late November. Contracting will take place in early December.

For questions related to this RFQ, please contact:

- Project Manager (Consultant to the Bureau of Planning and Sustainability):
Jeremy Hays, Kapwa Consulting, LLC jh@kapwaconsulting.com , 503-333-2343
- Waste and Recycling Program Staff Contact:
Amanda Watson, Program Coordinator, Bureau of Planning and Sustainability:
Amanda.Watson@portlandoregon.gov, 503-823-1119

Separate but related opportunity:

Apply for a volunteer position on the City's Waste Equity Advisory Group

- BPS is recruiting for seven volunteers to serve on the Waste Equity Advisory Group, a new City advisory body that will provide oversight, accountability and transparency during the implementation of BPS's [Waste Equity Workplan](#). The group will develop a vision, goals, and performance measures to track progress over time.
- The desired qualifications for Advisory Group members are similar to the desired qualifications for Waste Equity Consultants.
- Since paid Waste Equity Consultant positions are limited, we encourage people who are interested in getting engaged in this work to consider applying for both opportunities.
- The time commitment for the Advisory Group is lower—about 16 hours throughout the year—and members are unpaid.
- To apply to serve on the Waste Equity Advisory Group, please fill out the online application: <https://www.portlandoregon.gov/civic/article/744737>.

Kapwa Consulting, LLC is committed to equity, diversity, and inclusion in our work and in the world. People of Color, women, LGBTQIA2S people, and people with disabilities are encouraged to apply. Kapwa Consulting, LLC is EEO Certified with the City of Portland and does not discriminate on the basis of race, religion, color, sex, marital status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.