

**MARIN COUNTY HAZARDOUS AND SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)
FOR
ZERO WASTE SCHOOLS PROGRAM CONTRACTOR**



Issue Date: June 1st, 2016

Response Due: June 22nd, 2016

Date	Event
June 1, 2016	Release of RFP
June 10, 2016	Deadline for submitting written questions
June 15, 2016	Deadline for ZWM answering questions
June 22, 2016	Deadline for submitting RFPs
June 27-30, 2016	Interviews of Qualified/Short Listed Firms
July 1 - 8, 2016	Notification/Negotiation of Contract
July 11- August 8, 2016	Create & Process Contract
August 15, 2016 – June 30, 2017	Contract Dates

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I. JPA STRUCTURE

Introduction

The Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) is an agency consisting of all 11 incorporated cities/towns within Marin (Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon) and the County. The JPA was formed in an effort to comply with the requirements of the California Integrated Waste Management Act (AB 939) as a regional entity. Additionally, there are 12 special districts that franchise for refuse hauling services for a total of 24 agencies that participate in refuse hauling franchise agreements.

The JPA is funded through landfill tipping fees with an approximate annual budget of \$3,350,000. Included in the JPA's annual budget is support for Marin's Household Hazardous Waste Facility in San Rafael, recycling guides, public outreach, grant implementation, recycling events, AB 939, AB 341, and AB 1826 compliance programs, and the conducting of meetings.

The JPA contracts with the Marin County Department of Public Works for staffing, administration, and program implementation. Beginning in 2006 the JPA developed a Zero Waste Feasibility Study that outlined ways to attain our Zero Waste Goal of 80% Diversion by 2012 and Zero Waste (94% diversion) by 2025. The Zero Waste activities that resulted from that plan were development of a Zero Waste Outreach Program, a Grant Program to fund Zero Waste activities for our member agencies, an augmented C&D diversion program, and the Zero Waste Schools Program (ZWSP).

Current Solid Waste Infrastructure

Marin currently has 4 franchised hauling companies (Bay Cities Refuse, Marin Sanitary Service, Mill Valley Refuse, and Redwood Empire Disposal) operating throughout different areas of Marin and one public waste hauler (Tamalpais Community Services District) that operates in the Tamalpais Valley. Each hauler has slightly different materials that are collected for recycling, composting, or hazardous waste disposal and has different methodologies for outreach to the community and to schools.

The JPA has funded Zero Waste Programs for elementary school education including hiring *ZunZun*, a contractor that provides Zero Waste assemblies. The JPA provides outreach and education to various schools and education related community groups. In 2015, the JPA hired a contractor to conduct research and report on Zero Waste practices, successes, and challenges in Marin schools. JPA staff also reviewed waste practices at various Marin County schools and created a ZWSP for implementation starting in the fall of 2016. This ZWSP is a seven phase program beginning with an initial meeting of stakeholders and site walk through. The next phase is a waste audit that leads into phase three, presenting the results and creating a plan based on those findings. Phase's four and five include classroom presentations and trainings. The physical roll-out of the program, including new indoor and outdoor infrastructure, occurs during the phase six. The final phase of the program is a post waste audit, follow up, and award and banner ceremony.

II. INTRODUCTION

Intent

The JPA is requesting qualified firms, partnerships, corporations, associations, or professional organizations to implement the ZWSP at selected schools in Marin County in coordination with the contract manager. The intent of this RFP is to solicit proposals from qualified consultants that can meet with school districts, schools, teachers and students to implement the ZWSP, track data, and report to the JPA findings and pathways for improvement. The contractor will develop a report based on findings and will make a series of specific recommendations for improvements well as the estimated costs and impacts of each recommendation.

Currently \$60,000 is budgeted for the 2016/2017 school year for this project.

Response

The JPA is seeking responses that will identify applicant's strengths and examples of past work and success.

Format

This RFP does not attempt to describe all intricacies and functions of the ZWSP Contractor or the JPA's business processes. Instead the RFP is designed to ask for information in a format that organizes the responses for analysis, while allowing responders a wide degree of flexibility in describing their agency's capabilities and functionality.

Selection Process

Proposals received that conform to the RFP instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews will be requested prior to final selection of one or more firms. Vendors who contract with the JPA are required to execute agreements and are required to comply with a variety of compliance requirements. Vendors are encouraged to review the JPA's website www.ZeroWasteMarin.org for additional information.

A panel from the JPA will make the selection among the proposals submitted.

The following criteria will be used to evaluate submittals and to develop a short list to interview:

Evaluation Criteria	Percentage of Total Score
○ Experience and ability with similar projects for California K-12 schools	20%
○ Ability to accomplish all items listed in the scope of services	20%
○ Professional and technical expertise of proposed personnel	20%
○ Performance methodology	20%
○ Quality of RFP response	20%

III. Scope of Services

A. Summary of Scope of Services

The Scope of Services includes Zero Waste Schools Program Contractor services desired by the JPA. The contractor is responsible for working with a scalable and repeatable ZWSP under the direction of the contract manager. This contract requires skills to make presentations to multiple stakeholders, organize and manage multi-school rollouts, track data, and effectively communicate with the JPA and other collaborating organizations.

B. Coordinator Qualifications

The ideal coordinator will have the following characteristics:

- Be proactive and prepared, working in advance of deadlines
- Be comfortable with problem solving
- Communicate potential issues early and provide recommendations where applicable
- Be organized and efficient
- Able to work well with several groups of people
- Knowledge of waste reduction strategies and prior experience working in schools

C. Summary of Responsibilities

Below are categories the coordinator will be responsible for completing:

1. School Sites

- Collaborate with principals and custodians to adopt the ZWSP
- Execute pre- and post- waste audits
- Work with the green team, student leaders, and student council to guide them on waste diversion operations and help them be the on campus recycling coordinators to lead the program
- Conduct classroom, staff, and school-wide presentations and trainings

- Work with Operations and Maintenance and custodians on operations and infrastructure for campus
- Provide lunch time monitoring
- Collaborate with hauler on service level and conduct follow up to identify any concerns

2. District Office

- Work with district offices on a resolution and consistent messaging
- Provide education and resources
- Provide uniform recycling containers
- Implement new take back programs
- Create best practices guidelines

3. Liaison with the JPA and Haulers

- Collaborate on short term and long term goal setting and strategies
- Participate in meetings with JPA staff
- Track service levels with haulers
- Review diversion data provided by haulers
- Coordinate the removal and addition of landfill cans and recycling cans, decrease in service levels, and data sharing with haulers

4. Reporting

- Provide monthly updates to contract manager
- Provide end of contract summary report
- Prepare annual diversion report for each school

IV. PREPARING A RESPONSE

Overview

Responders are to submit the requested information in the format specified below. Brochures and literature are welcome but should not be submitted in lieu of responding to the individual items below. If your response does not address all listed topics or program requirements, please note why a response is not listed or if the category is addressed in another way.

Respond by the Numbers

Please provide information on the numbered items below. Be sure respond by number and item in order. After each item number there is a description or examples of interest of the JPA. The responders are encouraged to provide any information that is pertinent to the item. Responses should be limited to one page or less for each numbered item.

- 1) Letter of Introduction:** Provide a letter of introduction with a brief description of your firm, experience in the industry, number of years working with schools or in waste reduction outreach, primary client type, and a summary of services offered.

Offer a brief summary of your philosophy related to the scope of services. Include company name, address, contact name, title, phone number, and email address.

- 2) **Methodology:** The JPA requests consultants describe their proposed methodology for performing zero waste practices with schools and districts, working with hauling companies, municipalities and other non-profits working in schools. Contractors may provide recommendations of best points of contacts or methods to institute change within the school system. Please include any preferred methods or lessons learned from previous work.
- 3) **Integration with Current Programs:** Provide a description of how your methodology could be integrated with programs the JPA and haulers currently operate and how the plan will enhance, redirect and expand those programs. Include examples of successful integrations your firm has performed for other schools or clients that may have similar goals.
- 4) **Implementation:** Provide an outline of your implementation approach and timetable. The timetable should provide all services within the upcoming 2016/2017 school year and a schedule for rolling out the system. As it has been created, we are looking to complete the seven phase ZWSP in one semester with follow up and review the following semester.
- 5) **Estimated Cost:** The JPA has budgeted approximately \$60,000 for one year of the ZWSP. We also have budget for infrastructure and other pertinent materials for the program. The scope of your work should be within these parameters, but the contractor is free to make recommendations on how much the schools program should be augmented in future years and how often an evaluation of programs like this should occur.
- 6) **Additional Features:** Describe any additional features that distinguish you from others.
- 7) **Additional Comments:** Add any comments you may have.

V. SUBMITTAL INSTRUCTIONS

Paper and Electronic Submittal

Respondents to this RFP should mail or deliver two (2) double-sided copies on recycled paper of the proposal to the address listed below and email one (1) electronic copy to cpoldino@marincounty.org.

Proposals must be received by 4:00 P.M. on June 22, 2016.

Casey Poldino, Contract Manager
Marin County Hazardous and Solid Waste JPA
1600 Los Gamos Dr, Suite 210
San Rafael, CA 94903

VI. ADDITIONAL INFORMATION

Asking Questions

If additional information is needed to assist in preparing a response please check our website at www.ZeroWasteMarin.org, or send an e-mail by June 10, 2016 with the subject of **Questions for RFP**, to: cpoldino@marincounty.org. Responses will be posted on zerowastemarin.org by June 15, 2016.

VII. DISCLAIMERS

Submitting a Response to the RFP

Submission of a proposal does not guarantee any future business with the JPA. The issuance of this RFP does not constitute agreement by the JPA that any contract will actually be entered into by the JPA. The JPA reserves the rights to reject any and all information submitted and re-issue a new RFP, Request for Bid, or Request for Qualifications.

No Financial Responsibility

The JPA accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the JPA.

Property of the JPA

Responses to this RFP become the property of the Marin County Hazardous and Solid Waste Management Joint Powers Authority and are subject to the California Public Records Act. This does not include the disclosure of a firm's net worth or information labeled by the firm as proprietary or confidential. In the event that the JPA is required to defend an action arising out of a Public Records request for any contents of a submittal marked "proprietary" or "confidential" respondent agrees to defend and indemnify the JPA from all costs and expenses resulting from such action.