



## **Request for Proposal RFP NO.P17-18 For Consultant to Review the Solid Waste Hauler's Proposal for Citywide Solid Waste Management and Recycling Services**

The City of Carson (City) is seeking a qualified consultant to assist with the selection process associated with reviewing and analyzing the Solid Waste Hauler proposals for Citywide commercial and residential Solid Waste Management and Recycling services.

In conjunction with the City, the selected consultant shall review the solid waste hauler's proposals including but not limited to conducting pre-proposal conferences, evaluating proposals, requesting clarification from proposers, assisting in the interview process and presenting evaluation results.

Please review the Request for Proposal (**RFP NO. P17-18**) and provide your response electronically via Planet Bids no later than **Monday, July 31, 2017**. You must register on Planet Bids at <https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>. Please review the City of Carson website – Purchasing Division ([ci.carson.ca.us/Finance/Purchasing.aspx](http://ci.carson.ca.us/Finance/Purchasing.aspx)) for access to Planet Bids. If you have any questions, please contact Robin Wilson by phone at 310-847-3528 or by email at [rwilson@carson.ca.us](mailto:rwilson@carson.ca.us).

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### **Background**

The City of Carson "City", incorporated in 1968, is a community of approximately 92,000 people within 19.2 square miles. The City operates under the Council-Manager form of government in which policymaking and legislative authority is vested in the City Council, which consists of an elected Mayor and four Council members. The City Manager is responsible for carrying out the policies and directives of the Council, overseeing the day-to-day operations of the City, and appointing the directors and officers of the City's departments.

The City's residential and commercial solid waste franchise agreements are set to expire on June 30, 2018. Residential solid waste and recycling services are currently provided by one company and commercial solid waste and recycling services are currently provided by two companies.

The City will release a Request for Proposal for Integrated Solid Waste Management Services, which will seek qualified solid waste companies to provide solid waste collection, transportation, recycling, disposal services along with the potential development of solid waste facilities within the City. Qualified proposals to be reviewed by the consultant shall include a proposed rate structure; consultant shall analyze the rate structure proposals and supporting information to verify that the proposed rates reasonably comport with the substantive requirements of California Constitution Article XIID and its implementation statutes at Government Code § 53750, et seq ("Prop 218").

### **Request for Proposal Specifications**

#### **General Scope of Services Required**

The consultant shall assist the City with the selection process associated with reviewing and analyzing the Solid Waste Hauler proposals to include the following:

1. Review and analyze the Solid Waste Hauler's proposal for citywide residential and commercial solid waste and recycling services.
2. Request clarification from proposers as necessary.
3. Conduct pre-proposal conferences.

4. Contact references.
5. Develop the evaluation criteria for quantitative scoring of each qualified proposal.
6. Assist in the interview process to evaluate each proposal.
7. Review the proposed rates and supporting rate information submitted by each qualified proposal, including any cost of service analysis or rate study as needed to verify whether the proposed rate structure comports with the substantive requirements of Prop 218, which requirements include:
  - i. Revenues derived from the rates must not exceed the funds required to provide the refuse services.
  - ii. Revenues derived from the rates must not be used for any purpose other than that for which the fee is imposed.
  - iii. The amount of the rates must not exceed the proportional cost of the service attributable to each customer parcel.
8. Prepare a draft report of the solid waste companies' proposal highlights, including recommendations and submit to the City for review and comment.
9. After receiving comments from the City, prepare and submit a Final Report
10. Finalize evaluation and present evaluation results (along with City staff) to City Council.

### Response Requirements

Each respondent to this RFP is required to submit the following information:

1. Cover letter introducing the firm and/or individual who will be the primary contact person.
2. Detailed Statement of Qualifications (SOQ), submitted on 8-1/2" x 11" paper (foldouts acceptable), and limited to 15 pages (excluding resumes and abstract) to include:
  - a. A brief description of the consultant, including area(s) of specialization, number of employees.
  - b. A one page narrative describing the consultant's interest, abilities, and qualifications to perform all services, as described in the RFP.
  - c. Names, addresses and resumes of individuals to be assigned to complete the Scope of Services.
  - d. Contact information (i.e. name, title, telephone number, and email address) for at least five references.
  - e. Any additional information that respondent believes will be helpful in assisting with the review of the SOQ. Include any attachments, exhibits, or reports that will help the City gain a better understanding of the respondent's ability to provide services to the City.
  - f. Statement that the vendor will abide by the City contract or (note any concerns that the vendor has with the contract).
3. Cost proposal and associated timeline
4. Provide an hourly rate for additional services that may be required.

Response Requirements 1 and 2 must be submitted via Planet Bids and titled "**RFP Response SOQ – Review Solid Waste Hauler's Proposal for Solid Waste Management and Recycling Services**".

Response Requirement 3 and 4 must be submitted via Planet Bids and titled "**RFP Response Cost/Timeline - Review Solid Waste Hauler's Proposal for Solid Waste Management and Recycling Services**".

To be considered, responses must be submitted no later than **4:00 p.m., on Monday, July 31, 2017** to Planet Bids at <https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>. Please review the City of Carson website – Purchasing Division ([ci.carson.ca.us/Finance/Purchasing.aspx](http://ci.carson.ca.us/Finance/Purchasing.aspx)) for access to Planet Bids.

### Selection Criteria

Selection of a consultant will be done on a competitive basis. The City will negotiate a final scope of services and fee with the selected consultant. In reviewing and evaluating the responses to this Request for Proposal, City staff will be considering the following:

- Consultant's demonstrated experience in reviewing and analyzing the solid waste hauler's proposal for residential and commercial solid waste management and recycling services
- Consultant's ability to perform any or all of the services being requested by the City
- Qualifications and experience of the consultant's staff to be assigned to the City
- Consultant's bid amount

These criteria should not be construed so as to limit other considerations which may become apparent during the course of the review and selection process. The city reserves the right to reject any response.

**All questions concerning this RFP should be directed to Robin Wilson, Public Works Programs Administrator, 310-847-3528 / [rwilson@carson.ca.us](mailto:rwilson@carson.ca.us).**

### **Miscellaneous Provisions**

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are defined by the consultant as business or trade secrets, and marked "Trade Secret," "Confidential," or "Proprietary," or if disclosure is required under the Public Record Act.

Any changes to the RFP requirements will be made by addendum. All addenda shall be signed by bidders and attached to their RFP. Failure to attach any addenda may render the RFP non-responsive and cause it to be eliminated from consideration.

The City may require the selected bidder(s) to participate in negotiations and to submit such prices, technical or other revisions of their RFP as may result from negotiations. Bidder(s) selected for interviews (if necessary) may be asked to submit cost estimates as a final step in the selection process.

### **Schedule of Activities**

- **Issue Date:** July 13, 2017
- **Submittal Deadline:** July 31, 2017
- **Contract Award:** August 2017

### **Exhibit**

City of Carson - Short Professional Services Contract