



South Bayside Waste Management Authority Request for Proposal for Solid Waste Disposal and Other Material Handling Services



PHASE 2 REQUEST FOR PROPOSALS
NOVEMBER 1, 2018



HF&H Consultants, LLC
in collaboration with HDR, Inc.

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ATTACHMENT

Phase 2 Rate Proposal Form

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SECTION 1 – INTRODUCTION

The South Bayside Waste Management Authority (SBWMA) is a joint powers authority that was formed in 1982 by twelve public agencies (Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District) (collectively, “Member Agencies”) in San Mateo County, California. SBWMA is also known as RethinkWaste. The SBWMA issued an August 10, 2018 Request for Proposal for Solid Waste Disposal and Other Material Handling Services (Original RFP) to solicit proposals from companies interested in providing solid waste disposal services for municipal solid waste transported for disposal by the SBWMA’s transfer station facility operator.

The Original RFP includes a description of a Phase 2 step in the RFP process. Phase 2 focuses on requesting proposals for other material handling services and land leasing services. This Phase 2 Request for Proposals (Phase 2 RFP) describes the Phase 2 requirements for the proposers. The SBWMA seeks these additional services as a part of its guiding principles to conserve natural resources and minimize the use of landfill wherever possible.

This Phase 2 RFP provides information on the enhanced services and other material handling services that are of interest to the SBWMA. It also describes the information and rate proposal forms the proposers are to include in their Phase 2 proposals and the timeline and process for submittal.

1.1 RFP Conditions and Submittal Process

General

All RFP conditions stated in Sections 4.1 and 4.2 of the Original RFP are still valid. In addition, the proposal submittal process and proposal evaluation and contractor selection process described in Sections 4.3 and 6 of the Original RFP are still applicable. This Phase 2 RFP is part of Step Seven activities referenced in Section 4.3.7 of the Original RFP.

Proposer Questions

The SBWMA directs proposers to contact Ms. Swanborn, HF&H Senior Manager, with questions and requests for information related to this Phase 2 RFP process.

Ms. Tracy Swanborn, Senior Manager
HF&H Consultants, LLC
201 N. Civic Drive, Suite 230
Walnut Creek, CA 94596
(707) 246-4803
tracy@hfh-consultants.com

Proposal Submittal Instructions

Proposers are required to submit their Phase 2 proposal by 3:00 p.m. on Wednesday, November 21, 2018. Proposals received after this time and date may be rejected. Proposer are required to follow the proposal submittal requirements presented in Section 3 of this Phase 2 RFP.

Proposer shall submit a complete Phase 2 proposal by email or a web-based document-sharing service if the document is bigger than 10MB (e.g., Hightail, DropBox, etc.). The document shall be provided in searchable portable document format (PDF) that is formatted for printing on 8.5- by 11-inch paper. All pages shall be consecutively numbered; although, each section may start with a new page number if proceeded with the section number (e.g., Page 2-1 for the first page of Section 2).

Proposals shall be emailed to the Hilary Gans, SBWMA, with a copy to Tracy Swanborn, HF&H Consultants, at the email addresses listed below and the proposer shall be responsible for any failure of the email to be successfully transmitted to the parties in a timely manner.

- Email submittal to: Hilary Gans, Senior Facilities and Contracts Manager, SBWMA hgans@rethinkwaste.org
- Email copy to: Tracy Swanborn, Senior Manager, HF&H Consultants, LLC tracy@hfh-consultants.com

1.2 Evaluation Process and Criteria

The description of the evaluation process and criteria presented in Section 4.3 and Section 6 of the Original RFP are still valid. Below are a few additional criteria that may be considered by the SBWMA, its consultants, the evaluation/selection committee, and/or the Board during the evaluation of proposals and selection of one or more proposers for contract award. The SBWMA reserves the right to modify this process and the evaluation criteria in any way and at any time during the proposal and contractor selection process.

- Responsiveness to the Phase 2 RFP
- Qualifications of company to perform the material handling and processing services
- Other material handling and enhanced services considerations such as, but not limited to:
 - Facility Location and Accessibility - Reasonableness of site location and accessibility for SBWMA transfer vehicles and related cost impacts.
 - Technical Approach – Reasonableness of the approach, equipment, and technology used for material handling services.
 - Diversion Potential – Extent of diversion offered in terms of the proposed diversion level (percent diverted by weight) for any specific material or service offered.
 - End Use – The highest and best use of the material (e.g., producing a marketable product is preferred to use as alternative landfill cover).
 - New Facility Development, Expansion Plans, or Permit Modifications (if applicable) – Reasonableness of any new facility plans, expansion plans, and/or permit modification process and implementation plan. Impact on acceptance of tonnage and costs if the process is delayed.
 - Permitted Capacity – Adequacy of the permitted capacity for the length of the contract, including review of the Solid Waste Facility Permit, Remaining Life Assessment Report, and annual waste acceptance data reported to State or County.
- Proposed rates for handling other materials factoring in SBWMA's estimated cost of transporting materials from Shoreway transfer station to the proposed facility(ies).
- Proposed land lease rates.

SECTION 2 – REQUESTED SERVICES

The following additional services are requested to commence on January 1, 2020, or at the earliest date the proposer can commence services, and are anticipated to be co-terminus with the term of the Disposal Agreement. These services are sought as a supplement to disposal services and are not stand-alone requests or service offerings. Proposers are invited to present proposals for one or more of the material types presented in this Section, but are not obligated to present proposals for all the material types. **Furthermore, if a proposer is interested in offering a proposal to receive and divert different material types not listed herein, it may also present the additional options.**

The materials described in this Section will be transferred from the SBWMA Shoreway transfer facility and delivered to the proposer's facility(ies) in a dedicated transfer vehicle containing only the specified category of material. Upon delivery of the materials, the contractor will be obligated to record the quantity of materials received by vehicle load by material category, as well as document how the material is used beneficially or transmitted to others for processing off-site. The contractor will be required to provide monthly and annual reports of the quantities of materials received per material category and its respective beneficial use to the SBWMA.

SBWMA is only looking for proposals that offer to accept, handling, process (if applicable), and use materials for acceptable non-disposal uses or that market the materials for reuse and recycling. Beneficial, non-disposal uses include, but are not limited to, daily cover, erosion control, roadway maintenance, or shipment of recovered materials to secondary markets/processors. In the case of organic materials, beneficial, non-disposal uses include, but are not limited to, processing at a composting facility or anaerobic digestion facility to create compost; processing/screening or shredding and using some portion as mulch and use of daily cover, erosion control, and site maintenance; and diverting food/putrescible wastes to a composting or anaerobic digestion facility. Disposal of SBWMA materials in the landfill as waste is not allowable.

2.1 Clean Dirt

SBWMA is interested in proposer's ability to receive clean dirt transferred from the SBWMA. These materials are a subset of the SBWMA estimated 35,000 to 50,000 tons of mixed construction and demolition debris (C&D) managed by the SBWMA annually. The dirt is received at the Shoreway transfer station primarily from residential and small commercial self-haul.

2.2 Large Aggregate (Concrete, Asphalt)

SBWMA is interested in proposer's ability to receive large aggregates (materials larger than 4 inches) including concrete, asphalt, rocks, aggregates containing little to no dirt or non-aggregate materials. These materials are a subset of the SBWMA estimated 35,000 to 50,000 tons of mixed C&D managed by the SBWMA annually.

2.3 Mixed Dirt with Rocks or Aggregates

SBWMA is interested in proposer's ability to receive mixed dirt with rocks or aggregates transferred from the SBWMA Shoreway transfer facility to the proposer's facility. The SBWMA is interested in the screening of the mixed dirt, separating the dirt from aggregates to produce an acceptable beneficial, non-disposal

use dirt and an aggregate/rock as an acceptable beneficial, non-disposal use of aggregates. These materials are a subset of the SBWMA estimated 35,000 to 50,000 tons of mixed C&D managed by the SBWMA annually.

2.4 Concrete, Asphalt, Rock

SBWMA is interested in proposer's ability to receive concrete, asphalt, rocks, and aggregates smaller than four inches. These materials are a subset of the SBWMA estimated 35,000 to 50,000 tons of mixed C&D managed by the SBWMA annually. This material is primarily from residential and small commercial self-haul. SBWMA has the ability to separate some aggregate to provide a stream free of large chunks that can be used for roads, erosion control, and other beneficial uses.

2.5 Mixed C&D Materials

SBWMA is interested in proposer's ability to receive mixed C&D for processing or transfer to certified C&D processors. The C&D is primarily materials generated by small residential and small commercial remodels delivered by self-haulers to the Shoreway transfer facility. Proposer may offer several pricing options such as processing materials by grinding and beneficially using material, or processing/sorting C&D materials for recovery and marketing of wood, cardboard, aggregates, metals, etc. SBWMA estimates approximately 35,000 to 50,000 tons of mixed C&D materials are managed by the SBWMA annually.

2.6 Wood Waste and Clean Green (without Food Waste)

SBWMA is interested in proposer's ability to receive and process wood and clean yard trimmings (brush, leaves, grass, etc.). SBWMA estimates approximately 10,000 tons of wood waste and yard trimmings are managed by the SBWMA annually, primarily received from self-haulers. Proposer may offer different pricing options for different types of wood wastes or yard trimmings.

2.7 Residential Organics Processing

SBWMA is interested in proposer's ability to receive and compost residential organics, which includes yard trimmings and food scraps collected curbside. SBWMA estimates approximately 100,000 tons of residential organics are managed by the SBWMA annually.

2.8 Commercial Organics Processing

SBWMA is interested in proposer's ability to receive and process commercial organics (composition/quality to be specified by proposer). SBWMA estimates approximately 50,000 tons of commercial organic waste are managed by the SBWMA annually.

2.9 Biosolids

SBWMA is interested in proposer's ability to receive biosolids transferred from the Redwood Waste Water Treatment Plant and dispose of the biosolids in the landfill or use the materials beneficially. SBWMA is researching the estimated quantity of biosolids and total solids content of the biosolids produced by the Redwood WWTP annually, and will provide this information, if and when available. Proposers are to propose a range of quantities (minimum and maximum) and acceptable solids content (in percent moisture or percent solids).

2.10 Other Services

Each proposer is encouraged to offer other services that it believes could benefit the SBWMA in terms of reaching elevated levels of diversion and/or beneficial use.

2.11 Land Leasing

In an effort to relieve congestion at the Shoreway Facility, the SBWMA seeks to relocate the parking of 25 to 35 transfer tractors and related driver auto parking from the Shoreway Facility to the proposer's disposal site or potentially other sites where the materials are to be delivered. Additionally, the SBWMA also seeks to store residential and collection carts and possibly some equipment.

Not accounting for entrance roads, maneuvering areas, etc., the SBWMA seeks a minimum of 1 acre and a maximum of 3 acres. The area needs to be accessible year round so an all-weather or equivalent surface is necessary. In addition, the area needs to be graded for truck accessibility and parking as well as cart storage. The area does not need to be fenced or isolated for this use, provided the site is secured from public access. The SBWMA will manage the vehicles to avoid dripping of mechanical fluids. Only limited maintenance of the trucks will be performed at the site (minor servicing of the trucks may occur from time to time as needed). The collection carts will be emptied prior to being placed in storage.

2.12 Split Tonnage Disposal Scenario

In the Original RFP, the SBWMA indicated that it may be interested in splitting the solid waste tonnage between disposal sites. This option is still of interest to the SBWMA. Proposers are required to propose landfill rates for 7- and 10-year terms assuming that SBWMA splits solid waste tonnage between multiple sites and that the proposer's landfill is guaranteed 45% of annual tonnage.

SECTION 3 – PHASE 2 PROPOSAL SUBMITTAL REQUIREMENTS

Section 3 includes the required proposal outline and a description of the specific information proposer must include in its Phase 2 proposal.

3.1 Proposal Outline

Proposer shall present its Phase 2 proposal in accordance with the outline provided in the table below. Items that are not required elements of the proposal are noted as “Optional.” Proposer may include additional information or data on other relevant topics or more detail on the information requested herein that is relevant to the proposal. Any additional information shall be included as attachments to the proposal.

Phase 2 Proposal Outline

- Cover Letter
- 1. Technical Proposal for Other Material Handling Services and Land Leasing Services
 - A. Other Material Handling Services (Optional)
 - B. Land Leasing Services (Optional)
- 2. Rate Proposal Forms
 - A. Enhanced Services Rate Proposal Form (Optional)
 - B. Disposal Rate Proposal Form for Split Tonnage

3.2 Cover Letter

The cover letter shall briefly highlight the other material handling and land leasing services offered. Lastly, the cover letter shall be signed by the proposer’s designated representative(s) authorized to submit the proposal, which shall be consistent with the proposer’s September 24, 2018 proposal response to the Original RFP.

3.3 Technical Proposal

A. Other Material Handling Services (Optional)

Identify proposer’s willingness, if any, in providing one or more of the other material handling services presented in Section 2. If proposer is interested in providing one or more material handling services, provide a description of the other material handling services or innovative services, if any, that responds to the requested services described in Section 2. Describe the proposed service; the facility where the service will be performed; methods used to handle or process the materials; amount of capacity offered and terms of any guarantee of capacity; permitted capacity limits (if applicable); diversion rates (if applicable); the number of years these services have been performed at the facility; party conducting the operations (i.e., proposer or subcontractor); date SBWMA may commence delivery of its material; and, other information at the proposer’s option.

For each type of material the proposer is offering to receive, provide a description or specification of the acceptable material type or identify any limitations.

For any material handling service that proposer is offering to develop in the future, in addition to the items requested above, provide a status of development plans. This description shall address facility needs for permits, equipment, staffing, financing, etc.

To the extent practical, proposer may present the requested information in a simple, tabular format. The SBWMA is not looking for expansion narratives on the material handling services.

B. Land Leasing Services (Optional)

In response to the requested services described in Section 2.11, provide a description of proposer's offer, if any, to lease land at the proposed disposal facility. If an offer is proposed, identify the amount of land available and current condition of the land. If site improvements are needed, describe improvements needed and the estimated cost of improvements, and identify if the proposed land leasing rate covers the cost of improvements or if proposer is looking to the SBWMA to cover some or all of the site improvement cost. Provide a map showing the location of the proposed area, identifying ingress/egress, site security, where improvements are anticipated, etc. Provide additional information on the land leasing arrangements, at the proposer's option.

3.4 Rate Proposal

A. Material Handling Services and Land Leasing Services

Proposer shall complete the Phase 2 rate proposal form, which is provided in the Attachment, to present rates for other material handling services and land leasing services to the extent proposer is offering to provide one or more of these services. Proposer may also modify the form to include additional material categories to propose rates for other material handling services not specifically identified in Section 2.

Pricing for land leasing services and other material handling services should be presented with the assumption that if one or more of these services is selected by the SBWMA, it will be in addition to the solid waste disposal services (and not separately selected and contracted for by the SBWMA).

If proposer is willing to offer acceptance of materials or land leasing at no cost to the SBWMA as a consideration for receipt of the SBWMA's solid waste, proposer shall show zero costs in the rate proposal form and note any conditions associated with this offer.

B. Disposal Rate Proposal for Split Tonnage

Proposer shall complete a second version of the rate proposal form provided with the Original RFP to present its pricing for receiving a portion of the SBWMA's solid waste, with the SBWMA's guarantee to annually deliver 45% of the solid waste disposal tonnage from the Shoreway transfer facility.

The County of San Mateo has informed the SBWMA that it is considering an amendment to its AB 939 fee policy to expand the scope of its current AB 939 fee of \$9.89 per ton to assess the fee on all waste generated in San Mateo County, regardless of the location of disposal site for such materials. If this policy change is adopted by San Mateo County, it will have an impact on proposers offering disposal services at landfill sites outside of the County. To consider the potential impact of the County's AB 939 fee, proposers are requested to reflect the AB 939 fee in the rate proposal forms.

Disposal rates shall be proposed based on the terms and conditions of the Future Agreement and shall be binding.

C. Other Rate Proposal Information (Optional)

If proposer would like to offer “discounted” rates for scenarios in which the SBWMA agrees to select disposal services and one or more of other material handling or land leasing services, proposer may provide a description of its offer or modify the rate proposal forms to reflect rates for a “bundled” service offering. For example, if proposer is willing to propose a lower disposal rate if it receives a guarantee to also receive and handling mixed C&D or residential or commercial organics, proposer shall describe its offer and present adjusted rates.

Attachment
Phase 2 Rate Proposal Form

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Attachment A to SBWMA RFP for Disposal and Other Material Handling Services
Phase 2 Rate Proposal
(Valid January 1, 2020 through December 31, 2020)

Material	Contractor Component	Government Component	Total Rate	Anticipated Diversion (%)	Capacity Available (TPY)	Facility Name	Proposed Process and End Use of Material (Note: Disposal is not allowed)	Notes
Rates for Other Material Handling Services (\$/ton)								
Clean Dirt	\$0.00	\$0.00	\$0.00	0%	0			
Large Aggregates (concrete and asphalt over 4 inches)	\$0.00	\$0.00	\$0.00	0%	0			
Mixed Dirt with Rocks or Aggregates	\$0.00	\$0.00	\$0.00	0%	0			
Concrete, asphalt, rock (smaller than 4 inches)	\$0.00	\$0.00	\$0.00	0%	0			
Mixed C&D Materials	\$0.00	\$0.00	\$0.00	0%	0			
Wood waste, dimensional	\$0.00	\$0.00	\$0.00	0%	0			
Wood waste, other	\$0.00	\$0.00	\$0.00	0%	0			
Clean green waste/brush	\$0.00	\$0.00	\$0.00	0%	0			
Residential organics	\$0.00	\$0.00	\$0.00	0%	0			
Commercial organics	\$0.00	\$0.00	\$0.00	0%	0			
Biosolids	\$0.00	\$0.00	\$0.00	0%	0			
Other (optional, specify material)	\$0.00	\$0.00	\$0.00	0%	0			
Other (optional, specify material)	\$0.00	\$0.00	\$0.00	0%	0			

Land Leasing Services	Optional			Location	Notes	
Land lease rate (specify \$/acre per year or \$/year for all leased land)	\$0.00					
1 Acre (\$/year)	\$0.00					
3 Acres (\$/year)	\$0.00					

Attachment A to SBWMA RFP for Solid Waste Disposal and Other Material Handling Services
Phase 2 Rate Proposal - Government Component Details
 (Valid January 1, 2020 through December 31, 2020)

Section E: Government Fees	Provide information on other material handlings services listed on Rate Proposal Form.							Notes
(Proposer to list each fee below)	Specify material/ service	Specify material/ service	Specify material/ service	Specify material/ service	Specify material/ service	Specify material/ service	Specify material/ service	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Government Component (b)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Note: The Total Government Component must equal the Government Component presented on the Rate Proposal Form.