

**SACRAMENTO REGIONAL SOLID WASTE AUTHORITY**



**REQUEST FOR PROPOSALS**

**FOR CONSULTING SERVICES RELATED TO THE DISSOLUTION OF THE  
SACRAMENTO REGIONAL SOLID WASTE AUTHORITY**

**August 2019**

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**Table of Contents**

1 PROJECT SUMMARY .....1

2 BACKGROUND .....1

3 SCOPE OF SERVICES REQUESTED .....1

4 TERM AND CONTRACT AMOUNT .....2

5 PROPOSAL SUBMISSION PROCEDURES AND REQUIREMENTS .....2

6 PROPOSAL CONTENT .....3

7 EVALUATION OF CRITERIA .....4

  

ATTACHMENT 1- SAMPLE AGREEMENT .....

## 1 PROJECT SUMMARY

The Sacramento Regional Solid Waste Authority (SWA) is seeking responses to this Request for Proposals (RFP) to provide consulting services for the development and implementation of a transition process for the dissolution of the Sacramento Regional Solid Waste Authority (SWA). The scope of work will result in providing recommendations to both the City of Sacramento and the County of Sacramento in the areas of commercial solid waste regulation and franchised collection management, presently handled by the Sacramento Regional SWA. All work would be performed on a time and materials, not-to-exceed basis. The SWA anticipates awarding a professional services agreement to the successful proposer in the fall of 2019. Proposals are due October 10, 2019.

This will be a competitive negotiation process. Qualified individuals, firms, contractors, consultants or entities (hereinafter "CONTRACTOR(S)") that meet the requirements set forth in the RFP and are capable of providing the services requested are encouraged to participate. The terms hereunder will be incorporated within the agreement for this work (see Attachment 1). Any reference to PROPOSER or CONTRACTOR herein may be considered one and the same. This RFP will be used to select one or more qualified respondents.

### Important Dates:

- **Submit RFP Questions Deadline – 2:00 p.m. on Wednesday, September 11, 2019.**
- **Proposal Submittal Deadline – 2:00 p.m. on Thursday, October 10, 2019.**

## 2 BACKGROUND

The SWA is a joint powers authority that regulates and otherwise manages (not including providing collection services directly) commercial waste collection, recycling, and disposal in the City of Sacramento and the unincorporated areas of County of Sacramento. The SWA currently administers a non-exclusive franchise system, whereby each commercial and multi-family property customer (hereinafter "commercial generator") is free to choose any SWA franchised hauler to provide its solid waste and recycling collection and hauling services. Each commercial generator is provided its own set of solid waste, recycling, and organic material containers by their independently selected franchisee. In 2019, the County of Sacramento Board of Supervisors adopted a Resolution to withdraw from the SWA, effective July 1, 2021, with the jurisdictional responsibilities transferring to the City of Sacramento and the County of Sacramento.

## 3 SCOPE OF SERVICES REQUESTED

The CONTRACTOR will be required to execute an agreement with SWA. Under the terms of the agreement (see sample agreement in Attachment 1), the CONTRACTOR will support SWA in the following tasks. The SWA is seeking a firm that has the necessary experience in the creation, implementation, and administration of commercial solid waste franchise systems. The scope of work is divided into four tasks.

### Task 1 – Develop New City and County Codes

The consultant shall develop Code and Administrative Rule language, drawing from current SWA, City, and County Code that include:

- Provisions that are as similar as are possible across the City and County jurisdictions.
- Provisions that are compliant and consistent with mandates embodied in AB 1826 (Mandatory Commercial Organics Recycling), AB 341 (Mandatory Commercial Recycling), AB 901 (Facility Tonnage Reporting), and SB 1383 (Short-Lived Climate Pollutant Reduction)

### **Task 2 – Develop Financial and Compliance Data Management Mechanisms**

The consultant shall work with the City and County to identify and recommend best administrative practices to manage monthly franchise fees and related compliance submittals by franchisees.

### **Task 3 – Recommend Administrative Staffing and Job Classification Needs**

The consultant shall evaluate current City and County staffing levels and job classifications in order to recommend adequate staffing levels to meet current and anticipated needs.

### **Task 4 – Program Elements**

The consultant shall review the current SWA Programs and provide recommendations for staffing or redirecting the assignments to other City or County agencies including:

- Franchise management, administration, tonnage reporting, and diversion
- Commercial generator diversion and compliance monitoring and enforcement
- Quarterly CalRecycle jurisdictional tonnage reporting
- CalGreen construction and demolition debris diversion compliance
- Community cleanup, code enforcement, and illegal dumping programs
- Street-side litter and recycling container collection
- Other programs

## **4 TERM AND CONTRACT AMOUNT**

The term shall be 18 month commencing on January 1, 2020 and terminating on June 30, 2021. The agreement will not exceed \$120,000.

## **5 PROPOSAL SUBMISSION PROCEDURES AND REQUIREMENTS**

Firms interested in submitting a proposal should closely examine the specific scope of services contained in Section 3 of the RFP and Attachment 1 (sample agreement).

### **5.1 PROPOSAL SUBMISSION**

Firms interested in submitting a proposal shall submit their proposal in an electronic PDF format to Dave Ghirardelli, Solid Waste Planner II, at [Ghirardellid@saccounty.net](mailto:Ghirardellid@saccounty.net).

All proposals must be received by 2:00 p.m. on Thursday, October 10, 2019. If the submission is late, that firm will be disqualified. If the submission is lacking any of the required submittals, that firm may be disqualified.

### **5.2 RFP QUESTION SUBMISSION AND ADDENDUMS**

Submit all questions regarding this RFP prior to 2:00 p.m. on Wednesday, September 11, 2019, to Dave Ghirardelli, Solid Waste Planner II, at [Ghirardellid@saccounty.net](mailto:Ghirardellid@saccounty.net).

Questions received by the above deadline will be consolidated and responses posted by 5:00 p.m. on Friday, September 20, 2019 to DWMR'S webpage, "Doing Business with Us," at [www.sacgreenteam.com/Pages/Doing-Business-with-Us.aspx](http://www.sacgreenteam.com/Pages/Doing-Business-with-Us.aspx). If any addendums to this RFP are required, they will also be posted to this webpage.

**IMPROPER CONTACT:** Do not contact any other SWA employees or employees of any SWA member agency, officials, or selection committee members regarding the contents of this RFP or the selection process. Questions regarding this RFP or the selection process should be directed to Dave Ghirardelli prior to the RFP question submittal deadline. Improper contact with anyone other than Dave Ghirardelli regarding this RFP may result in disqualification of the Proposer from the proposal evaluation process.

### **5.3 AWARD OF AGREEMENTS**

Agreements will be negotiated following the final selection of one or more CONTRACTOR(S). If SWA is unable to negotiate a satisfactory agreement with a selected firm, it will undertake negotiations with the next ranked firm and so on until it has obtained satisfactory agreement(s).

### **5.4 SWA'S RIGHTS, OPTIONS, AND POLICIES**

SWA reserves the right to postpone selection for its own convenience, to cancel this RFP at any time, and/or to reject any and/or all proposals for any reason in its sole and exclusive discretion.

## **6 PROPOSAL CONTENT**

To facilitate evaluation of the proposals received, all proposals must conform to the chronology and content described in this section. Failure to include all of the information specified may be cause for rejection. Additional information may be provided, but should be succinct, relevant to the services requested in this RFP, and included in an appendix to the proposal.

Proposers are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably.

### **6.1 COVER LETTER**

Cover letter should include the following:

- Title of this RFP;
- Name and mailing address of firm (include physical location if mailing address is a PO Box); and,
- **One primary** contact person, telephone number, and email address.

### **6.2 WILLINGNESS TO SIGN**

All Proposers must indicate their willingness to sign a final form of the sample agreement (Attachment 1). Any deviation in a proposal from the language in the agreement must be explained in detail. Substantial differences in language or terms

between a proposal and the agreement may result in rejection of the proposal. SWA reserves the right to negotiate minor modifications of the language contained within the attached agreement upon selection of the CONTRACTOR.

### **6.3 FIRM & TEAM QUALIFICATIONS**

Provide a statement of your firm's qualifications for performing the requested services (see Section 3). Provide a brief summary of the role, qualifications and experience of each team member and designated project manager/lead assigned to each task, including length of service with the firm and their relevant qualifications and experience. Full resumes may be included as an appendix to the proposal.

### **6.4 REFERENCES**

Provide a minimum of three (3) references for projects or services similar in nature and scope that your firm's team members have completed in the last five (5) years. Include brief descriptions of the projects, dates, client names and contact persons' names, address and telephone numbers. Public sector references are preferred.

### **6.5 UNDERSTANDING OF REQUESTED SERVICES & FIRM'S APPROACH**

Based on the available information, supplemental research, field observations, and experience with similar services, provide a narrative describing your understanding of the services requested in the RFP. Also, provide a detailed discussion of your firm's approach to the successful implementation of these services. Include thorough discussions of methodologies you believe are essential to accomplishing these services. Describe any major challenges to achieving these services and include any issues that you believe will require special consideration. Also, identify any unique approaches or strengths that your firm may have related to these services. If possible, provide examples of similar work undertaken by your firm and the results.

### **6.6 COST PROPOSAL**

Provide a fee schedule of hourly rates for all proposed staff and sub-consultants and/or sub-contractors for the tasks listed in Section 3, with a not-to-exceed budget of \$120,000. Define any reimbursable expenses requested to be paid by SWA, if any.

## **7 EVALUATION OF PROPOSALS**

### **7.1 SELECTION COMMITTEE**

A selection committee will be convened to qualify and rank all proposals to determine the most highly qualified firm(s). All Proposers will be notified in writing via e-mail of the selection.

### **7.2 QUALIFIED PROPOSERS**

A Proposer will be deemed qualified dependent upon the information provided by the Proposer in response to all requirements of this RFP.

### **7.3 RANKING OF PROPOSALS**

Proposals will be ranked based on the following criteria:

7.3.1 Experience and qualifications of firm and proposed staff/sub-consultants/sub-contractors (per Section 6.3 and 6.4) - **25 possible points**

7.3.2 Understanding of the proposed services and proposed service plan (per Section 6.5) - **25 possible points**

7.3.3 Proposed cost (per Section 6.6) – **25 possible points**

#### **7.4 DISQUALIFICATION OF PROPOSALS**

A Proposer may be disqualified if Proposer fails to meet any of the requirements of this RFP.

#### **7.5 INTERVIEWS**

Should SWA elect to conduct interviews with any Proposers, the following criteria shall be considered and each Proposer ranked by the evaluation panel during the interview process:

- Quality of presentation (including creativity);
- Ability to meet DWMR goals and services requested; and,
- Communication style.