

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

**REQUEST FOR PROPOSALS (RFP)
FOR
SB 1383 REGIONAL COORDINATION AND
IMPLEMENTATION PLAN**



Issue Date: September 22, 2022

Response Due: October 13, 2022

Date	Event
September 22, 2022	Release of RFP
October 6, 2022	Deadline for submitting written questions
October 11, 2022	Deadline for ZWM answering questions
October 13, 2022	Deadline for submitting RFPs
October 17 – 19th, 2022	Interviews of Qualified/Short Listed Firms
October 20 – 24th, 2022	Notification/Negotiation of Contract
October 25, 2022	Create & Process Contract
November 1, 2022 – April 1, 2023	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 eleven incorporated cities/towns within Marin (Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon) and Unincorporated County of Marin. The JPA was formed in effort to comply with the requirements of the California Integrated Waste Management Act (AB 939) as a regional entity. Additionally, there are nine special districts that franchise for refuse hauling services for a total of twenty-one agencies that participate in refuse hauling franchise agreements.

The JPA is funded entirely through landfill tipping fees with an approximate annual budget of \$5,000,000. Included in the JPA's annual budget is support for Marin's Household Hazardous Waste (HHW) Facility in San Rafael, recycling and composting guides, public outreach and education, grant and contract implementation, waste reduction events, AB 939, AB 341, AB 1826, and SB 1383 compliance programs, and conducting of JPA and Local Task Force meetings. The City of San Rafael has chosen to exit their oversight of the HHW Program effective June 30, 2023 due to a staff retirement; the JPA is separately exploring an alternative operator. The JPA will be hiring a full time Waste Management Specialist to work on the HHW Program changes and other related needs in the spring of 2023.

The JPA contracts with the Marin County Department of Public Works for staffing, administration, and program implementation. In 2006, the JPA completed 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 included development of a Zero Waste Outreach Program, a Grant Program to fund Zero Waste activities for our member agencies, an augmented Construction & Demolition diversion program, and the Zero Waste Schools Program (ZWSP).

In 2021, the JPA hired a consultant to work on a Zero Waste Feasibility Study Update due to many changes in the solid waste industry including China's ban on the exportation of many previously accepted recyclables causing a global recycling market crisis and Senate Bill 1383, the largest solid waste bill since Assembly Bill 939 in 1989. This Feasibility Study was adopted by the Board July 22, 2022 and provides a roadmap for diversion goal setting and program implementation and expansion.

Current Solid Waste Infrastructure

Marin currently has four franchised hauling companies (Bay Cities Refuse, Marin Sanitary Service, Mill Valley Refuse, and Recology) 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.

II. INTRODUCTION

Intent

The JPA is requesting qualified firms, partnerships, corporations, associations, or professional organizations to assist in the creation of a potential SB 1383 “Regional Implementation Plan.” In September 2016, Governor Jerry Brown signed SB 1383, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants. Since organic waste disposal in landfills is a primary generator of methane emissions, CalRecycle is charged with significantly reducing landfill disposal of organics. This bill went into effect in January 2022.

The JPA is seeking outside assistance to develop an implementation plan that would provide a roadmap for the agency and its members to meet the new and more ambitious organics reduction mandate, as well as to identify areas where collaboration is recommended as a best practice to streamline reporting and compliance and what would be required for successfully doing so, including potential costs.

Currently \$75,000 - \$100,000 is budgeted 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 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
○ Knowledge of SB 1383	20%
○ Experience with SB 1383 planning	20%
○ Professional and technical expertise of proposed personnel	20%
○ Performance methodology	20%
○ Quality of RFP response	20%
○ Total	100%

III. Scope of Services

A. Summary of Scope of Services

SB 1383 establishes ambitious targets for organic disposal reduction and, unlike previous State regulations, specifics regarding exactly how these reductions must take place. The regulation goes beyond waste management and into waste reduction, with requirements for a robust food recovery program as well.

Given the magnitude of the SB 1383 requirements, Zero Waste Marin (ZWM) is seeking outside assistance in understanding the specific requirements of SB 1383 as they pertain to ZWM, the ZWM member agencies, and the County of Marin.

B. Qualifications

The ideal contractor will have the following characteristics:

- Understanding of ZWM as an organization
- Experience in SB 1383 law and compliance regulations
- Knowledge of various JPA MOUs and relevant agency comparisons for best practice considerations in a regional approach to various aspects of implementation
- Commitment to transparency among all JPA member agencies

C. Proposal Content

List and describe SB 1383 requirements that pertain to the jurisdictions, associated implementation dates, indicate which requirements are better served at a jurisdictional level versus a regionally coordinated effort. Facilitate the development of a Memorandum of Understanding (MOU) that would clearly define the roles and responsibilities of the JPA and its members.

The MOU should consider:

- Regional agency oversight of current SB 1383 efforts for all members
- Development and implementation of an overall edible food recovery program, including inspections
- Regional organics procurement program
- Technical support to member agencies

- Options for any regional enforcement approach

IV. PREPARING A RESPONSE

Overview

Responders are to submit the requested information in the format specified 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 to respond by number and item in order. 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, primary client type, and a summary of services offered. Offer a 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 the scope of services and working with the JPA Board members.
- 3) Implementation:** Provide an outline of your implementation approach and timetable. The timetable should provide all services within the contract dates and any additional information for completing the MOU and next steps.
- 4) Estimated Cost:** The JPA has budgeted \$75,000 - \$100,00 for this project based on timeline and deliverables. The scope of your work should be within these parameters, but the contractor is free to make any relevant recommendations.
- 5) Additional Qualifications:** Describe any additional features that distinguish you from others.
- 6) Additional Comments:** Provide any comments you may have.

V. SUBMITTAL INSTRUCTIONS

Paper and Electronic Submittal

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

Proposals must be received by 4:00 P.M. on October 13, 2022.

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

VI. ADDITIONAL INFORMATION

Questions

If additional information is needed to assist in preparing a response, please send them by email by October 6, 2022 with the subject of **Questions for RFP**, to: cpoldino@marincounty.org. Responses will be posted on www.zerowastemarin.org by October 11, 2022

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 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.