



## **REQUEST FOR PROPOSALS (RFP)**

Update of Landfill Gas Operations & Maintenance Training Manual  
and Development of Corresponding PowerPoint Training Modules

### **1. Introduction**

The Solid Waste Association of North America (SWANA) is a member-based association of professionals from across the waste and resource management industry. Committed to advancing from waste management to resource management, we are empowering our members to deliver essential services to communities today and anticipate their needs for tomorrow. SWANA serves industry professionals through technical education, publications and research, and a large offering of technical training courses and credentialing to create a highly skilled workforce.

SWANA is soliciting proposals from qualified firms to update its existing Landfill Gas (LFG) Operations and Maintenance (O&M) Training Manual and to develop a comprehensive set of PowerPoint training modules corresponding to the revised manual.

The selected contractor will be provided with the current version of the manual and associated PowerPoint slides as a starting point. The objective of this effort is to modernize the training materials to reflect current regulatory requirements, industry best practices, evolving technologies, and practical field experience in landfill gas system design, operations, maintenance, compliance, and landfill gas-to-energy (LFGTE) systems.

This training program will be used nationally by SWANA for professional development, certification preparation, and industry education.

### **2. Project Background**

Landfill gas management has evolved significantly due to regulatory updates, advances in gas collection system (GCCS) design, enhanced monitoring technologies, growth in LFG-to-energy and renewable natural gas (RNG) projects, and increased focus on methane reduction.

### **3. Scope of Work**

#### **Task 1 Review and Gap Analysis**

- Review existing manual and PowerPoint materials.
- Identify outdated regulatory references and obsolete practices, equipment and instrumentation.
- Provide written recommendations for restructuring and updates.

#### **Task 2 Manual Update and Modernization**

Update and expand the manual to reflect current best practices in:

- Landfill Gas Fundamentals (generation theory, k and L<sub>0</sub> values, modeling)
- GCCS Design and Installation (wells, headers, condensate management, dewatering, blower/flare systems)
- Operations and Maintenance (wellfield tuning, SEM, troubleshooting)
- Regulatory Compliance
- Monitoring and Testing (flow measurement, optical gas imaging, remote sensing)
- Landfill Gas to Energy (flares, engines, turbines, RNG systems, gas treatment)
- Safety (confined space, electrical hazards, PPE, emergency response)
- Data Acquisition and Management Systems (purpose, management, databases, analysis)

### **Task 3 Development of Updated PowerPoint Training Modules**

- Develop slides aligned with the revised manual.
- Include graphics, diagrams, field photos, and case studies.
- Provide instructor notes and modular formatting.

### **Task 4 Review and Revision**

- Participate in up to two review cycles.
- Incorporate SWANA comments.
- Provide final editable Word and PowerPoint files.

## **4. Deliverables**

- Gap Analysis Memorandum
- Comprehensive rewrite of the LFG Operations & Maintenance Manual (Word Format)
- Fully designed PowerPoint slide deck (editable format)
- Executive summary of revision

## **5. Pricing and In-Kind Contributions**

Proposers shall provide a detailed cost proposal that includes all fees, labor rates, and expenses associated with the full scope of services. Pricing should be presented in a clear, itemized format that allows SWANA to evaluate the total cost of the engagement.

SWANA encourages proposing firms to identify any in-kind contributions as part of their cost proposal. In-kind contributions may include complementary staff time, software licenses, training, tools, or other non-monetary resources that advance the goals of this engagement. Firms should clearly articulate the nature, estimated value, and proposed terms of each contribution and how it complements the core scope of services.

## **6. Contractor Qualifications**

Proposers must demonstrate extensive experience in landfill gas engineering, GCCS design, LFG modeling, field operations, regulatory compliance, flare systems, and LFG-to-energy projects. A minimum of 15 years experience is preferred.

Preferred qualifications include Professional Engineer (P.E.) licensure and SWANA membership.

## **7. Proposal Requirements**

- Cover Letter
- Firm Overview
- Relevant Project Experience and Qualifications
- Resumes of Key Personnel
- Proposed Approach and Schedule
- Fee Proposal
- References

## **8. Evaluation Criteria**

Proposals will be evaluated based on technical expertise, regulatory experience, training background, qualifications, project approach, cost and SWANA Membership.

## **9. Tentative Schedule**

RFP Issued: **March 13, 2026**

Questions Due: **March 25, 2026**

Proposals Due: **April 6, 2026**

Selection: **April 27, 2026**

Draft Manual Due: **Provided by bidder**

Draft PowerPoint: **Provided by bidder**

Final Deliverables: **July 2026**

## **10. Questions and Submittal**

All proposals and questions shall be submitted electronically to Steven Scarlata, Solid Waste Association of North America (SWANA), [sscarlata@swana.org](mailto:sscarlata@swana.org).