



SACRAMENTO REGIONAL SOLID WASTE AUTHORITY

**REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES FOR A
REGIONAL GREEN WASTE PROCESSING FACILITY**

January 28, 2003

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**REQUEST FOR PROPOSALS
FOR
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REGIONAL GREEN WASTE PROCESSING FACILITY**

I. PROCESS

A. Purpose/Introduction

The Sacramento Regional Solid Waste Authority (SWA) is seeking consulting services to assist with the development of a Regional Green Waste Processing Facility (RGWPF). The SWA is soliciting Proposals to provide technical assistance for structuring a public/private partnership to develop and operate the facility and for facility siting, preliminary design, and permitting assistance. The Sacramento County Department of Waste Management and Recycling (DWMR) is the lead agency for the SWA.

B. Background

Much of the green material from the SWA member agencies is currently shipped out of county for processing. SWA member agencies use private contractors for materials processing. There have been a number of problems with local green material operations, including high cost, reliability and stability of service issues, facility nuisance impacts, contract and permit enforcement, and adherence to the waste management hierarchy established by California regulations. The SWA hopes to:

1. Develop a new, remotely located, in-county green material processing (composting) facility;
2. Hold the Solid Waste Facility Permit for the facility to assure permit compliance;
3. Control the facility scale house and the nature and quantity of materials received;
4. Develop, finance, and operate the facility in partnership with one or more private companies;
5. Continue to use existing transfer facilities for primary processing of green material from SWA member agencies to retain and increase residential green waste collection program efficiencies and minimize the costs and impacts of hauling green materials.

The proposed RGWPF is expected to receive from 170,000 to 270,000 tons per year of green material.

As a result of a recent Request for Qualifications process, two consultant teams, one led by CH2MHill and the other led by Malcolm Pirnie, are qualified to provide consulting services for this project.

C. Submission of Proposals

Proposals for providing the services outlined in this RFP must be submitted and received by the SWA no later than 3 p.m. on Friday, March 14th, at the following address.

Sacramento Regional Solid Waste Authority
Attention: Pat Quinn, Project Manager
9850 Goethe Road
Sacramento, CA 95827-3561

The Bidder must provide ten (10) copies of its proposal at the time of submission.

All questions regarding this RFP should be directed to Pat Quinn at (916) 875-7082 or via e-mail at quinnpa@saccounty.net.

Proposals must be printed on 8 ½” x 11” recycled-content double-sided paper, bound or stapled, with each page numbered consecutively, include a table of contents, and have information in the order listed in Section II B below.

A statement should be provided identifying any information which the Bidder contends is confidential and the legal basis for such a claim. When information is requested under the California Public Records Act, the SWA will assert the confidentiality of such information only if and as requested by the Bidder in the RFP and where the Bidder has entered into an agreement with the SWA to defend and indemnify the SWA for any liability, loss, costs and expenses incurred in asserting such confidentiality as part of the proposal. The final determination as to whether or not the SWA will assert a claim of confidentiality is in the sole discretion of the SWA.

D. Acceptance and Rejection of Proposals

The SWA reserves the right to:

- Reject any or all proposals, or any part thereof;
- Waive any informality in the proposals; and
- Accept the proposal that is in the best interest of the SWA.

The decision of the SWA in rejecting or accepting proposal will be final. The SWA’s waiver of an immaterial defect shall in no way modify the RFP or excuse the selected Bidder from full compliance with its specifications.

E. Key Action Dates

1. Release of RFP	Tuesday, January 28
2. Deadline for written questions (3 p.m.)	Thursday, February 6
2. Pre-proposal Conference (2:30 p.m.)	Tuesday, February 11
3. Response to conference questions (target)	Close of business 2/14
4. Proposal Submission Deadline (3 p.m.)	Friday, March 14th
5. Interviews (afternoon)	Tuesday, March 25
6. Notification of Selection (tentative)	Wednesday, March 26
7. Issue Notice to Proceed (tentative)	Monday, April 14

F. Pre-Proposal Conference

A pre-proposal conference will be held so that the proposing teams will have the opportunity to meet with staff, ask questions and discuss the content of the RFP in further detail. Written questions received prior to 3 p.m. on February 6th, will be answered at the conference.

The pre-proposal conference will be held beginning at 2:30 p.m. on Tuesday, February 11, at:

Sacramento County
 Department of Waste Management and Recycling
 Sierra Conference Room
 9850 Goethe Road
 Sacramento, CA

SWA staff will accept oral questions during the conference and will make a reasonable attempt to provide responses prior to the conclusion of the conference. Oral responses provided at the conference shall not be binding on the SWA. A written summary of responses provided at the meeting will be sent to both proposers. Our target date to issue this summary of responses (via FAX) is close of business February 14th. If any questions asked at the conference cannot be adequately answered during the conference, a copy of the questions and the SWA staff responses will be included in the written summary. Failure to attend the pre-proposal conference shall not be grounds for a later claim by any proposer of unfamiliarity with the amended RFP.

G. Proposal Evaluation Process

The SWA will evaluate all proposals containing the information requested and prepared in the format required by this RFP. After receipt of properly submitted proposals, a review committee will evaluate the proposals in accordance with the following elements:

	CRITERIA	Points Possible
1.	Overall responsiveness of proposal to RFP	15
2.	Responsiveness of the proposed scope of work	20
3.	Proposed schedule/availability	10
4.	Qualifications/experience of Project Manager and team	20
5.	Qualifications/experience of lead firm	5
6.	Interview	10
7.	References	10
8.	Cost	10
	TOTAL POINTS POSSIBLE	100

Since these elements are important in the evaluation, all proposals should provide complete information. Although price will be a factor in the evaluation, it will not be the sole determining factor in awarding the contract. The evaluation will consider both quantitative and qualitative aspects of each proposal. The evaluation committee will appreciate brevity and clarity when making its evaluation.

The evaluation of proposals will consider the proposing team's apparent understanding of the project and ability to perform the necessary project work as exemplified by the bidder's response to this RFP, the quality of the proposed Scope of Work, the appropriateness of any scope of work modifications the proposer may have felt necessary or advisable, and the results of the interview. The evaluation committee will recommend to the SWA General Manager/Engineer that an agreement for performance of services be offered to the proposer the committee determines most qualified and responsive. The General Manager/Engineer may review the recommendation and consider whether additional information and evaluation is necessary, may then negotiate scope of work, price and other terms with the recommended proposer, and/or seek SWA Board authorization to execute an agreement with the lead firm for the recommended proposing team.

H. Oral Interview

As part of the evaluation process, proposing teams will be required to participate in an oral interview, scheduled for the afternoon of Tuesday, March 25th. One hour will be provided for the interview of each proposing team. The interview will consist of a presentation by the proposing team, lasting no more than 30 minutes, followed by up to 30 minutes of questions and answers with the selection committee.

I. Award of Contract

An award of contract shall be made to the responsible Bidder who provides the best overall response to the requirements of this RFP. The SWA may select whichever proposal it determines will best serve its interests. The successful Bidder will be selected in accordance with the Proposal Evaluation criteria identified in Section G, above, of this and any addenda thereto, except for such immaterial deviation as may be waived by the

SWA. Written notification of the outcome of the selection process will be mailed to all Bidders who submitted a proposal.

II. REQUIREMENTS

Section A. below lists the requested Scope of Work; Section B lists the required content of the proposals.

A. Scope of Work

This project will move forward in phases. Within a phase, the requested Scope of Work may be divided into separate “tracks” that are different or distinct in their character and that may, in some cases, be undertaken concurrently. Thus, in Phase One of the project, proposals should be structured to address three tracks: Procurement, Planning, and Communications and Stakeholder Relations.

At this point, the anticipated phases of the project are:

- Phase One: Project initiation
 - Procurement track
 - Planning track
 - Communications and stakeholder relations track
- Phase Two: Structuring and designing the project
 - Procurement
 - Planning
 - Communications and stakeholder relations
- Phase Three: Facility permitting and contracting
- Phase Four: Final design
- Phase Five: Construction
- Phase Six: Operational start up

Proposals should provide detailed Scope of Work and cost proposals only for Phase One. Proposals should address Phase Two by providing a discussion of the proposed approach, staff and staff roles that would be used for Phase Two. Proposals need not address later phases of the project.

It is anticipated that upon successful completion of each phase (and upon Board concurrence), additional scope and cost proposals will be requested, and the consultant agreement will be amended.

Proposals may include any additional tasks in the scope of work that the consultant believes should be included to improve success but which may have been omitted in this RFP. These additional proposed tasks should be identified as such, and their cost provided as a separate element of the cost proposal.

1. Phase One -- Project Initiation

The purpose of Phase One is to further define the project and to prepare reports for submittal to the SWA Board, so that SWA staff may seek authorization to move forward with the next phase of the project. The proposed consultant scope of work should include two presentations by consultant staff to the SWA Board and the associated effort in preparation for the presentations. Phase One is divided into three tracks: Procurement, Planning, and Communications and stakeholder relations.

a) Procurement Track

Task 1. Review and analyze existing contractual arrangements of the SWA member agencies for green waste management services.

Task 2. Evaluate options, analyze risks, and recommend a preferred structure for public/private partnership(s) to finance, develop, permit, design, build, own and operate the green waste facility project (and its individual elements) that would offer the best allocation of risks and benefits for both the public and private partners.

Task 3. Recommend a procurement process for selecting public/private partners, including a recommended management strategy for the procurement process.

Deliverable: Final report of analysis and recommendations for partnership structure and process for selecting public/private partners. Preliminary draft report with recommendations shall be provided within 60 days of receiving notice to proceed. Final report addressing staff comments shall be provided within ten days of receipt of comments. Consultant will provide ten copies each of the draft and the final report.

b) Planning Track

Task 1. Review and analyze existing system conditions (transfer and processing facility usage, materials flow, etc.) for green waste management. The review should assume no major changes in the collection system.

Task 2. Recommend preferred system configuration. The purpose of this task is to identify the recommended components of the system, including the facility function, the recommended green waste processing facility design and/or technology approach(s), operational features, facility improvement needs, etc. for each component of the green waste management system.

Task 3. Recommend the nature, scale, characteristics, technologies, design approaches, etc. of the preferred project elements for the individual private-sector partners and for the public-sector elements of the project.

Task 4. Site analysis, recommendation of preferred site, and conceptual site design. SWA staff will identify two potential sites for a green waste facility. The Consultant will evaluate the opportunities and constraints of each site, recommend a preferred site, and recommend a conceptual green waste facility site design. The evaluation and recommendation should include a preliminary identification and evaluation of environmental issues, and recommend potential mitigation measures; both site-wide and for the recommended project elements of the individual private-sector partners.

Task 5. Provide a planning level estimate (+/- 25%) of the capital cost both for any recommended system improvements and for the development of the green waste facility. The green waste facility capital cost estimate should include and identify both public-sector and private-sector capital contributions. This capital cost estimation should be consistent with the recommendations of the other tasks and tracks of this phase of the project.

Deliverable: Final report of analysis and recommendations for planning track efforts. Preliminary draft report with recommendations shall be provided within 90 days of receiving notice to proceed. Final report addressing staff comments shall be provided within ten days of receipt of comments. Consultant will provide ten copies each of the draft and the final report.

c) Communications And Stakeholder Relations Track

Task 1. Situation analysis and stakeholder assessment.

Task 2. Recommend a communications and stakeholder relations strategy based on project goals.

Task 3. Recommend measurable objectives to implement the strategy outlined in Task 2.

Deliverable: Preliminary draft white paper with analysis, assessment, and recommendations shall be provided within 30 days of receiving notice to proceed. Final report addressing staff comments shall be provided within ten days of receipt of comments. Consultant will provide ten copies each of the draft and the final report.

d) Project Schedule

Proposals should include a proposed schedule for completing Phase One upon receiving notice to proceed. The schedule should show how the various tasks of the individual tracks will be accomplished so that the required Phase One deliverables will be produced on schedule.

e) Cost Estimate

Proposals should include a cost proposal for Phase One tasks. The cost proposal shall identify the individual team members to be assigned to each task, their hourly billing

rates, and the proposed amount of time allocated. The cost proposal shall clearly identify overhead, travel, and any other administrative components of the cost proposal. The cost proposal must state the total dollar amount (compensation) in the form of a “not-to-exceed amount” by task, for which the Bidder will perform the proposed work.

Proposals may include any additional tasks in the scope of work that the consultant believes should be included to improve success but which may have been omitted in this RFP. These additional proposed tasks should be identified as such (refer to the Recommendations section of the Proposal Content later in this RFP), and their cost provided as a separate element of the cost proposal.

2. Phase Two -- Structuring And Designing The Project

Proposals should address Phase Two by providing a discussion of the proposed approach, staff and staff roles that would be used for Phase Two. Proposals need not address later phases of the project. Proposals should not include a cost estimate or detailed scope of work proposal for Phase Two. Proposals should, however, contain a discussion of the proposed approach to accomplish the work, identify the key staff that would be used on the effort and their roles for the individual tracks of Phase Two listed below.

a) Procurement Track

- Prepare procurement documents to solicit private-sector partners for the individual components of the project recommended in Phase One
- Assist with administration and management of the evaluation and selection process for the private-sector partners
- Prepare proposed public/private partnership agreements, including performance measures and standards for all parties
- Prepare project financing plan

b) Planning Track

- Consider -- as part of the private-sector partner evaluation and selection process -- the feasibility, cost, and environmental factors associated with the project elements proposed by potential partners
- Prepare preliminary site design, including the project elements of the selected individual partners, including design of site-wide environmental controls and infrastructure, especially as they pertain to air emissions and odor-control issues
- Prepare preliminary cost estimate for public-sector improvements.
- Review preliminary design and cost estimates for the project elements of the private-sector partners
- Develop a project description suitable for submittal to initiate State and local permit processes and environmental review

- c) **Communications and Stakeholder Relations Track**
Provide on-going assistance with the assessment, research, planning, implementation and evaluation of the communications and stakeholder relations effort.

Upon successful completion of Phase One, the consultant would be asked to submit a new scope of work and cost proposal for Phase Two efforts.

B. Proposal Content

The proposal shall provide the following information in the following order:

1. Executive Summary Letter. A letter that:
 - Summarizes the proposed Scope of Work,
 - Accepts or modifies the RFP's requested Scope of Work as necessary to meet the Bidders understanding of its project goals,
 - Summarizes any additional tasks in the proposed Scope of Work that the consultant believes should be included to improve success but which may have been omitted in this RFP,
 - Provides a summary of the Bidder's approach to fulfilling the requirements of each track of Phase One, and
 - Summarizes the proposed approach to Phase Two.

Proposers are urged to be complete but concise in their submittals; a clear and concise presentation of information is encouraged.

2. Scope of Work. This section should contain the proposed Scope of Work for Phase One broken out for the three separate tracks. The Scope should provide any appropriate details on the proposed approach, procedures, and methodology to be used by the Bidder to accomplish the scope.
3. Project Schedule. The proposal should contain a separate section containing the proposed schedule to complete the project upon receipt of the notice to proceed. This section should also include any appropriate details on procedures and methods to be used by the Bidder to assure the timely completion of Phase One. The schedule should show how the various tasks of the individual tracks will be accomplished so that the required Phase One deliverables will be produced on schedule.
4. Recommendations. Proposals may include a description of any modifications to the project scope or any additional tasks recommended for the scope of work that the Bidder believes will improve the quality, effectiveness or success of the project. This description should identify any impact on the project schedule. This section should also summarize the cost impacts that these modifications and/or additions to the scope would have if accepted by the SWA. Details concerning the cost of any recommended modifications or additions to the scope should be provided as a separate element of the cost proposal.

5. Project Staff. The Bidder shall identify the project manager and each project team member, identifying who will be assigned specific responsibility for the various aspects of the proposed Scope of Work. All subconsultants or subcontractors shall be identified and the scope of each subcontractor's services shall be provided. Substitution of the project manager, any subconsultants or subcontractors identified in the proposal shall not be made without the written consent of the SWA. A resume for each member of the team should be attached to the proposal.
6. Home Office. The address of the Bidder's home office and addresses of such other offices at which the project work will be conducted.
7. Insurance. A summary of the Bidder's present and proposed insurance for general liability, automobile liability, workers' compensation, employer's liability and professional liability for the duration of the project.
8. Exceptions to Contract Terms and Conditions. A list of any exceptions to contract terms and conditions that the Bidder will seek from the standard contract language.
9. Conflict of Interest. The proposal should indicate if the consultant could potentially have an operational, oversight or other role in the ultimate project, or any other potential conflict of interest, and the consultant shall include their recommended approach to address any such potential conflicts of interest. The proposal should include the Conflict of Interest and Non-Collusion Affidavit (attached).
10. Cost Proposal. Proposals should include a cost proposal for Phase One tasks. The cost proposal shall identify the individual team members to be assigned to each task, their hourly billing rates, and the proposed amount of time allocated. The cost proposal shall clearly identify overhead, travel, and any other administrative components of the cost proposal. The cost proposal must state the total dollar amount (compensation) in the form of a "not-to-exceed amount" by task, for which the Bidder will perform the proposed work.

Proposals may include any additional tasks in the scope of work that the consultant believes should be included to improve success but which may have been omitted in this RFP. These additional proposed tasks should be identified as such in the Recommendations section of the Proposal, and their cost provided as a separate element of the cost proposal.

III. Contract Terms and Conditions

- A. Written Contract: Upon selection of a Bidder to perform the work, the SWA staff will forward to the Bidder a formal written contract for signature, obtain approval from the SWA Board and, if approved, give the Bidder written notice to proceed.
- B. Bonds: As a part of the execution of the contract, the successful Bidder shall furnish to the SWA a faithful performance bond to the benefit of the SWA in a sum not less than

one hundred percent (100%) of each item bid on as set forth in the agreement, to guarantee the faithful performance of all covenants and stipulations of the contract. The bond shall contain a provision that the surety thereon waives the provisions of Section 2819 of the Civil Code of the State of California. The surety company shall be acceptable to the SWA and authorized to do business in the State of California.

C. Indemnification

CONTRACTOR shall indemnify, defend, and hold harmless the SWA, its Board of Directors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder.

All questions regarding this RFP should be directed to Pat Quinn, Sacramento County Department of Waste Management and Recycling, at (916) 875-7082, or at quinnpa@saccounty.net.

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CONFLICT OF INTEREST AND NON-COLLUSION AFFIDAVIT

IN ACCORDANCE WITH THIS PROPOSAL, I CERTIFY THAT OUR BUSINESS:

1. Does not and will not have a financial interest in any business, property or source of income, which could be financially affected or otherwise conflict in any manner with the performance of services under this request for proposals;
2. Has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with this request for proposals; and
3. Is not currently suspended or debarred from doing business with any government entity.

I affirm that the above is true and correct to the best of my knowledge under penalty of perjury under the laws of the State of California.

Name

Date

Title

Business Name