

REQUEST FOR PROPOSALS (RFP)

Waste and Recycling Program Management Services



City Manager's Office



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I. INTRODUCTION

The City of Santa Fe Springs (“City”) invites proposals from qualified firms to provide waste and recycling management program services for on-going compliance with CalRecycle regulations and program support services related to environmental and recycling regulations. The consultant selected through this process will serve as an independent contractor. The tasks are more particularly described in the Scope of Work.

The deadline for submitting proposals is 5:00 pm, April 6, 2020. No facsimiles or electronic transmissions will be accepted. For more information concerning the submission requirements, please refer to Section VI. The City intends to follow, but will not be bound by, the following timeline:

Distribution of RFP	March 16, 2020
Deadline to Submit Proposals	April 06, 2020 at 5:00 p.m.
Review of Submittals	April 07-15, 2020
Schedule Interviews	April 20-28, 2020
City Council Award of Contract	May 14, 2020

For further information and questions concerning the RFP, please send your questions to Maribel Garcia, Senior Management Analyst, at maribelgarcia@santafesprings.org. All requests for information and responses to questions will be posted on the City’s website. Please check the City’s website for latest information and queries concerning this RFP.

II. BACKGROUND

The City wishes to request proposals from qualified firms for Waste and Recycling Program Management Services, including, but not limited to management of the City’s Recycling Dealers Permit Program, Construction Waste Management Plan Program, and general Solid Waste and Recycling Consultant services. The selected firm should be familiar with the tasks necessary to meet the requirements of AB 939 (The Integrated Waste Management Act of 1989), SB 1374 (Mandatory construction diversion programming of 2002), California Green Building Code (2014 and forward), AB 341 (Mandatory commercial recycling act), AB 1826 (Mandatory Organics Waste Recycling), and additional program mandates enacted by California State Legislature and/or CalRecycle.

A. City of Santa Fe Springs: The City of Santa Fe Springs was incorporated in 1957. It is approximately 8.7 square miles and is located in Los Angeles County. Santa Fe Springs is surrounded by the cities of Downey, Norwalk, La Mirada, Whittier, and Pico Rivera. It is served by the 5 and 605 Freeways and Telegraph Road is the city’s main thoroughfare. Per the Southern California Association of Government 2019 Local Profile Report, the City has 18,335 residents and 5,494 housing units. The racial composition of Santa Fe Springs is 79.4% Hispanic or Latino, 9.6% White, 5.1% Asian, 3.9% Black or African American, 0.4% American Indian and Alaska Native, and 1.6% other.

Santa Fe Springs is a largely built-out community and is mostly zoned for industrial uses: 3,500 acres industrial, 520 acres residential, 315 acres commercial, 115 acres public/institutional facilities, and 125 acres parks and open space. The vast majority of the City is designated as a disadvantaged community by CalEPA for the purpose of SB 535, and much of the city qualifies as an AB 1550 low-income community.

The City currently has three franchised waste haulers: CR&R Environmental Services, Republic Services, and Serv-Wel Disposal and Recycling. Businesses can solicit a waste collection service fee proposal from each hauler and make a selection. Santa Fe Springs businesses must select and contract one of these three permitted haulers to collect and haul solid waste materials. Contact information for the three permitted solid waste haulers is available on the City's web page at www.santafesprings.org/services. The permitted solid waste haulers are also permitted recyclable materials dealers.

Businesses can recycle (divert from solid waste disposal) materials by subscribing to a permitted solid waste hauler or arrange for a pick-up of recyclable materials by a permitted recyclable materials dealer. Santa Fe Springs businesses can have recyclable materials collected by a permitted recyclable materials dealer at no cost to the dealer, for a fee paid by the dealer, or a fee-for-service paid to the dealer. The City has a list of dealers and recyclable materials that are permitted to haul from businesses. All recycled materials must be separated from solid waste materials in a separate container clearly marked "Recyclable Materials Only". Also, not less than 90 percent of the material collected and removed from a business location must be recycled. Please contact the City at 562-868-0511 for a current list of permitted recyclable materials dealers. If a business chooses to contract with a fee-for-service hauling recyclable materials dealer, the business must first obtain a "Fee-for-Service-Recycling Permit" from the City. Each permit application requires a detailed explanation of the types of materials that will be hauled and the recycling facility where the materials will be taken. Fee-for-service hauling by permitted recyclable materials dealers is subject to paying the City a quarterly franchise fee in the amount and/or percentage of gross revenue, set by resolution of the City Council and submitting a quarterly report that includes the total tons collected, number of tons recycled, number of tons by materials type collected, number of tons of residue, and where residue was disposed.

State Mandates: In 2011, Governor Brown approved AB 341, *Mandatory commercial Recycling*. AB 341 requires all businesses that generate at least four (4) cubic yards of waste per week to implement a commercial recycling program in an effort to reach a goal of 75% recycling by the year 2020. A business (including public entities) that generate four or more cubic yards of commercial solid waste per week or is a multifamily residential dwelling of five units or more shall arrange for recycling services. Businesses can take one or any combination of the following in order to reuse, recycle, compost or otherwise divert solid waste from disposal:

- Subscribe to a hauler(s)
- Arrange for the pickup of recyclable materials
- Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation

AB 341 requires local jurisdictions to implement a commercial solid waste recycling program that consists of education, outreach, and monitoring of businesses, that is appropriate for that jurisdiction and is designed to divert commercial solid waste from businesses. Each jurisdiction is required to report the progress achieved in implementing its commercial recycling program, including education, outreach and monitoring, and if applicable, enforcement efforts and exemptions, by providing updates in its electronic annual report.

On September 28, 2014, Governor Brown signed AB 1826, *Mandatory Organic Waste Recycling*. The aforementioned bill requires businesses to recycle their organic waste on and after April 1, 2016, depending on the amount of waste they generate per week. This law also requires that on and after January 1, 2016, local jurisdictions cross the state implement an organic waste recycling program to divert organic waste generated by businesses, including multifamily residential dwellings that consist of five or more units. Organic waste ("organics") means food waste, green waste, landscape and pruning waste, non-hazardous wood waste, and food-soiled paper waste that is mixed in with food waste. This law phases in the mandatory recycling of commercial organics over time. However, the minimum threshold of organic waste generation by businesses decreases over time, which means an increasingly greater proportion of the commercial sector, will be required to comply with AB 1826.

AB 1826- Implementation Dates and Threshold

Tier I

- January 1, 2016 - Local jurisdictions shall have an organic waste-recycling program in place. Jurisdictions shall conduct outreach, educate businesses on Recycling Organic Waste in the area, and shall monitor and identify noncompliant businesses in order to inform them of the law and how to achieve compliance.
- April 1, 2016 - Businesses that generate eight (8) cubic yards or more of organic waste per week shall arrange for and implement organic waste recycling services.

Tier II

- January 1, 2017 - Businesses that generate four (4) cubic yards or more of organic waste per week shall arrange for and implement organic waste recycling services.
- August 1, 2017 and Ongoing - Jurisdictions shall provide information about the implementation of their Organic Waste Recycling Program, and shall submit an annual report to CalRecycle.
- Fall 2018- After receipt of the 2016 annual reports (which shall be submitted on August 1, 2018 to CalRecycle), CalRecycle shall conduct its formal review of applicable municipalities that are on a two-year review cycle.

Tier III

- January 1, 2019 - Businesses that generate four (4) cubic yards or more of commercial solid waste per week shall arrange for organic waste recycling services.
- Fall 2020 - After receipt of the 2019 annual reports (which shall be submitted on August 1, 2020 to CalRecycle), CalRecycle shall conduct its formal review of applicable municipalities.
- 2020 Assessment - If CalRecycle determines that the statewide disposal of organic waste in 2020 has not been reduced by the required disposal level of 50 percent (50%); the organic recycling requirements will expand to cover businesses that generate two cubic yards or more of commercial solid waste per week. Additionally, certain exemptions may no longer be available if this target is not met.

III. SCOPE OF WORK

The City is seeking a Consultant that has extensive experience providing waste and recycling program management services for on-going compliance with CalRecycle regulations and program support services related to environmental and recycling regulations.

Task 1 - Assist the City in solid waste reporting documents

- Provide assistance to identify current best practices in solid waste reporting and regulations in terms of solid waste franchises;
- Develop reporting procedures/processes for the City to remain in compliance with CalRecycle;
- Assist City staff in the management of Municipal Code definitions for waste types and enforcement mechanisms for haulers, residents, or business owners who fail to abide by CalRecycle and City regulations;
- Propose alternate system(s) for solid waste recycling that could be considered for implementation to meet required State and county standards.

Task 2 - Assist in the collection of data from solid waste franchise operators and permitted recyclers

- Generate monthly recycling tonnage reports, per generator and commodity, to be sent to each permitted recycler;
- Distribute monthly reports via email or USPS to all permitted recyclers;
- Develop and manage citywide recycling database, recording all monthly commodity and weights reports;
- Review quarterly tonnage and account information from each franchise solid waste service provider;
- Complete reports necessary for State compliance.
- Annually assist staff in the processing of recyclable dealer permits.
- Assist code enforcement officials in their enforcement of the City Ordinance that governs permitted recycling activities.
- Reconcile Disposal Reporting Systems quarterly and annual tonnage reports.
- Identify rogue hauling activities and tons reported to disposal facilities.

Task 3 - Analyze City's Practices for Compliance with CalGreen Building Codes

- Review the City's practices for quantifying construction and demolition waste;
- Daily, process each construction waste management plan (CWMP). All projects within the City of Santa Fe Springs are required to meet a diversion rate of 75%;
- Prepare and distribute CWMP approval letters, one (1) prior to permit issuance, and one (1) prior to final approval;
- Track all generated and diverted materials from each approved construction project;
- Field all telephone inquiries from contractors, builders, and owners.

Task 4 - Assist with City's Interaction with CalRecycle

- Assist in the preparation of CalRecycle reports including the annual report (EAR report);
- Participate in conference calls and annual tours with CalRecycle as scheduled.

Task 5 - Community and Business Outreach

- Perform community and business outreach on mandatory commercial and organics recycling, to include field work, site visits, and customer assistance;
- Resolve conflicts between franchise haulers, permitted recyclers, and customers as related to City and State solid waste regulations.

Task 6 - Monthly Meetings

- Prepare the agenda/minutes for monthly franchise hauler meetings;
- If requested, provide technical support for the City in administration of the residential solid waste collection agreements;
- If requested, attend City Council meetings.

Task 7 - Other Programs

- Manage the City's Used Oil/Used Filter Recycling Program;
- Manage the City's Beverage Container Program;
- Coordinate the Los Angeles County Hazardous Waste and E-Waste Roundup Program.

A. Budget Proposal: Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. The City does expect a fair and reasonable project cost, backed by itemization of how the costs per phase and task were developed. Negotiations may or may not be conducted with the firm; therefore, the proposal submitted should contain the firm's most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts.

IV. WORK PRODUCTS

The format for all textual materials and products will be 8-1/2" x 11", black ink on white paper. In addition, the Consultant shall provide the final textual documents in a format consistent with the word processing program in use by the City at the time of final document delivery (the City currently utilizes the Microsoft Office 2013 suite).

V. SELECTION PROCESS

A. Selection Process:

City staff will evaluate all eligible responses in accordance with the criteria listed below. Upon completion of the evaluation phase, staff will interview the appropriate consultants to determine those most eligible. The decision on the number of consultants to interview is solely within the discretion of the Senior Management Analyst, who will forward a recommendation to the City Council for final consideration and award of contract.

The City of Santa Fe Springs will select the Consultant on the basis of qualifications and experience. The following are the minimum qualifications to be used to evaluate responses to this Request for Proposal:

1. Firm has five or more years of relevant experience.
2. Firm is to provide, with proposal, three to five satisfactory municipal references for work performed in the past five years. Include references from cities of a similar size and character to Santa Fe Springs, the responsibilities of the consultant/sub-consultant.
3. Firm can demonstrate understanding of the services requested, the challenges, and opportunities, and knowledge of the disciplines necessary to complete the requested services.

B. Evaluation Criteria and Point System

Firms responding to this RFP will be evaluated on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Each proposal will be evaluated, in the following areas:

- Firm's experience and past performance and quality on similar projects, including qualifications and experience of the key project staff members as demonstrated by their past experience and performance. **(50 points)**
- Familiarity with the City of Santa Fe Springs waste and recycling program management requirements, as well as its challenges and opportunities. **(25 points)**
- Completeness, accuracy and clarity of Proposal submittal. **(15 points)**
- Overall cost to the City. Price is not the sole determining factor. The cost estimate is to be submitted in a separate sealed envelope. **(10 points)**

VI. SUBMITTAL REQUIREMENTS

Five (5) copies and one (1) electronic copy of the proposal must be received by the City of Santa Fe Springs City Manager's Office no **later than 5:00pm on April 6, 2020**. Late proposals, electronic transmittals, and facsimiles will not be accepted.

Proposals may be submitted by mail or in person to the address shown below.

Maribel Garcia, Senior Management Analyst
City of Santa Fe Springs
11710 East Telegraph Road
Santa Fe Springs, CA 90670

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to reject any or all proposals, to accept any proposal, or portion thereof, to waive any irregularity, and to take the proposals under advisement for a 90-day time period as may be required to provide for the best interests of the City of Santa Fe Springs. In no event will an award be made until all necessary investigations are made as to the qualifications of the applicant and a standard consulting services agreement has been awarded by the City Council.

VII. PROPOSAL AND FORMAT REQUIREMENTS

The Consultant should demonstrate not only an ability to be a problem solver, but also be capable of presenting innovative approaches to managing waste and recycling management issues.

The Consultant will submit a detailed Scope of Work with a budget. The City may elect to eliminate or modify specific features of any proposal. Therefore, it is imperative that the Consultant provides a meticulously detailed breakdown of the proposal, by each of the identified items under the Scope of Work (where appropriate), project function, timeline, person-hours, hourly rates, and costs.

Proposals must be concise and focused on the specific Scope of Work specified in this RFP and, at a minimum, shall contain the following information in the following order:

- A. Letter of Transmittal**, signed by an individual authorized to bind the proposing entity to the proposal for a period of 90 days. The letter shall also include a) a statement concerning any personal, financial, and/or organizational conflicts of interest prohibited by law, b) a statement that that the Consultant has read and agrees to the Standard Consulting Services Agreement and Insurance Requirements or, if there are areas of clarification or disagreement, the Consultant will indicate such in the cover letter. If there are no exceptions, then the proposer agrees to be bound by, and thereby represent its ability to satisfy all terms of the Agreement, if awarded a contract. Alterations or changes to the agreement which were not in the Consultant's response

will not be made after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all respondents on an equal footing.

B. Table of Contents: Include page numbers.

C. Executive Summary: Briefly summarize your understanding of the City's Waste and Recycling Program needs. The Executive Summary should introduce your Proposal and your understanding of the City of Santa Fe Springs, the proposed project, significant steps, methods, and procedures to be employed by your firm to ensure quality end products that can be delivered within your identified budget.

D. Qualifications: The proposal verbiage must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- Description of the nature of the firm's business; include a description of experience, competencies, and overall organizational capabilities.
- Corporate organization chart indicating key management team members.
- Number of years in business.
- Description of the firm's capabilities to provide the requested product(s)/service(s).
- Description of the project staff structure, the background, qualifications and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
- Overview of approach and description of methodology to be used.
- Description of project structure and detailed project timelines and phases (if applicable).
- References: The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the City. Each of the references must include the following information:
 - i. Entity Name
 - ii. Industry Type
 - iii. Address, City, Province/State/Country
 - iv. Contact Name, Title, Phone Number, and Email address
 - v. Year(s) service(s) provided
 - vi. Comments (include details regarding the current status of the product/service provided by proposer)

E. Format: Limit your proposal to no more than fifteen (15) typed 8.5" x 11" pages. You may attach company brochure materials if you wish, but these must be as separate attachments and independent from the required elements noted above.

- Use a minimum font size of 11 points. Use a 1" margin on all borders.
- Organize your submittal in the order described above.

- Provide five (5) copies of your firm's response and one (1) electronic version (*PDF* on CD or USB/flash drive).
- Prominently label the package: "Waste and Recycling Program Management Services" and include the name of the lead or primary respondent.

F. Insurance: The consultant shall at their own cost and expense, procure and maintain during the term of this agreement, the following:

- Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury, and property damage.
- Comprehensive Automobile Liability Insurance, which provides for total limits of not less than \$1,000,000, combined single limits per accident applicable to all owned, non-owned, and hired vehicles.
- Statutory Workers' Compensation required by the Labor Code of the State of California and Employers' Liability Insurance in an amount not less than \$1,000,000 per occurrence. Both the Workers' Compensation and Employees' Liability policies shall contain the insurer's waiver of subrogation in favor of Agency and City, and their elected officials, appointed officials, agents, employees, officers, volunteers, and servants.
- Professional Liability (Errors and Omissions) Insurance, appropriate to Consultant's profession, against loss due to error or omission in an amount not less than \$1,000,000. Said policy shall contain a provision that the same shall not be canceled without at least thirty (30) days noticed to the City thereof. Consultant's insurance shall be written by insurers authorized to do business in State of California with a minimum "Best's" insurance guide rating of "A:VII +"

VIII. ADDENDA, CHANGES, AND AMENDMENTS TO THIS SOLICITATION

At any time prior to the due date for responses, the City may make changes, amendments, and addenda to this solicitation, including changing the date due to allow respondents time to address such changes. Addenda, changes, and amendments, if made, will be posted on the City's website <https://www.santafesprings.org/services/bids.asp>, which is deemed adequate notice. Any prospective respondent may submit, via U.S. mail or by e-mail, a request to Maribel Garcia, Senior Management Analyst at maribelgarcia@santafesprings.org to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communications is via e-mail due to its timeliness.

IX. CONDITIONS FOR RESPONSES TO RFP

The following conditions apply to this RFP process:

- Nothing contained in this RFP shall create any contractual relationship between the respondent and the City.
- This RFP does not obligate the City to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City reserves the right to amend or cancel this RFP without prior notice, at any time, at its sole discretion, to procure any project-related service by other means, to modify the scope of the project, to modify its obligation or selection criteria, or take other actions needed to meet its goal.
- The City shall not be liable for any expenses incurred by any organization in connection with this RFP.
- No conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms of this RFP. Oral communications or any written/e-mail materials provided by any person other than designated contact staff of City shall not be considered binding.
- The City reserves the right, in its sole discretion, to accept or reject any or all Proposals without prior notice and to waive any minor irregularities or defects in a Proposal. The City reserves the right to seek clarification on a Proposal with any source. The City may, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.
- The City reserves the right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential candidate and to negotiate with other potential candidates who are deemed qualified.
- The City reserves the right to conduct a background check of any respondent. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the potential respondent.
- The dates, times, and sequence of events related to this RFP shall ultimately be determined by the City. The schedule shown above is subject to change, at the sole discretion of the City; the City will attempt to provide reasonable notice of the changes.
- Respondents shall not issue any news release pertaining to this RFP, without prior written approval of the City.
- All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the City Manager's Office. If the respondent believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the

intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.

- Although cost is an important factor in deciding which proposal will be selected, it is only one of the criteria used to evaluate respondents. The City reserves its absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- The City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level, or additional services.
- Should a contract be subsequently entered into between the City and respondent, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful respondent shall secure a Santa Fe Springs business license through the City's Department of Finance & Administrative Services at the time the contract is awarded.
- The respondent shall perform such services in its own way and as an independent contractor in the pursuit of its own calling and not as an employee of the City, and it shall be under the control of the City only as to the results to be accomplished and not as to the means or manner by which said results are to be accomplished.