

Attachment A

REQUEST FOR PROPOSALS RFP NO. 3459

November 16, 2005

SUBJECT: REQUEST FOR PROPOSALS TO CONDUCT A FEASIBILITY STUDY FOR SITING A LOCAL MATERIAL RECOVERY FACILITY ON THE SOUTH COAST OF SANTA BARBARA COUNTY

The City of Santa Barbara is soliciting proposals from qualified solid waste consulting firms to conduct a feasibility study for siting a local material recovery facility (MRF) with sufficient capacity to process commingled recyclables and other recoverable materials from participating jurisdictions. The successful bidder will receive a "multiple use" service contract and may be providing services to the cities of Santa Barbara, Lompoc, Santa Maria, Goleta and the County of Santa Barbara. The successful bidder will represent the participating jurisdictions' best interest while conducting the study, and will work with the City of Santa Barbara's Environmental Services Supervisor.

SCOPE OF WORK

The successful consultant should be prepared to execute the following tasks and, at a minimum, provide:

- I. The benefits of a local MRF, including local control, increased revenue and diversion potential;
- II. A waste stream analysis, including the:
 - ◆ Origin / existing sources of commingled materials;
 - ◆ Volume of current South Coast commingled recyclables;
 - ◆ Volume of current North County commingled recyclables;
 - ◆ Projected increases due to increased efficiencies and or expanded programs;
 - ◆ Waste characterizations of commingled recyclables and residuals at the Gold Coast MRF in Ventura, the Health Sanitation Services / Waste Management MRF in Santa Maria and the MarBorg MRF on City of Santa Barbara Airport Property;
- III. An analysis which includes a dirty or dusty MRF component;
- IV. A processing analysis which considers potential efficiencies gains, comparing existing processing arrangements versus a new regional MRF;

- V. Identifying new materials and expanded markets (e.g., plastics film, books, milk cartons);
- VI. Revenues versus costs, including a complete financial analysis and comparison of a newly designed, local MRF against the existing processing arrangements (analysis / comparisons to be done on baseline flows as well as increased diversion scenarios);*
- VII. A statewide MRF residuals survey to determine high, low and average residuals a various facilities in California;
- VIII. Facility design standards (equipment, staffing, lot size) that would provide the necessary processing capacity for existing commingled recyclables tonnages with the capacity to handle anticipated increased tonnages in diverted material;*

*Components VI and VIII of feasibility study will look at the South Coast residential and commercial commingled recyclables alone, and another analysis which includes all residential and commercial commingled recyclables from the entire county.

SERVICES TO BE PROVIDED BY CITY

The City shall provide general direction to the successful consultant through the City Environmental Services Supervisor.

QUALIFICATION SUBMITTAL REQUIREMENTS

Firms responding shall submit three (3) copies of the information that shall include the items listed below.

1. An outline describing MRF Feasibility Studies completed for local jurisdictions in the past five years. The list should identify contracts for which the consultant had full responsibility for management of the study, indicating who in the firm performed specified functions and the agency representative where the work took place.
2. Provide a description of consultant team including the names, classification and qualifications of key personnel and an organization chart showing how the team will work together. Include outside consultants necessary to complete all tasks associated with study elements. Summarize the areas of expertise of key personnel.
3. Client references that include current addresses and phone numbers of people to contact for references. It is essential that references for all key members of the project team be included. References should be specific to individual team members.

4. A statement of the proposed approach to the feasibility study (scope of work), broken down by tasks and subtasks.
5. In a separate, identified envelop, please submit a table showing the estimated staff hours for all employees assigned per task, based on the consultant's understanding of the scope of work, including hourly cost information and total cost for the project.
6. A complete listing of all consultants proposed modifications or supplements to the City of Santa Barbara, Service Agreement, Standard Conditions for Contractor Services (Attachment).
7. A demonstrated ability to develop and maintain a good working relationship with City departments, outside agencies, local businesses and the public with examples of past performance.
8. General scope of services that would be performed by outside consultants, if any.
9. Identify office locations. Include type and number of staff at each office that would participate in the project.
10. Other information that will assist the City in selecting the best-qualified consultant(s).
11. Consultants shall limit their proposals to 15 pages (11-point font minimum), not including attached resumes and cover letters.

SELECTION PROCESS AND CRITERIA

Based on the qualifications received, staff from the participating jurisdictions will select the most qualified firm based on the following:

1. The project director's qualifications and ability to perform throughout the study, as outlined above;
2. Recent experience of the team's key staff on projects similar in scope and nature;
3. Demonstrated ability to meet schedules, deadlines, and complete projects within budget;
4. Willingness and ability of the consultant to enter into an agreement with the City using the usual City of Santa Barbara Service Agreement with contractors (Attachment), without modifications or supplements to the standard conditions;
5. Responsiveness to project needs and ability to perform the tasks outlined above; and
6. Information obtained from references and City Staff that have worked with the consultant staff in the past.

CONTRACT FOR CONSULTANT SERVICES

As part of the consideration for entering into a contract with the City of Santa Barbara, the successful vendor shall be required to sign a Standard Service Agreement. A sample of the City's Standard Service Agreement is attached for your review.

The successful consultant is also required to obtain a business license from the City prior to the execution of the contract with the City for the consulting services.

DEADLINE FOR PROPOSAL SUBMITTAL

Proposals shall be submitted to the following address until 3:00 PM, Thursday, December 1, 2005:

City of Santa Barbara
Purchasing Office
310 E. Ortega Street
Santa Barbara, CA 93102

If you have any questions regarding this RFP, please do not hesitate to contact Stephen MacIntosh at 805-897-1908.

ATTACHMENTS: City of Santa Barbara Standard Service Agreement