

COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

NOTICE INVITING PROPOSALS

PROFESSIONAL SUPPORT SERVICES

WASTE TIRE AMNESTY PROGRAM

PUBLIC NOTICE IS HEREBY GIVEN that proposals will be received by the Coachella Valley Association of Governments (“CVAG”). CVAG invites proposals for the above stated services and will receive such proposals only by email no later than **2:00 p.m. PDT on November 7, 2025**. Proposals received after this date will be rejected. Proposals should be submitted to the attention of Allen McMillen at procurement@cvag.org.

CVAG is a joint powers authority (“JPA”) formed in 1973 with the purpose of coordinating and improving the planning and delivery of governmental responsibilities common to all member entities within the local region. CVAG consists of representatives of ten cities, one county, and four Native American tribes.

The Energy and Sustainability Department at CVAG administers the regional Waste Tire Amnesty Program, which addresses the persistent problem of illegal tire disposal and provides residents with safe, convenient, and no-cost opportunities to recycle waste tires. The program is funded through competitive grants from the California Department of Resources Recycling and Recovery (CalRecycle), awarded to local governments across the state to reduce environmental and public health impacts, promote recycling and reuse, and strengthen community awareness of responsible waste management.

CVAG submitted an application for the TA8 Grant Cycle (Fiscal Year 2025–2026) earlier this year. The initiation of this project is contingent upon receipt of an official award notice and execution of a funding agreement with the California Department of Resources Recycling and Recovery (CalRecycle), anticipated in spring 2026. No work shall commence until CalRecycle issues a formal notice to proceed, which is anticipated in Spring 2026. The TA8 Grant is expected to have a two-year term, with a grant performance period extending through October 28, 2027. The total budget allocated to the selected consultant for TA8 is projected at \$45,000.

CVAG is seeking to retain a qualified professional consultant to provide comprehensive support for the administration of the Waste Tire Amnesty Program, Cycle TA8 (FY 2025-2026). The selected consultant will be responsible for:

- Planning and coordinating tire amnesty events across the Coachella Valley and Blythe.
- Designing and implementing outreach and education campaigns in both English and Spanish.
- Coordinating with contractors, haulers, and jurisdictions to ensure cost-effective and compliant tire collection and recycling.
- Collecting, managing, and reporting program data in compliance with CalRecycle requirements.

- Preparing and submitting program-related documentation — Take the lead in drafting and filing all required progress reports, final report, payment requests, and CalRecycle compliance submissions, in close coordination with CVAG staff.
- Preparing program updates and presentations for CVAG committees and working groups.

The consultant will be expected to demonstrate expertise in waste management, community engagement, and program administration, and to ensure the program delivers measurable environmental and public health benefits for Coachella Valley residents.

CVAG requires that all firms obtain the full content of this Request for Proposals (RFP) and any addenda via CVAG's website located at www.cvag.org/proposals.

All questions must be put in writing and must be emailed to the attention of Allen McMillen at procurement@cvag.org and received by CVAG on **October 20, 2025, up to the hour of 2:00 p.m.** Please note that all addenda will be published on the CVAG website. Proposers are encouraged to check the CVAG website regularly since each Consultant will be responsible for downloading the RFP and any addenda. Consultants that have provided contact information will receive notification of any addenda.

The award of this contract is subject to the available budget adequate to conduct the provisions of the proposed Professional Services Agreement (Agreement) executed by and between CVAG and the successful Proposer, including the identified scope of work. CVAG reserves the right to reject any or all proposals determined not to be in the best interest of CVAG.

CVAG reserves the right to conduct interviews to better evaluate the proposers. If interviews are conducted, CVAG will notify the short-listed proposers of the date, time, and location.

The award of this contract is subject to the available budget adequate to carry out the provisions of the proposed agreement including the identified scope of work. CVAG reserves the right to reject any or all proposals determined not to be in the best interest of CVAG.