



REQUEST FOR PROPOSALS
FOR A SOLID WASTE AND RECYCLING TONNAGE AUDIT
WITHIN THE WEST CONTRA COSTA INTEGRATED WASTE
MANAGEMENT AUTHORITY SERVICE AREA

ISSUED: MARCH 15, 2016

RESPONSES DUE: APRIL 7, 2016, 5:00 P.M.

REQUESTED BY:

THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT
AUTHORITY

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW OF REQUESTED SERVICES 1

BACKGROUND ON THE AUTHORITY 2

BACKGROUND ON THE WEST COUNTY SOLID WASTE SYSTEM 2

SCOPE OF WORK 3

BUDGET FOR THE PROJECT 3

SCHEDULE 4

PROPOSAL REQUIREMENTS 4

PROPOSAL STRUCTURE 5

RIGHTS OF THE AUTHORITY 6

CONTRACT TERMS 6

EVALUATION OF PROPOSALS 6

ATTACHMENT 1 7

INTRODUCTION AND OVERVIEW OF REQUESTED SERVICES

The West Contra Costa Integrated Waste Management Authority (Authority) is the primary agency responsible for ensuring the West County Region's compliance with AB 939. Tonnage collected has increased by 9,149 or 7.1% in a one year period. At the same time, can and yardage counts are declining. The Authority is seeking a qualified and experienced Contractor to assist with:

1. Review and evaluate solid waste and recycling collection records
2. Determine the basis for the significant increase, and
3. Provide a report of findings and recommendations.

The Authority is seeking a Contractor who is experienced in conducting this work, and once fully briefed on the project can work independently to address the project scope of work in a timely manner.

The Authority Board of Directors authorized the issuance of this Request for Proposals (RFP) on March 10, 2016, and there are sufficient funds in the Authority FY 15- 16 Budget to cover the anticipated cost of the Contractor services described in the RFP. Staff has provided the Board with an estimate this project will cost between \$15,000 and \$50,000 to complete. Work is expected to be completed by about July 15 2016.

All companies interested in submitting a proposal to this RFP are encouraged to send an email to stanh@recyclemore.com with the company name, address, phone number, and the name and email address of the primary contact person for the company. With this contact information, the Authority can provide communication should the Request for Proposals be revised or updated.

Questions regarding this RFP should be directed in writing to Stan Hakes, Executive Director – by email to stanh@recyclemore.com. The Executive Director will provide a written response to all questions submitted before 11:59 p.m., March 30, 2016, in a timely manner. Questions received after this time period may or may not be answered.

BACKGROUND ON THE AUTHORITY

The West Contra Costa Integrated Waste Management Authority is a joint powers authority (JPA) created in 1991 by the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo, and Contra Costa County (“Member Agencies”). The mission of the Authority is to provide for: (a) cost effective compliance with the Integrated Waste Management Act (AB 939) requiring 50% solid waste diversion by the year 2000, and the reduction, recycling and the safe disposal of household hazardous waste, (b) effective oversight of the privately owned West County Resource Recovery Facility (IRRF), a combined solid waste transfer station and materials recovery facility, and (c) to ensure protection of ratepayer interests. A seven member Board of Directors appointed by the Member Agencies of the Authority governs the Authority. Members of the Board of Directors are City Councilpersons from the Member Agencies. A member of the County Board of Supervisors sits as an ex officio member of the Board.

The Authority encompasses an area of about 74 square miles and is located in Western Contra Costa County. The population of the Region is approximately 200,000 living in approximately 70,000 households. The Authority has entered into a contract with Contra Costa County, which provides the basis for coordination of operations involving most of the unincorporated area located within West Contra Costa County.

The Authority has been approved by the California Integrated Waste Management Board (CIWMB) as the first Regional Agency for purposes of compliance with AB 939. A Regional Integrated Waste Management Plan and Regional Education & Public Information Program have been approved by the CIWMB. The Authority aggressively pursues grant funds to further its mission, and has obtained over \$750,000 in the past few years. The Authority has won public outreach awards for its Recycle More at School project and its RecycleHome campaign.

BACKGROUND ON THE WEST COUNTY SOLID WASTE SYSTEM

Franchised Waste

Solid waste and recycling collection in the Region is accomplished by each municipality granting an exclusive collection franchise agreement. The Authority is responsible for procuring landfilling, green waste processing, recyclables processing and household hazardous waste (HHW) services.

In the City of El Cerrito the franchised garbage and green waste hauler is East Bay Sanitary a small, independent company. Curbside recyclables are collected by the City of El Cerrito and the City also operates the El Cerrito Recycling Center – a multilateral drop-off center.

In the remaining cities and county area within the jurisdiction of the Authority, the hauler is Richmond Sanitary Service (RSS) – a subsidiary of Republic Services Inc. RSS delivers collected solid waste and recyclables to either the West County Resource Recovery Inc. or the Golden Bear Transfer Station in Richmond, CA.

Self-Hauled Waste

Most local residents and businesses who self-haul waste deliver it to the Golden Bear Transfer Station in Richmond. Other local landfills and transfer stations used for self-haul by this Region include, but are not limited to, Keller Canyon Landfill, the Berkeley Transfer Station and the Davis Street Transfer Station in San Leandro.

SCOPE OF WORK

The Scope of Work for this project consists of the following tasks:

1. Independently review reports of current tonnages, yardage, and can counts handled by material type and jurisdiction of origin similar to Attachment 1.
2. Compare values to previous years to determine source of significant differences.
3. Determine basis for significant fluctuations in tonnages, yardage, and can count changes.
4. Compare values to other local jurisdictions.
5. Provide written report to the Authority on findings.
6. Provide a Microsoft Power Point or similar presentation to Authority Board of Directors.

At a minimum, the final report must include the following elements:

1. The scope and objectives of the review process employed;
2. A description of the methods used to review data
3. Areas of significant fluctuations from previous year's data
4. Findings, including discovered discrepancies, inconsistencies, and/or uncertainties;
5. Copies of or references to any evidence supporting the findings;
6. Final results of review and the independent assessment of the points outlined in Project Scope above.

Tonnage and Can Counts for the period August 1, 2014 through July 31, 2015 are included on Attachment 1 of this RFP. The Contractor selected through this RFP process will be encouraged to work with local private collection haulers on review of the solid waste and recycling data.

BUDGET FOR THE PROJECT

There are sufficient funds in the FY 2015- 16 Budget to pay for the Contractor services described in this RFP. Staff has provided the Board with an estimate this project will cost between \$15,000 and \$50,000 to complete

It will be the responsibility of the Contractor to demonstrate in their proposal that they have adequate resources to work with an "open" schedule. Upon selection, the Authority and the Contractor shall meet to develop a preliminary schedule, scope and budget for each task based on the contractor's standard hourly rates, which must be included in the proposal. Any proposed

change in scope project will be approved by the Authority in advance of any work being performed. The Authority shall reserve the right to terminate the agreement if it is determined that the Contractor cannot provide the requested services in a timely manner or within the budgeted amount for the engagement.

SCHEDULE

Below is the tentative overall schedule for the performance of this engagement. The Authority reserves the right to modify this schedule as appropriate.

Milestone	Date
RFP Issued	March 15, 2016
Proposals Due	April 7, 2016
Oral Interviews (Optional- Authority reserves the right to conduct a review process that does not include interviews)	Week of April 18- 22, 2016
WCCIWMA Board approves agreement for audit services	May 12, 2016
Agreement Signed and Contractor Ready to Begin Work	May 17, 2016
Perform audit	May 17- June 8, 2016
Provide report	June 17, 2016
Provide presentation to WCCIWMA Board	July 14, 2016
Agreement Terminates	August 15, 2016

PROPOSAL REQUIREMENTS

All proposals must be submitted in writing in accordance with the requirements of this Request for Proposals. Significant deviation from said requirements might result in rejection of the proposal.

Five copies of the proposal shall be delivered to the Authority at the address below by 5:00 p.m. on April 7, 2016. Proposals received after the required submittal date will be returned. Information and clarifications WILL NOT be accepted after the required submittal date unless specifically requested by the Authority. Proposals delivered via fax or email WILL NOT be accepted. Letters of transmittal are required and WILL be considered part of the proposal.

Proposals should be sent or delivered to:

West Contra Costa Integrated Waste Management Authority

13831 San Pablo Ave. Bldg. #5

San Pablo, California 94806

Attn: Stan Hakes, Executive Director RE: Solid Waste and Recycling Tonnage Audit

Telephone: Main office number: (510) 215-3125 Stan Hakes direct line (510) 215-3127

Each copy of the proposal shall be clearly labeled to identify the name and address of the Proposer. Proposers shall label one of the five copies as “Original” which shall govern in the event of any inconsistency among copies of the proposal. Each proposal shall be dated and shall be typed or printed on 8 ½ inch by 11 inch size paper, printed double sided on post-consumer content paper. Each page shall be numbered and fully legible.

All documents requiring a signature shall have an original signature by a person authorized to commit the Proposer to the proposal and to execute agreements on behalf of the Proposer.

Proposers are notified that costs of preparing and submitting proposals and the risks associated therewith shall be borne solely by the Proposer. No compensation will be provided to Proposers for work performed or costs incurred during the preparation, submittal or evaluation of proposals, nor in the execution and delivery of an agreement awarded as result of this Request for Proposals.

PROPOSAL STRUCTURE

The following information must be included in the proposal:

PART A-

1. Proposer Information

1.1. Legal name of the firm or individual making the proposal, complete street address, complete mailing address, telephone number, fax number and email address.

1.2. The street address, mailing address, telephone number and fax number of the office where work is to be headquartered and the name of the project manager the Proposer would be assigning to this project.

1.3. A listing of five references that the Authority may contact concerning past performance and experience of the Proposer doing similar work. Include the name and current telephone number of contact persons.

2. Discussion demonstrating the Proposer’s understanding of the project.

3. Discussion demonstrating the Proposer’s technical and procedural approach.

4. Discussion demonstrating the experience of the Proposer’s firm, the team, and/or individuals performing similar work as described in this RFP. Please specify if the experience involves public or private projects, and describe the ability of the firm, the team and /or individuals to meet strict deadlines. If subcontractors are to be used, include the same information for each subcontractor.

5. Disclosure of any and all current garbage collection, recyclables collection, solid waste or recyclables handling, transfer or processing related company clients.

6. One sample work product from similar services performed for a public agency.

7. Company brochure, if available.

PART B-

1. A total not to exceed dollar amount for all costs, with a breakdown by major categories as described in the proposal methodology.

2. A complete list of hourly rates for staff proposed on the project and standard billing policies.

RIGHTS OF THE AUTHORITY

The Authority reserves the following rights and options related to proposals submitted in response to this Request for Proposals:

1. Reject all proposals and not award an agreement;
2. Enter into negotiations with one or more Proposers to complete contractual arrangements necessary to perform the work. The Authority reserves the right to modify the Scope of Work, as necessary, prior to the execution of any agreement(s);
3. Waive minor deviations, which in the sole judgment of the Authority, do not affect quality or performance;
4. Request from any Proposer at any time during the evaluation process, additional information or clarification of information contained in the proposal;
5. Retain all proposals submitted. The proposals become the property of the Authority. The Authority reserves the right to use any and all information submitted as part of any proposal. The selection and rejection of a proposal does not affect these rights;
6. Disqualify from consideration any Proposer that is an active employee or contractor to East Bay Sanitary, Richmond Sanitary Service, West County Resource Recovery, Golden Bear Transfer Station Inc., Republic Services Inc. or their affiliates.
7. Take other actions that best suit the needs of the Authority.

CONTRACT TERMS

The selected Contractor will be expected to enter into an agreement with the Authority in a timely manner. The Contractor will also need to provide evidence of compliance with the Authority's Non-Discrimination Policy. Insurance and Indemnification will be required, including commercial general and automobile liability insurance, workers compensation insurance, and professional liability insurance. The Authority will work cooperatively with the selected Contractor to endeavor to reach mutually agreeable contract terms.

EVALUATION OF PROPOSALS

Part A of the proposals will first be reviewed for completeness. Proposals with a Part A section that is determined to be incomplete may not be evaluated further. The reviewers will evaluate each proposal's Part A to determine how responsive it is to this Request for Proposals. The reviewers will make a recommendation to designate two or three finalists, in priority order, based on Part A of the proposals. Potential finalists may be asked to attend an oral interview. The criteria for the final evaluation would include, but is not limited to:

- Responsiveness to this RFP
- Proposed approach to the work requested in this RFP
- Experience in the specific work requested in this RFP
- Rates and fees

Attachment 1 to Request for Proposals for a Waste Tonnage Audit

Tonnage and Can Counts Reported by Contractor

Detailed Can Count , Cubic Yard, and Industrial Tonnage Information						
As of August 31, 2015						
	Richmond	Hercules	County	Pinole	San Pablo	Total
Can Size:						
20 Gal	3,716	859	1,554	635	730	7,494
35 Gal	23,889	5,481	7,972	4,761	5,719	47,822
65 Gal	1,423	399	532	372	250	2,976
95/101 Gal	297	45	93	76	61	572
	<u>29,325</u>	<u>6,784</u>	<u>10,151</u>	<u>5,844</u>	<u>6,760</u>	<u>58,864</u>
# of IRRF Can Equivalent Per Month	29,483	6,838	10,107	6,027	6,770	59,225
Commercial Cubic Yards Per Month	14,541	2,097	2,464	3,792	5,187	28,081

Tonnage by Member Agency and Material Type						
8/1/14 - 7/31/15	Solid Waste	Dry Waste	Organic	C&D	Recycling	Total
Richmond	51,132.78	1,165.79	11,802.08	1,951.88	10,267.75	76,320.28
San Pablo	12,636.66	488.62	2,214.39	228.32	2,356.13	17,924.12
Pinole	8,097.57	532.15	2,804.23	205.09	2,035.16	13,674.20
Hercules	6,830.61	166.67	2,191.39	306.01	2,286.10	11,780.78
County	9,384.20	189.03	4,323.66	23.67	3,514.08	17,434.64
RSS Total	<u>88,081.82</u>	<u>2,542.26</u>	<u>23,335.75</u>	<u>2,714.97</u>	<u>20,459.22</u>	<u>137,134.02</u>
El Cerrito	7,513.12	62.57	3,853.49	577.27		12,006.45

Total Solid Waste, Dry Waste, and C&D Tonnage by Member Agency and Sector				
8/1/14 - 7/31/15	Industrial	Commercial	Residential	TOTAL
Richmond	20,389.79	11,627.19	22,233.47	54,250.45
San Pablo	3,002.10	4,218.01	6,133.49	13,353.60
Pinole	1,275.53	2,926.18	4,633.10	8,834.81
Hercules	1,367.74	1,346.43	4,589.12	7,303.29
County	736.50	1,415.17	7,445.23	9,596.90
RSS Total	<u>26,771.66</u>	<u>21,532.98</u>	<u>45,034.41</u>	<u>93,339.05</u>
El Cerrito	1,317.48		6,835.48	8,152.96