

REQUEST FOR PROPOSAL

No. 20-004

On-Call Environmental Services for the Western Riverside
Council of Governments

December 22, 2020



Western Riverside Council of Governments
3390 University Avenue; Suite 200
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1. SUMMARY

WRCOG is a joint powers authority whose purpose is to unify Western Riverside County so that it can speak with a collective voice on important issues that affect its members. Representatives from eighteen (18) cities in Western Riverside County, the County of Riverside, and the Eastern and Western Municipal Water Districts have seats on the WRCOG Executive Committee, the policy-setting Board for the Agency. The Riverside County Superintendent of Schools is an ex-officio member of the Executive Committee. As a joint power's authority, WRCOG examines a range of regional matters critical to Western Riverside County's future.

WRCOG is distributing this Request for Proposals (RFP) No. 20-004 to solicit interested firms to provide on-call professional consulting services to support the following: address waste diversion goals in the Western Riverside County, implementation of recycling programs for businesses and residents, education and outreach for safe disposal of hazardous materials such as used motor oil, and best practices to support WRCOG's member jurisdictions, its partners, and the California Department of Resources Recycling and Recovery (CalRecycle). This may include providing services for the programs and projects described below.

For more information about WRCOG please visit the website at www.wrcog.us.

WRCOG Solid Waste and Recycling Programs

WRCOG's Solid Waste and Recycling Programs were formed after the adoption of Assembly Bill (AB) 939, "The Integrated Waste Management Act," to regionally address the waste diversion goals in Western Riverside County. California has continued to pass legislation (AB 341, AB 1826, AB 827, and SB 1383) requiring jurisdictions to implement processes that promote business and multi-family complex recycling programs. WRCOG's Solid Waste Committee (SWC) is comprised of 18 WRCOG member agencies, local waste haulers, the California Department of Resources Recycling and Recovery (CalRecycle), and other stakeholders of interest. The SWC works with its member jurisdictions, its partners meeting quarterly to discuss solid waste and recycling issues and ways to meet requirements.

California's recycling requirements will require member jurisdictions to reduce organic waste by 75% by the year 2025 including requiring jurisdictions to increase edible food recovery by 20% by the year 2025. To meet the requirements, jurisdictions will need to implement education, marketing, and outreach strategies to increase recycling and meet diversion rates.

WRCOG Used Oil and Household Hazardous Waste (HHW) Programs

The Used Oil and HHW Programs are funded grants from CalRecycle, which allows jurisdictions to provide outreach and education on the proper recycling of used motor oil, oil filters, and HHW. WRCOG provides outreach on behalf of the 17 member jurisdictions that participate in the Used Oil Program. The primary objective is to teach "Do It Yourself" individuals who change their oil how to dispose of their used oil and oil filters properly and WRCOG provides resources online, such as social media, digital billboards, and virtual presentations, regarding where to recycle used oil and oil filters. In addition to promoting used oil and oil filter recycling, staff provides information about County-wide HHW collection centers, which allows residents to drop-off other automotive and hazardous household products for free.

Additional Environmental Projects

- The Environmental Department also manages the Western Riverside County Clean Cities Coalition. The focus of the Clean Cities Coalition is primarily education and outreach, and activities that will encourage the use of alternative-fueled vehicles. Funding for this program is

provided by the Department of Energy regularly. Selected consultant(s) may assist with the coordination and/or completion of other tasks related to the Clean Cities Coalition, such as to assist with the SoCal AltCar Expo, Conference, and Ride & Drive.

- Encouraging food recovery through donations of edible food for consumption by modeling other successful programs such as Waste Not OC. Selected consultant(s) may assist with the coordination and/or completion of other tasks related to connecting food generators with food banks to distribute to those in need in Western Riverside County.
- Selected consultant(s) may assist with the coordination and/or completion of tasks related to finding and connecting with more recycling facilities that jurisdictions can use to divert materials and be repurposed rather sent to landfills. Plastic Recycling Facilities, Food Recovery Facilities, and others in the subregion are eager to work with WRCOG’s member jurisdictions as the targets to lower diversion materials to landfills increase.
- Certified Collection Centers are experiencing an over full of HHW with the current collection bin size. Connecting with hazardous waste haulers to purchase 70 additional bins to be replaced or added at collection centers to increase the volume of material at stores, and lower illegal disposal by turning customers away with a tank being too full.

Important Notes

The proposal is for a 24-month, on-call, professional services contract. Proposals may be by a single firm or jointly by multiple firms/organizations. Proposers are free to submit proposals on as many disciplines as they would like; however, Proposers will not receive extra points for proposing on (tasks not identified in this RFP) extra tasks – proposals for each task will be evaluated individually.

Proposers should be mindful that each separate proposal must fully respond to items in that discipline which are identified above and also further detailed in Section 16. Any proposal for a specific discipline that does not fully address the needs of that discipline will be disqualified.

As an example, a firm could choose to submit on the Solid Waste and Recycling, Used Oil, and General Staff Support disciplines. As long as each proposal fulfilled the requirements of that discipline, then those proposals would be accepted. However, a submittal only on the meeting facilitation of an edible food recovery discipline would be disqualified.

2. SUBMISSIONS

All bid proposals must be submitted electronically. Proposals must be received by the deadline listed in this RFP and submitted to:

Name	Western Riverside Council of Governments
Address	3390 University Avenue, Suite 200; Riverside, CA 92501
Attn:	Mr. Casey Dailey, Director of Environmental & Energy Programs
Email	cdailey@wrcog.us

Proposals shall include a Table of Contents listing all items included in the proposal. See Section 15 for proposal information, organization, and content guidance. It shall be the responsibility of the Proposer to submit the proposal and all other required items specified in this RFP by or before **5:00 p.m.** Pacific Standard Time (PST) on **January 25, 2021**. WRCOG will not accept any proposal received after the proposal submission time and date.

3. QUESTIONS AND ANSWERS REGARDING THIS RFP

Questions can be directed to the attention of:

Name	Mr. Casey Dailey, Director of Energy & Environmental Programs
Address	3390 University Avenue, Suite 200; Riverside, CA 92501
Email	cdailey@wrcog.us

4. BUDGET PARAMETERS

Funding for the various activities in this RFP are included in WRCOG’s overall Agency budget, approximately \$100,000 have been allocated to the Environmental activities. WRCOG is currently in the process of preparing an Agency Budget for Fiscal Year 2021/2022 which will be adopted by the General Assembly in June 2021. Changes in these allocations could occur and WRCOG makes no representation that the anticipated budget amounts reflect the level of funding.

Budget: Not to exceed \$100,000

5. DUE DATES

All proposals are due by **5:00 p.m.** PST on **January 25, 2021**. Any proposal received after the required time and date specified for receipt shall be considered late and will not be evaluated for award.

6. SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution	December 22, 2020
2. Questions from Vendors about scope or approach due	January 4, 2021
3. Responses to questions posted on website	January 19, 2021
4. Proposal Due Date	January 25, 2021
5. Review of proposals	February 1, 2021 – February 5, 2021
6. Potential Interviews	February 8, 2021 – February 12, 2021

7. Anticipated decision and selection of Vendor(s)	February 2021
8. Anticipated commencement date of work	February 2021

7. WRCOG RIGHTS

Award of the contract resulting from this RFP will be based upon the most responsive proposal whose offer will be the most advantageous to WRCOG in terms of cost, functionality, effectiveness in meeting goals and objectives, and other factors as specified elsewhere in this RFP.

A. WRCOG reserves the right to:

1. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP
2. Reject any and all proposals submitted
3. Request additional information
4. Issue Addenda to this RFP
5. Award all or part of the work contemplated in this RFP
6. Remedy errors in the RFP
7. Cancel the entire RFP
8. Issue a subsequent RFP
9. Approve or reject the use of a particular subcontractor/supplier
10. Negotiate with any, all, or none of the Proposers. If WRCOG is unable to negotiate final contract Terms and Conditions that are acceptable to WRCOG, WRCOG reserves the right to award the contract to another Proposer
11. Accept other than the lowest priced proposal
12. Award a contract without interviews, discussions, or negotiations
13. Award a contract to one or more Proposer

B. All Proposers should be aware of the insurance requirements for Contract Award. The Certificate of Insurance must be provided by the successful Proposer prior to Contract Award. A contract may not be awarded if insurance requirements are not met.

C. WRCOG does not reimburse for the cost of proposal preparation, even in the event of RFP cancellation.

D. Communication between the Proposer and any member of the proposal Review Committee during the selection process is prohibited, except when and in a manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification of the communicating Proposer's proposal.

E. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.

F. If applicable, WRCOG prefers that software developed under WRCOG's contract not incorporate proprietary and/or third-party software components. This does not preclude the development of deliverables which interface with commonly available off-the-shelf software. However, contractors must determine in advance whether WRCOG already has, or is willing to procure appropriate licenses for any proprietary and/or third-party software that would be required. Proposer must also provide the impacts of any enhancements and upgrades. WRCOG will

require delivery of documentation and source code for all electronic intellectual property developed under a WRCOG contract prior to releasing final payment to the contractor.

8. ADDENDA

WRCOG reserves the right to revise the RFP documents. Any WRCOG changes to the requirements will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any contract resulting from this RFP. Addenda will be posted on the WRCOG website. It is the responsibility of the Proposers to check the WRCOG website to determine if any addenda have been issued. WRCOG will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Proposer shall acknowledge receipt of addenda in their proposal. Failure to acknowledge receipt of all addenda may cause the proposal to be deemed non-responsive to this RFP and be rejected without further evaluation.

9. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Proposer has the right to protest the contract award. A written protest must be filed with WRCOG’s Director of Energy & Environmental Programs within five (5) working days after posting of award decision. WRCOG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. Grounds for a protest are that WRCOG failed to follow the selection procedures and adhere to requirements specified in this RFP or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code section 87100 et seq.; or violation of State or Federal law. WRCOG will only consider those specific issues addressed in the written protest. The protest must be submitted to via 1) certified mail and 2) either fax or e-mail using the contact information provided below.

Name	Mr. Casey Dailey, Director of Energy & Environmental Programs
Address	3390 University Avenue, Suite 200; Riverside, CA 92501
Email	cdailey@wrcog.us

A written response from WRCOG will be directed to the protesting Proposer within fourteen (14) calendar days of receipt of the protest, advising of the decision with regard to the protest and the basis of the decision.

10. CONFLICTS OF INTEREST

All Proposers responding to this RFP must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships, or contracts, a Proposer is unable, or potentially unable, to render impartial assistance or advice to WRCOG; a Proposer’s objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or a Proposer has an unfair competitive advantage.

WRCOG specifically asks that any consultants who are proposing on this RFP identify any instances in which the Proposers (including all team members) is providing engineering staffing services to WRCOG jurisdictions. The purpose of this disclosure is to identify any potential Proposers who might be reviewing invoices for agencies for which they also concurrently provide staffing services.

11. CONTACTS

Any questions concerning technical specifications or Scope of Work requirements must be submitted in writing by **January 4, 2021** and directed to:

Name	Mr. Casey Dailey, Director of Energy & Environmental Programs
Address	3390 University Avenue, Suite 200; Riverside, CA 92501
Email	cdailey@wrcog.us

Answers to questions will, at minimum, be posted on WRCOG's website at www.wrcog.us no later than **January 19, 2021**.

12. TERMS AND CONDITIONS

Any Proposer submitting shall state their willingness to agree to the following terms and conditions:

- A. The awardee must be fully committed to the mission of WRCOG and its member agencies, and stakeholders.
- B. Termination - A termination agreement is to be negotiated between the parties that includes provisions on termination for cause and termination for convenience.
- C. Oral Presentations - Any Proposer who submits a proposal in response to this RFP must be willing to make oral / virtual presentations related to contract-related activities at the request of the WRCOG Executive Committee or Management.
- D. Compensation - The total value of this contract is one hundred thousand dollars (\$100,000.00). The schedule of compensation will be mutually negotiated. The compensation plan will include payment based upon an assessment of the Proposer's attainment of specific, measurable outcomes or "performance benchmarks," which will be mutually developed between WRCOG and the selected Proposer.

13. WRCOG STANDARD PROFESSIONAL SERVICES AGREEMENT

The successful Proposer will be required to sign WRCOG's Standard Professional Services Agreement in order to receive the contract award. Proposer must identify in their proposal any concerns or objections they would have with any of the agreement's terms and conditions if selected for contract award. Proposer shall propose alternative language for consideration in their proposal. If WRCOG is unable to negotiate final contract Terms and Conditions that are acceptable to WRCOG, WRCOG reserves the right to award the contract to another Proposer. The agreement may be viewed on WRCOG's website at <http://www.wrcog.cog.ca.us/DocumentCenter/View/334/WRCOG-Professional-Services-Agreement-PDF?bidId>.

14. EVALUATION CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements, and following the Scoring Criteria (Attachment A). Evaluation of offers will be based upon each Proposer's responsiveness to the RFP and the total price quoted for all items covered by the RFP. Only proposals scoring 80 points or higher will move to the presentation phase.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Proposer:

- Completion of all required responses in the correct format.
- The extent to which Proposer's proposed solution fulfills the stated requirements of WRCOG as set forth in this RFP.
- An assessment of the Proposer's ability to deliver the indicated services in accordance with the specifications set out in this RFP.
- The Proposer's stability, experience, and record of past performance in delivering services of similar projects.
- Availability of sufficient high-quality personnel with the required skills and experience for the specific approach proposed.
- Overall cost of Proposer's proposal.

WRCOG may, at its discretion, and without explanation to prospective Proposer, at any time, choose to discontinue this RFP without obligation to such prospective Proposer.

15. PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

Proposer's proposal in response to this RFP will be incorporated into a final agreement between WRCOG and the selected Proposer. All proposals shall contain, at a minimum, the following information:

- A. Title Page
- B. Table of Contents
- C. Cover Letter
- D. Proposer's Capabilities
- E. Scope of Work
- F. Schedule
- G. Detailed and Itemized Pricing
- H. Appendix A: References
- I. Appendix B: Project Team Staffing
- J. Appendix C: Company Overview

A. Title Page

The following must be provided on the title page:

- RFP number
- Title of the project
- Name and address of proposing firms and/or individuals
- Phone/Fax of Proposer
- Primary contact person
- Email address and phone number of the primary contact person
- Signature of the individual authorized / obligated to commit the Proposer to this project.

B. Table of Contents

This section should include a clear identification of the materials by section and page numbers.

C. Cover Letter

The cover letter should be brief (two pages maximum) and specifically document the discipline for which the Proposer is submitting (Solid Waste, Used Oil, HHW, etc.). In order to address the needs of this procurement, WRCOG will accept teams to propose in which proposing firms work cooperatively in presenting integrated solutions. Proposer(s)' team arrangements may be desirable in that they will enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for financial assistance being provided under this RFP. WRCOG will recognize the integrity and validity of Proposer(s)' team arrangements provided that:

- The arrangements are clearly identified, and relationships are fully disclosed; **and** a primary (lead) individual is designated who will be fully responsible for all contract performance

D. Proposer's Capabilities

All proposals must provide a comprehensive description of the Proposer's capabilities including the following:

- A track record of providing successful assistance on similar disciplines and tasks highlighted in Section 16.
- A track record of providing successful services to similar governmental entities.
- Descriptions of the key staff that will actually be working on the proposed tasks.
- If responding as a firm, the ownership, size, and location of the office responsible for providing services to WRCOG.
- If responding as a firm, its legal organization (e.g., corporation, partnership) and year of incorporation.
- If responding as a firm, a description of the firm's equal employment opportunity and non-discrimination policies.
- If responding as firm, a summary of the firm's minority and female recruitment efforts and the percentage of minority and female officers, partners, or the equivalent.
- A statement, in one page or less, of any other relevant factors that should be considered by WRCOG in evaluating the proposal.

Proposals will be evaluated by a Proposal Review Committee on the basis of the individual's or firm's skills and experience, proposed cost, presentation and completeness of proposal, ability and willingness to work with WRCOG, management, and references.

E. Scope of Work

As this RFP is for on-call services, staff has identified specific tasks that could be authorized for each of the disciplines. Consultants proposing on the various subject areas (Solid Waste and Recycling, Used Oil, HHW, etc.) should provide an approach, scope, and budget required to complete the task as defined. Consultants are free to provide any clarifying language related to the scope and budget associated with that task as they feel appropriate.

Consultant shall:

- Provide a narrative which addresses the identified Scopes of Work in Section 16 and shows understanding of WRCOG's needs and requirements.
- Describe the approach to completing the specific tasks the firm / team is proposing on in the Scope of Work. The work plan shall be of such detail to demonstrate the consultant's ability to accomplish the project objectives.

- Sequentially outline the activities that would be undertaken to complete the tasks and specify who would perform the tasks.
- Furnish an estimate of hours required to complete the specified tasks along with a total anticipated budget.
- Identify methods that the consultant will use to ensure quality control, as well as budget and schedule control for the project.
- Identify any special issues, problems, or risks that are likely to be encountered in this project and how the consultant would propose to address them.

Also, please provide hourly billing rates for staff you are proposing to include on this RFP for services not directly identified in Section 16.

F. Schedule

Please include a detailed schedule which lists milestones and estimated completion dates of each of the tasks and sub-tasks listed in Section 16.

G. Detailed and Itemized Pricing

Please include a fee itemization for tasks identified in Section 16 and any estimates of travel expenses. Include all costs that may be relevant to the project.

H. Appendix A: References

Please provide three (3) references, including names and contact information, for which you have performed similar work. References should not include any WRCOG staff or WRCOG Committee Members.

I. Appendix B: Project Team Staffing

Please include biographies and relevant experience of key staff and management personnel who would be assigned to the project. Please describe coverage levels of employees who would be assigned to this project. Affirm that no employees working on the engagement have ever been convicted of a felony.

J. Appendix C: Company Overview

Please provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary Standard Industrial Classification (SIC) numbers, address, main telephone number, toll-free number(s), and fax number(s).
- Primary key contact name, title, address (if different from above address), direct telephone and fax number(s).
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and relevant experience with California Recycling (including Business Plan / Compliance Implementation support, and coordination with CalRecycle, and Franchise Waste Haulers, etc.)

16. DISCIPLINES ADDRESSED BY THIS RFP

As noted in the introductory materials, WRCOG operates a variety of programs, which may require

planning support. This section outlines the specific disciplines addressed by this RFP and what tasks a consultant may be required to complete should they be selected to provide on-call services to WRCOG.

A. Solid Waste and Recycling Programs

1. Annual solid waste and recycling rate survey
 - Gather the information required to complete a residential and commercial waste and recycling rates survey for each City in the Riverside and San Bernardino County. The rate survey allows member jurisdictions to compare rates with neighboring jurisdictions.
2. AB 341 Mandatory Commercial Recycling
 - California state requires member jurisdictions to have Mandatory Commercial Recycling (MCR) under Assembly Bill 341. MCR requires up to 75% diversion of solid waste from landfills through recycling programs with the franchise waste hauler. If diversion requirements are not met, jurisdictions can be sent to compliance under CalRecycle.
 - Education and outreach efforts must be made, rate structures need to be set for garbage, recycling, and organics collection services. Review and adjust the franchise agreement to meet MCR requirements. Help implement enforcement policies and ordinances to require non-compliant businesses to begin recycling.
 - Construction and Demolition Policies. Best Practices on the Construction and Demolition programs throughout the subregion. Assist in adopting ordinances for developers, meet Cal Green standards, enforcement policies, waste hauler standards, and self-haul.
3. AB 1826 Mandatory Organics Recycling
 - California state requires member jurisdictions to have Mandatory Organics Recycling (MORe) under Assembly Bill 1826. MORe requires up to 75% diversion of organic waste from landfill through organic recycling programs with the businesses meeting the threshold of generating organic waste. If diversion requirements are not met, jurisdictions can be sent to compliance under CalRecycle.
 - Education and outreach efforts must be made, rate structures need to be set for garbage, recycling, and organics collection services. Review and adjustments to the franchise agreement to meet MORe requirements. Help implement enforcement policies and ordinances to require non-compliant businesses to begin recycling organics or set up a food recovery program.
4. SB 1383 Short-Lived Climate Pollutants
 - California state requires member jurisdictions to have Organics Recycling for all businesses and residents under Senate Bill 1383. SB 1383 requires up to 75% diversion of organic waste from landfills through organic recycling programs with the businesses and residents generating organic waste. If diversion requirements are not met, jurisdictions can be sent to compliance under CalRecycle.
 - Education and outreach efforts must be made, rate structures need to be set for garbage, recycling, and organics collection services. Review and adjustments to the franchise agreement to meet MORe requirements. Help implement enforcement policies and ordinances to require non-compliant businesses to begin recycling organics or set up a food recovery program.
 - Develop and model an edible food recovery program and help implement for the subregion. Model the Waste Not OC edible food recovery program. Apply for CalRecycle grant creating a regional program for Riverside County. Work with Riverside County Department of Waste Resources, Blais & Associates Inc., Riverside County Environmental Health, Food Rescue, Southern California Association of Governments, Coachella Valley Association of Governments, Feeding America, and other partners to help the application process.
5. AB 939 Annual Reports
 - Prepare and submit Annual AB 939 reports for several jurisdictions every year (jurisdictions pay WRCOG a separate rate for this service; it is not part of the Solid Waste Cooperative Due Structure).

- B. Used Oil and Household Hazardous Waste (HHW) Disposal
 - Connect and assist over 90 Certified Collection Centers in the Riverside County
 - Connect with new autostores to enlist in becoming a Certified Collection Center

- C. Development & Implementation of Greenhouse Gas Reduction Grant and Programs
 - Food Waste Prevention and Rescue - establishing new or expanding existing food waste prevention projects (source reduction or food rescue for people) in California to reduce the amount of food being disposed in landfills
 - Recycled Fiber, Plastics, and Glass - expanding existing capacity or establishing new facilities in California that use California-generated postconsumer recycled fiber (old corrugated cardboard, paper board, or textiles), plastic, or glass to manufacture products.
 - Reuse GHG - expanding and improving waste diversion in California through reuse.
 - Community Composting - increase the number of community groups operating small-scale composting programs in green spaces within disadvantaged and low-income communities, and to increase the capacity of those composting programs.
 - Public Engagement – marketing, education and outreach.

- D. WRCOG Staff Support
 - Assisting WRCOG staff with management of projects
 - Organizing and/or attending meetings on behalf of WRCOG

Request for Detailed Scopes of Work and Budgets

For purposes of this proposal, WRCOG requests that detailed scopes of work and budgets are provided as part of this submittal. The detailed scopes of work have been identified for each discipline. These proposals are for work that WRCOG anticipates consultants could be asked to provide for the duration of the contract. It is important to note that these tasks are not actual proposed projects from the cities listed below. Any specific assignment of work to individual consultants will occur through a Task Order process, during which further refinements to scopes and budgets could occur.

Solid Waste and Recycling

Task 1 – Gather the information required to complete a residential and commercial waste and recycling rate survey for each City in the Riverside and San Bernardino County. The rate survey allows member jurisdictions to compare rates with neighboring jurisdictions.

Task 2 – Prepare an updated best practice for a regional California’s Recycling Handbook documenting an approach to comply with CalRecycle legislation. Assume two (2) meetings with WRCOG’s Solid Waste Committee to review the proposed update.

Task 3 – Assist with the submittal of Annual AB 939 reports for several jurisdictions. Work with franchise hauler and other local parties that support the jurisdiction in solid waste diversion and recycling programs.

Used Oil Recycling & HHW

Task 1 – In-person or phone calls need to be made to connect with the collection centers. Two visits per center is required per year. Survey and assistance with Certified Collection Centers need to be recorded and saved for filing and reporting for up to three (3) years

Development & Implementation of Greenhouse Gas Reduction Grant Programs

Task 1 – Assist in the identification of new opportunities to expand recycling efforts throughout WRCOG member agencies. This could include development of new programs funded through grants and loans or other resources.

Task 2 – Assist programs part of the California Climate Investments, a statewide program that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment-- particularly in disadvantaged and low-income communities.

WRCOG Staff Support

Task 1 – Serve as Project Manager for a new WRCOG Program. Assume that the consultant will attend monthly meetings at WRCOG with 4 hours of meeting preparation, 2 hours of meeting summaries per meeting, and also prepare a monthly staff report for all WRCOG Committees.

Task 2 – Attend meetings of interest on behalf of WRCOG.

17. TERMS AND CONDITIONS

Any firm or person submitting a proposal shall state their willingness to agree to the following terms and conditions:

- A. The awardee must be fully committed to the mission of WRCOG.
- B. Termination - A termination agreement is to be negotiated between the parties that includes provisions on termination for cause and termination for convenience.
- C. Oral Presentations - Any individual or firm who submits a proposal in response to this RFP must be willing to make oral presentations related to contract-related activities at the request of the WRCOG Executive Committee or management.
- D. Compensation - The total value of this contract is undefined and contains the option of renewal at the discretion of WRCOG. The schedule of compensation will be mutually negotiated. The compensation plan will include payment based upon an assessment of the vendor's attainment of specific, measurable outcomes or "performance benchmarks," which will be mutually developed between WRCOG and the selected vendor.

Attachment A

On-Call Environmental Services for WRCOG

Scoring Criteria

Proposals that meet the minimum responsiveness and responsibility requirements will be evaluated according to the following criteria and associated weights. Sub-criteria are equally weighted. Only proposal scoring 80 points or higher will move forward to the presentation process.

1. TECHNICAL APPROACH 40%

Demonstrate knowledge of the scope of work and exhibit ability to identify and perform tasks and approaches that will efficiently meet WRCOG’s needs regarding implementation and creation of an On-Call Environmental Services.

- *Tasks & approach clearly described*
- *Creative/innovative approach*
- *Project intent has been met*

2. PROPOSER FIRMS 15%

Qualifications of project staff, particularly key personnel including Project Manager. Demonstrate competence with completing the projects of similar scopes of work.

- *Familiar with regional and local issues*
- *Experience with similar projects of the same size and scope*
- *Demonstrate competence in working with public and private entities*

3. PROJECT MANAGEMENT/TEAM STAFFING 20%

Overall, quality of logic of organization and staffing plan; appropriateness of labor distribution among the tasks; resources; and ability to meet project deadlines.

- *Qualifications of key individuals*
- *Time commitment of key individuals*
- *Demonstrate experience in each discipline proposed*

4. PROJECT COSTS 20%

Provided realistic costs for services to be performed with inclusion of fee itemization by Section 16’s phases, tasks, and deliverables.

- *Realistic cost for services to be performed*
- *Inclusion of fee itemization by Scope of Work phases, tasks, and deliverables*

5. REFERENCES 20%

- *Similar projects completed on time and within budget*