



**REQUEST FOR PROPOSALS  
EDIBLE FOOD RECOVERY CONSULTANT  
FOR THE WEST CONTRA COSTA INTEGRATED WASTE  
MANAGEMENT AUTHORITY**

**ISSUED:** December 21, 2021

**RESPONSES DUE:** February 14, 2022

**REQUESTED BY:**

RECYCLEMORE - WEST CONTRA COSTA INTEGRATED WASTE  
MANAGEMENT AUTHORITY

## **BACKGROUND ON THE AUTHORITY**

The West Contra Costa Integrated Waste Management Authority (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 Authority (aka RecycleMore) is responsible for managing solid waste management programs for its Member Agencies, including developing and implementing programs that enable its member agencies to comply with State law, including meeting or exceeding the State-mandated goals of reducing and recycling solid waste. The Authority provides these services through a Post-Collection Agreement with Republic Services. Authority staff is responsible for enforcing the provisions of the Post Collection Agreement, including the recycling and processing of all solid waste collected in the Authority service area; rate setting; household hazardous waste services; and outreach to residents, businesses, and schools.

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’s jurisdiction 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.

RecycleMore manages compliance with the current waste laws for our 5 member cities and the unincorporated parts of West Contra Costa County. We are in the process implementing Senate Bill (SB) 1383, which mandates more comprehensive organics management and expanding edible food recovery programs in order to reduce food waste and help address food insecurity.

## **CURRENT ORGANIZATION**

The Authority current staffing level consists of five full time employees; 1) One Executive Director position; 2) One Manager of Office Administration position; 3) Two Program Manager positions; 4) One Recycling Coordinator/Administrative Assistant position. There is also one limited term employee, focused on outreach and edible food program development.

**PROPOSED SCOPE OF SERVICES**

SB 1383 requires that by 2025, California will recover 20 percent of edible food that would otherwise be sent to landfills, to feed people in need.

The law directs the following:

- Jurisdictions must establish food recovery programs and strengthen their existing food recovery networks
- Food donors must arrange to recover the maximum amount of their edible food that would otherwise go to landfills
- Food recovery organizations and services that participate in SB 1383 must maintain records

RecycleMore seeks a consultant with knowledge of SB 1383 requirements and experience with edible food networks and operations. We are coordinating our edible food project with Contra Costa County and RecycleSmart in Central Contra Costa County. There is some natural jurisdictional overlap in the supply and demand of edible food, so we plan to share information and resources as needed. We are planning to contract with the County to conduct the ongoing required SB 1383 edible food generator records inspections. This project will help us to identify and better understand the generators and recovery organizations that operate in our jurisdiction and to assist them with their requirements to gain compliance.

Proposal submissions are requested to respond directly to the following requests:

1. Confirm our list of Tier 1 edible food generators (Approx. 66).
2. Develop our list of Tier 2 edible food generators (Approx. 5).
3. Visit eight food recovery organizations and distribution sites in our region to:
  - a) Confirm the types of edible foods they accept
  - b) Confirm their contact info for our outreach
  - c) Review their new recordkeeping requirements
4. Help develop a toolkit of materials to assist with connecting edible food generators with edible food recovery organizations.
5. Visiting up to seventy (70) Tier 1 generators to:
  - a) Explain their donation and written agreement requirements
  - b) Verify existing edible food recovery agreements and help determine their current edible food compliance status
  - c) Provide technical assistance for better participation & record keeping
6. Identify high performing generators, or recovery organizations, that may be willing to be highlighted as case studies in future outreach.
7. Assist with organizing the data obtained during county records inspections.
8. Identify organizations that may have a need for future grant assistance and help prepare RecycleMore for the application process.

Questions about the proposed project or RFP can be submitted until January 10, 2022 to:  
[andrews@recyclemore.com](mailto:andrews@recyclemore.com)

Answers to all questions will be posted on January 14, 2022 here:  
<https://recyclemore.com/about/request-for-proposals-rfps/>

Submitted proposals must include a detailed budget listing all costs required to support the services described in the proposal. Proposals must also include a timeline for service completion by September 1, 2022.

Note: It is important that responding companies understand that submittals to the Authority are considered public information and will be available for public review upon request after the RFP process has concluded and the Authority Board has selected a firm. Authority may, at its sole discretion, enter into contracts with multiple qualified companies.

Below is the tentative overall schedule for the proposal selection process. The Authority reserves the right to modify this schedule as appropriate.

RFP Issued	December 21, 2021
Question deadline	January 10, 2022
Answers provided	January 14, 2022
Proposals Due	February 14, 2022
Committee finishes review of proposals	March 1, 2022
Board approval of award of selected consultant	March 10, 2022
Agreement Signed and Consultant Ready to Begin Work	March 21, 2022
Mid-project check-in	June 15, 2022
Project completion and final report	September 1, 2022

**PROPOSAL REQUIREMENTS**

All proposals must be submitted electronically in accordance with the requirements of this Request for Proposals. Significant deviation from said requirements might result in rejection of the proposal. Submittals must be prepared and organized based on the following requirements:

1. Cover Letter – The cover letter should describe the consultant’s interest and convey an understanding of and commitment to provide the nature of the services sought by the Authority. The letter must be signed by a person authorized by the company to make binding representations.
2. Company Overview – Describe the consultant’s history, qualifications, and experience. Please emphasize the specific qualifications and experience applicable to serving in capacities similar to the Authority’s requirements. Include a description of the consultant’s experience working in this geographical area.

3. Project Team – Identify and describe all representatives of the company who will work on this project, particularly any team member with solid waste industry expertise. Discuss the role and responsibilities of each assigned representative intended for this project. Please include biographical resumes to describe experience, specific areas of expertise, and related professional affiliations for each assigned representative. An organizational chart may be included.
4. Scope of Services - As described above.
5. References – Provide the contact information of three clients that the Authority may contact as a reference for the firm and lead counsel.
6. Costs - The proposer must provide a budget organized so that proposed program services and associated costs correspond with the services requested in this RFP. Additionally, the proposer must submit an hourly fee schedule for all staff members who would be involved in the performance of the tasks outlined in this RFP. Please identify if any work will be subcontracted and include a list of the sub-contractors key personnel and hourly bill rates. In addition, please clearly identify sub-consultant costs (if any), travel expenses, markups and other pertinent costs.
7. Other Information – Provide any additional relevant information that may be helpful in the selection process.

## **PROPOSAL FORMAT**

**RecycleMore will only accept electronic proposals readable by Adobe Acrobat. Please email the proposal to [andrews@recyclemore.com](mailto:andrews@recyclemore.com)**

All documents requiring a signature must be signed by a person authorized 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.

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.

**PROPOSAL DEADLINE**

Proposals are due on Friday, February 14, 2022 at 5:00 P.M. Proposals should be emailed to:

[andrews@recyclemore.com](mailto:andrews@recyclemore.com)

West Contra Costa Integrated Waste Management Authority

Attn: Andy Schneider – Program Manager

RE: Edible Food Program Consultant Proposal

Telephone: Main office number: (510) 609-1215

Proposals received after the required submittal date will not be considered and will not be returned. Information and clarifications WILL NOT be accepted after the required submittal date unless specifically requested by the Authority.

**RIGHTS OF THE AUTHORITY**

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

- Reject all proposals and continue with the Authority's current Legal Counsel for a temporary or permanent period of time;
- 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 Services, as necessary, prior to the execution of any agreement(s);
- Waive minor deviations, which in the sole judgment of the Authority, do not affect quality or performance;
- Request from any Proposer at any time during the evaluation process, additional information or clarification of information contained in the proposal;
- 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;
- Disqualify from consideration any law firm that is an active employee or consultant to East Bay Sanitary, Richmond Sanitary Service, West County Resource Recovery, Golden Bear Transfer Station Inc., Republic Services Inc. or their affiliates.
- Take other actions that best suit the needs of the Authority.

## **EVALUATION OF PROPOSALS**

All proposals submitted by the deadline will first be reviewed for completeness. Proposals determined to be incomplete may not be evaluated further. The reviewers will evaluate each proposal 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 the best qualified consultant, without consideration of compensation. A final review would then take place, which could include interviews.

A final evaluation and a recommendation will then be completed. The criteria for the evaluation process 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 (but only after determining the best qualified consultant)

## **CONTRACT TERMS**

The selected Consultant will be expected to enter into an agreement with the Authority as noted in the timeline. The Consultant 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 Consultant to endeavor to reach mutually agreeable contract terms.



## Exhibit A - Proposal Authorization and Acknowledgement Form

NAME OF PROPOSER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

1. The undersigned is a Proposer under this RFP and possesses the legal authority to submit this Proposal.
2. The undersigned is authorized to conduct all negotiations for and legally bind the Proposer in all matters relating to this Proposal submittal.
3. The undersigned certifies that this Proposal is irrevocable until June 18, 2022 (minimum of 120 days from submittal).
4. The undersigned acknowledges that the Authority reserves the following rights and options related to proposals submitted in response to the RFP:
  - Award an agreement for services described in this RFP.
  - Reject all proposals and continue with the Authority's current Legal Counsel for a temporary or permanent period of time;
  - Reject any proposal.
  - If during the course of negotiations with a selected PROPOSER, the AUTHORITY determines in its sole discretion that an acceptable Agreement cannot be negotiated, the AUTHORITY reserves the right to suspend negotiations with that PROPOSER and begin negotiations with another PROPOSER. Also, the AUTHORITY reserves the right to undertake simultaneous negotiations of the final Agreement with more than one PROPOSER.
  - Waive defects and/or irregularities in any proposal.
  - Request from any PROPOSER at any time during the evaluation process, clarification of any information contained in the proposal.
  - Conduct interview(s) with any PROPOSER(s).
  - Negotiate terms and conditions that are different from those described in this RFP and Agreement.
  - Contact references provided and seek information from any client with which the PROPOSER has done business.
  - Take other such action that best suits the needs of the AUTHORITY and/or its citizens.

**Exhibit B - Form of Agreement**

\_\_\_\_The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions stated therein.

\_\_\_\_The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions of the forms with the proposed modifications attached hereto. (Proposer must attach any proposed modifications to the Form of Agreement.)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_