



A Public Agency

# SHOREWAY OPERATIONS AND CONTRACT MANAGEMENT



## STAFF REPORT

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**To:** RethinkWaste Board of Directors  
**From:** Hilary Gans, Sr. Operations and Engineering Manager  
**Date:** November 20, 2025 Board Meeting  
**Subject:** Consideration and Approval of a Resolution Authorizing Issuance of a Request for Design Build Proposals for MRF Automation Upgrade Phase II Project and Adoption of a Conflict-of-Interest Policy for Design Build Projects

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### **Recommendation**

Staff is recommending that the Board approve Resolution No. 2025-36 authorizing the issuance of the design/build Request for Proposals (RFP) for the MRF Automation Upgrade Phase II Project and adopt a conflict-of-interest policy for design/build projects.

### **Background**

The Materials Recovery Facility (MRF) Automation Upgrade Phase II Project is in the adopted 2024-2028 Capital Improvement Plan (CIP) with a combined 2025 and 2026 maximum budget of \$7,500,000. The project envisioned in the CIP includes the replacement of the current container optical sort system, installation of a new residual recovery sort system, and the installation of an aseptic carton recovery system at the MRF.

The project will increase the material recovery rate at the MRF by replacing and upgrading the existing container sort system (that was originally installed in 2009 and is now obsolete), installing the new residual sort, and installing a new carton recovery system to retrieve containers that are currently being missed by current sort system and are ending up in the system residue. The project will include at least three new optical sorters, an eddy current separator and a new optical system to “scavenge” the residue and recover containers for reprocessing by the container line. The project will include the dismantling of old equipment and the design and installation of new equipment without disruption to normal MRF operations or system downtime.

A detailed scope of work including project description, technical information, performance criteria, and system photographs are included in Appendix A of the RFP (see Attachment 2 of this report).

### **Discussion/Analysis**

South Bayside Waste Management Authority (aka “RethinkWaste”) is an 11-member joint powers authority formed pursuant to California Government Code Section 4000 et seq. As such, it is a public entity and subject to provisions of the California Public Contracts Code. The Authority’s Purchasing Policy, at Section 3.12.370, requires that contracts for public projects exceeding \$60,000, as defined in the California Uniform Public

Construction Cost Accounting Act (California Public Contracts Code Section 22000 et seq) be in writing and awarded by the Board. A public project is defined to include construction, reconstruction, erection, alteration, renovation, improvements, demolition and repair work involving any publicly owned, leased or operated facility. A public facility is defined as any plant, building, structure, ground facility, utility system, real property, or other public work improvement owned, leased or operated by South Bayside Waste Management Authority.

The MRF upgrade project is a public works project, and the Authority is approaching this project as a design/build project as provided for in California Public Contracts Code Section 22160. The statutory procedure for awarding design build contracts requires a two-step procurement process. First, a request for qualifications (RFQ) is issued to prequalify or short-list the design build entities whose proposals will be considered by the Authority, California Public Contracts Code Section 22164(b). Second, a request for proposals (RFP) is approved by the Board and then issued to the pre-qualified or short-listed design build entities. California Public Contracts Code Section 22164(d). Once responses are reviewed, the Board has the authority per California Public Contracts Code Section 22162(a) to award the design build contract based on the “low bid” or “best value”.

In accordance with the Public Contracts Code, RethinkWaste intends to use a “best value”, rather than the low bid, selection method for evaluating proposals, to allow the Authority more flexibility in evaluating the financial and technical merits of the design/build proposals. The selection criteria and procedure are defined in detail in the RFP, included with this report (see Attachment 2). At a minimum, criteria will include price, technical design and construction expertise, design proposal, life cycle cost, downtime, and schedule.

The design/build selection method also requires RethinkWaste to adopt a conflict-of-interest policy for design/build projects California Public Contracts Code Section 22160 and Government Code 1090. The proposed policy is included with this report (see Attachment 3). Pursuant to the policy, any person or entity that has performed or is performing services for RethinkWaste relating to the solicitation of this design-build project will not be eligible to submit a proposal as a design-build entity or to join a design-build team.

On October 15, 2025, staff released the RFQ to pre-qualify design-build entities for the project. Submittals are due on November 12, 2025, and the results remain pending as of the writing of this report. Assuming a satisfactory prequalified list of design-build entities is established, the recommended action would allow staff to proceed with issuance of the attached RFP to the pre-qualified design-build entities.

As shown in the RFP, the container sort system replacement and new residue recovery system installation are in the Base bid of the RFP, while the aseptic carton recovery system is a Alternate bid. Bidders are required to submit bids for both the Base bid and the Alternate. When this item is returned to the Board for award of a design-build contract in January 2026, the Board will have the option of awarding a contract for the base bid or the base bid and the alternate. The engineer’s estimate of the project cost without the alternate bid item is \$4,000,000 to \$5,000,000.

If the design-build contract is awarded in January 2026, design of the system would commence shortly thereafter, and construction of the new systems is anticipated to be completed by the end of 2026.

### **Fiscal Impact**

The anticipated funds for this project have been designated from RethinkWaste’s standing Green Bond fund (current balance is about \$13m).

### **Attachments**

Resolution 2025-36

Attachment A: Request for Proposal document

Attachment B: Conflict of Interest Policy



## RESOLUTION NO. 2025-36

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY (RETHINKWASTE) APPROVING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR DESIGN-BUILD OF THE MATERIALS RECOVERY FACILITY AUTOMATION UPGRADE PHASE 2 PROJECT AND ADOPTION OF A CONFLICT- OF- INTEREST POLICY FOR DESIGN -BUILD PROJECTS CONSTRUCTED BY RETHINKWASTE

WHEREAS the Authority allocated funds for the Material Recovery Facility Automation Upgrade Phase II Project in the 2025-2026 Fiscal Year Budget and;

WHEREAS, given the complex and specialized nature of this Project a request for Proposals was issued to prequalify design- build entities authorized to submit proposals for this Project, and;

WHEREAS the Board has reviewed a proposed Request for Qualifications to be issued to pre-qualified design- build entities and staff's request that the Board approve the Request for Qualifications and authorize its issuance, and;

WHEREAS the Board has also reviewed a Conflict-of-Interest Policy for Design Build projects and staff's request that the Board approve the Policy, and;

WHEREAS the Board finds the Request for Qualifications and the Conflict-of-Interest Policy acceptable and determines that it is in the best interest of the Authority to proceed with the design- build process for this Project:.

NOW, THEREFORE, BE RESOLVED that the Board approves the Attached Request for Proposals for Design- Build of the Materials Recovery Facility Automation Upgrade Phase II Project, authorizes its issuance and further approves the Attached Conflict- of- Interest Policy for Design Build Projects to be constructed by the Authority.

**PASSED AND ADOPTED** by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on this **20th** day of **November 2025**, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary District				
Menlo Park									

I HEREBY CERTIFY that the foregoing Resolution No. 2025-36 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on November 20, 2025.

ATTEST:

\_\_\_\_\_  
Chairperson of RethinkWaste

\_\_\_\_\_  
Cyndi Urman, Board Secretary

**SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY  
SAN MATEO COUNTY, CALIFORNIA  
REQUEST FOR PROPOSALS  
SHOREWAY ENVIRONMENTAL CENTER MATERIALS RECOVERY FACILITY  
AUTOMATION UPGRADE PHASE II PROJECT**

South Bayside Waste Management Authority (“RethinkWaste” or “Authority”) is seeking prequalified design-build entities or design-build teams to submit competitive Proposals to design and construct RethinkWaste’s **Material Recovery Facility (MRF) Automation Upgrade Phase II Project (Design/Build)** (“Project”), in accordance with Public Contract Code section 22160 et seq. Only Respondents RethinkWaste has prequalified in response to the prior Request for Qualifications (“RFQ”) for the Project will be eligible to submit Proposals in response to this Request for Proposals (“RFP”).

Respondents to this RFP shall submit a fully completed and sealed Proposals conforming to the RFP requirements to:

South Bayside Waste Management Authority  
1245 San Carlos Ave, Suite E  
San Carlos, CA 94070  
Attention: Cyndi Urman, Clerk of the Board

Alternatively, Proposals may be submitted electronically to Cyndi Urman, Clerk of the Board, at: [curman@rethinkwaste.org](mailto:curman@rethinkwaste.org).

**RethinkWaste must receive all Proposals, whether in hard copy or electronic form, by December 19, 2025, at 5:00 PM.**

Oral, telegraphic, facsimile, or telephone Proposals will not be accepted. Proposals received after this date and time will not be accepted and will be returned unopened.

RethinkWaste reserves the right to waive irregularities and omissions in any Proposal, and to make all final determinations. RethinkWaste also reserves the right to reject any and all Proposals and to negotiate contract terms with one or more Respondents.

A mandatory informational meeting and site walk will be conducted on **Wednesday December 3, starting at 1:00 P.M., at Shoreway Environmental Center front lobby, 1301 Shoreway Blvd, San Carlos, CA 94070.**

Questions regarding this RFP may be directed in writing to Hilary Gans, Operations and Engineering Manager, at [hgans@rethinkwaste.org](mailto:hgans@rethinkwaste.org). **Questions must be submitted in writing on or by 5:00 pm on December 10, 2025.**

**ATTACHMENT A. MRF PHASE II RFP**

**I. RFP SCHEDULE SUMMARY**

RethinkWaste may change the dates on this schedule without prior notice.

<b>DEADLINE</b>	<b>ACTION ITEM</b>
<b>November 21, 2025</b>	Release and distribution of RFP to prequalified Respondents.
<b>December 3, 2025 at 1:00 PM</b>	Mandatory information meeting and site walk.
<b>December 10, 2025 at 5:00 PM</b>	Last day to receive written questions from Respondents.
<b>December 15, 2025</b>	Last day for RethinkWaste to issue addenda or answer questions.
<b>December 19, 2025 at 5:00 PM</b>	Deadline for Proposals in response to RFP.
<b>Week of January 12, 2025 (tentative, and only if required)</b>	Interviews of Respondents.
<i>Anticipated by January 2025</i>	Notification to selected Design/Builder(s) to start negotiation.
<i>Anticipated by February 2025</i>	Governing Board award of contract.

**II. INTRODUCTION**

RethinkWaste is seeking Proposals from prequalified design-build entities or design-build teams (each referred to herein as “Design/Builder”) to submit competitive proposals to design and construct RethinkWaste’s **MRF Automation Upgrade Phase II Project (Design/Build) (“Project”)**, in accordance with Public Contract Code section 22160 et seq. This RFP defines the services sought from the Design/Builder and generally outlines the Project requirements.

**III. DESIGN-BUILD PROCUREMENT PROCESS**

Pursuant to Public Contract Code section 22164, procurement of a Design/Builder for the Project will follow two (2) phases:

1. Prequalification – First, by prior RFQ, RethinkWaste prequalified Respondents using a standard template request for statements of qualifications.
2. Design-Build Competition – Second, by this RFP, RethinkWaste invites only prequalified Respondents to submit competitive Proposals for the Project. RethinkWaste will use a best

## **ATTACHMENT A. MRF PHASE II RFP**

value selection method for evaluating Proposals. The selection criteria and procedure are defined in this RFP.

Pursuant to RethinkWaste policy, any person or entity that has performed or is performing services for RethinkWaste relating to the solicitation of this design-build project will **not** be eligible to submit a Proposal as a design-build entity or to join a design-build team.

### **IV. PROJECT DESCRIPTION AND SCOPE OF SERVICES**

#### **A. Overview**

Pursuant to Public Contract Code section 22160 et seq., the selected Design/Builder will design and construct the Project. The Project is further defined in the attached **Appendix A**, along with RethinkWaste's expected cost range and schedule for the Project.

Design/Builder members must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services, as applicable and as needed to complete the Project. In addition, the Design/Builder shall have experience with both design and construction of projects similar to the Project.

All tiers of contractors performing work on the project must be registered with the Department of Industrial Relations ("DIR") as required by law. The Design/Builder will be required to comply with the Labor Code prevailing wage requirements and RethinkWaste's bonding and insurance requirements. The Design/Builder shall be required to work cooperatively with RethinkWaste staff, Governing Board, all other technical consultants, the Project inspector, and program and/or construction manager, if any, RethinkWaste retains for the Project, other RethinkWaste committees, and the community to facilitate timely and professional Project completion.

#### **B. Criteria Documents**

Pursuant to Public Contract Code section 22164, subdivision (a), RethinkWaste's Criteria Documents for the Project are attached hereto as **Appendix A** and incorporated herein by this reference. The Criteria Documents may establish design requirements including, without limitation, the size, type, and desired design character of the Project, performance specifications covering the quality of materials, equipment, workmanship, preliminary plans or building layouts, or any other information deemed necessary to describe adequately RethinkWaste's needs.

Respondents must completely familiarize themselves with the Criteria Documents prior to submitting a Proposal. The selected Design/Builder will be required to strictly adhere to the Criteria Documents in completing the Project design and construction.

#### **C. Scope of Work**

Although the final scope of work will be negotiated in the executed Agreement, the selected Design/Builder shall be responsible for performing the following scope of work, at a minimum:

##### **1. Design Services**

## ATTACHMENT A. MRF PHASE II RFP

- a. Complete the design for the Project based on the Criteria Documents, including related meetings with RethinkWaste for input and approval at multiple stages of design development and preparation of detailed construction cost budgets.
  - i. Design Development: Prepare Design Development Documents from the Criteria Documents, including related architectural, structural, mechanical, electrical, civil, and landscape services. Revise construction cost budget. Meet with RethinkWaste.
  - ii. 50% Construction Documents: Upon RethinkWaste's acceptance of the Design Development Documents, prepare 50% construction documents. Revise construction cost budget. Meet with RethinkWaste.
  - iii. 100% Construction Documents: Upon RethinkWaste's acceptance of 50% Construction Documents, prepare 100% construction documents. Revise construction cost budget. Meet with RethinkWaste. Perform back-check as needed at no additional cost to RethinkWaste.
- b. Submit completed plans and specifications for approval of Authorities Having Jurisdiction ("AHJ") and perform all services related to obtaining AHJ approval.
- c. Any other services that are reasonable and necessary for Project design, including close-out with AHJ.

### 2. Preconstruction Services

- a. Consult with RethinkWaste staff in relation to the existing site. Design/Builder should make site visits, as needed to review the current site conditions. During this evaluation, Design/Builder may make recommendations relating to soils investigations and utility locations and capacities, in order to minimize unforeseen conditions.
- b. Provide a Project budget for the construction of the project with identified subcontractor bids and self-performed work.
- c. Undertake value-engineering analysis and prepare reports with recommendations to RethinkWaste to maintain established Project budget and specifications. Provide a detailed analysis of all major Project systems with an emphasis on possible value engineering possibilities.
- d. Detailed Construction CPM Schedule: Produce detailed construction CPM schedules to be incorporated into the Project documents, including identification of the Project critical path and agency approvals.
- e. Construction Planning: Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.

## **ATTACHMENT A. MRF PHASE II RFP**

- f. Any other services that are reasonable and necessary to control the budget and schedule.

### **3. Construction Services**

- a. Administer and coordinate on a daily basis the work of all trade contractors the Design/Builder hires to work on the Project.
- b. Enforce strict performance, scheduling, and notice requirements.
- c. Document the Project progress and costs.
- d. Report proactively on potential schedule impacts and recommend potential solutions to schedule problems.
- e. Coordination of record drawings and specifications.
- f. Compilation of operations and maintenance manuals, warranties/guarantees, and certificates.
- g. Obtaining occupancy permits and coordinating testing, documentation, and governmental inspections and approvals.
- h. Preparation of accounting and closeout reports and occupancy plan reports.
- i. Other responsibilities as necessary for Project completion.

### **D. Design-Build Structure**

The Agreement (as defined below at subparagraph G) will conform to design-build project delivery method pursuant to Public Contract Code section 22160 et seq. The Agreement will have separate phases for design and construction.

If an award is made, the Agreement will set a not-to-exceed (“NTE”) amount for Project compensation. The Design/Builder will proceed to design the Project based on the Criteria Documents, with RethinkWaste input and authorization at multiple stages. Design/Builder shall submit complete plans and specifications to the AHJ for approval.

Upon the AHJ approval of the plans and specifications, Design/Builder shall proceed with subcontractor bidding for all construction subcontracts not identified in the Proposal with a value exceeding one-half of one percent (0.5%) of the contract price allocable to construction work. Subcontracts may be awarded based on a best value basis or to the lowest responsible bidder. Following both AHJ approval of the plans and specifications and Design/Builder’s completion of subcontractor bidding, the Design/Builder will prepare a Guaranteed Maximum Price (“GMP”) proposal for Project construction, subject to open book review, negotiation, and RethinkWaste acceptance. Upon GMP agreement, the parties will amend the Agreement to establish the Project GMP. The Design/Builder is responsible for the GMP proposal staying within the NTE. Any re-design or re-bidding to stay within the NTE shall be at no additional cost to RethinkWaste.

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**E. RethinkWaste Project Management Description**

RethinkWaste’s Governing Board will be responsible for making final decisions, but the Superintendent will be responsible for day-to-day decisions and may designate a project manager, who will be the primary point of contact between the Design/Builder and RethinkWaste.

**F. Registration of Design/Builder and All Tiers of Subcontractors**

The selected Design/Builder shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of registration with the DIR required of each and every contractor has been provided to and accepted by RethinkWaste.

**G. Form of Agreement**

The selected Design/Builder must be able to execute RethinkWaste’s standard form of Design-Build Agreement (“Agreement”) attached to this RFP as **Appendix C**. The NTE Amount and the Design Fee will be negotiated based on the Proposal. The GMP for construction will be negotiated following AHJ approval of the plans and specifications and subcontractor bidding.

**H. Indemnity**

Respondents must acknowledge that they have reviewed RethinkWaste’s indemnity provision set forth in the Agreement (**Appendix C**) and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with RethinkWaste, Respondent has no substantive objections to the use of RethinkWaste’s standard indemnity provision.

**I. Insurance**

RethinkWaste requires at least the following insurance coverage from the selected Design/Builder:

Professional Liability		\$4,000,000 per occurrence; \$8,000,000 aggregate
Commercial General Liability	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$5,000,000 per occurrence; \$10,000,000 aggregate
Automobile Liability – Any Auto	Combined Single Limit	\$2,000,000
Workers’ Compensation		Statutory limits under State law
Employer’s Liability		\$2,000,000 per accident, \$2,000,000per disease, and \$2,000,000 aggregate

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Builder’s Risk		Replacement Cost
Pollution Liability		\$1,000,000 per claim; \$2,000,000 aggregate
RethinkWaste will purchase Course of Construction Policy at Contractor’s Expense		Limits at the total value of the project

Design/Builder shall provide to RethinkWaste certificate(s) of insurance and endorsements satisfactory to RethinkWaste. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days’ written notice to RethinkWaste prior to modification and/or cancellation. RethinkWaste shall be named as an additional insured under the Commercial General Liability and Automobile Liability policies. Builder’s Risk policy(ies) shall be primary. Any insurance carried by RethinkWaste shall only be secondary and supplemental. Design/Builder shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the Design/Builder or subcontractor has been provided to and accepted by RethinkWaste.

**V. FULL OPPORTUNITY**

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision-making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status in any consideration leading to the award of the contract. RethinkWaste also affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFP.

**VI. LIMITATIONS**

This RFP is neither a formal request for bids, nor an RethinkWaste offer to contract with any party responding to this RFP. RethinkWaste reserves the right to add additional prequalified Respondents for consideration after distribution of this RFP, if it is found to be in RethinkWaste best interest. All decisions regarding Design/Builder selection will be made in RethinkWaste’s best interests. The contract award pursuant to this RFP, if at all, is at RethinkWaste’s sole discretion.

RethinkWaste makes no representation that participation in this RFP process will lead to a contract award or any consideration whatsoever. RethinkWaste shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

Proposals and any other supporting materials submitted to RethinkWaste in response to this RFP will not be returned and will become RethinkWaste property unless, at the time of submittal, portions of the materials are designated as proprietary and are specifically requested to be returned.

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Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind RethinkWaste to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals shall be held confidential by RethinkWaste and shall not be subject to disclosure under the California Public Records Act until after either: (1) RethinkWaste and the successful Respondent have completed negotiations and entered into an Agreement, or (2) RethinkWaste has rejected all Proposals. Furthermore, RethinkWaste will have no liability to the Respondent or other party as a result of any public disclosure of any Proposal.

### **VII. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any RethinkWaste employee, Governing Board, or selection members. Any such contact shall be grounds for the disqualification of the Respondent submitting a Proposal.

### **VIII. MANDATORY INFORMATIONAL MEETING AND SITE WALK**

Each Respondent must attend the **mandatory** informational meeting and site walk, to be conducted on **December 3, 2025, starting at 1:00 P.M.** The meeting will be held at the Shoreway Environmental Center, 333 Shoreway Road, San Carlos, CA 94070 (meet in the lobby of the Education Center building). At this meeting, RethinkWaste representatives may distribute information and materials to further describe the Project and the scope of work, and will walk the proposed Project site. Respondents shall consider and address materials and information from the meeting in their Proposals. Respondents that fail to attend the mandatory informational meeting, in its entirety, shall be ineligible for responding to this RFP.

### **IX. PROPOSAL REQUIREMENTS**

#### **A. Format**

Material must be in 8½ x 11-inch format with font no less than 11-point font size. The Proposals shall include divider tabs labeled with boldface headers below (e.g., the first tab would be entitled “Executive Summary,” the second tab would be entitled “Table of Contents,” etc.). Five (5) bound copies, one (1) unbound copy, and one (1) electronic copy (on USB stick) of the Proposal shall be submitted. Each Proposal shall not contain more than thirty (30) single-sided pages, excluding front and back covers, tabs, Design Proposal (Tab 6), and allowed Appendix content. Each double-sided page is counted as two single-sided pages. Submittals containing more than the authorized number of pages will not be considered.

The unbound copy, marked “Copy for Reproduction,” shall be formatted as follows:

- A cover sheet listing the Respondent’s name, the total number of pages, and identification of those pages that were removed due to proprietary information;

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- No divider sheets or tab;
- Text printed on one side only (i.e., no double-sided pages); and
- Pages with proprietary information removed.

### **B. General Overview**

Each Proposal must include a description of the type, technical experience, backgrounds, qualifications and expertise of Respondent. The description must show that the Respondent possesses the skills and professional experience to perform the functions of the Project and fulfill RethinkWaste's goals and vision for the Project. Proposals shall describe in detail the Respondent's methods and plan for carrying out the Project. Included in this information must be a detailed description of professional design services, construction scheduling, staging, and logistics based on RethinkWaste timelines and information provided in this RFP and at the mandatory informational meeting and site walk. Describe the Respondent's approach to the Project, including any creative methodology and/or technology that the Respondent uses or unique resources that the Respondent can offer to RethinkWaste and Project.

### **C. Contents**

Respondents shall comply with the following requirements for its Proposal:

#### **1. Executive Summary (maximum 1 page)**

An overview of the entire Proposal with a description of the general approach and/or methodology Respondent will use to meet the goals and fulfill the general functions as set forth in this RFP.

#### **2. Table of Contents**

A complete and clear listing of the headings and pages to allow easy reference to key information.

#### **3. Cover Letter (maximum 1 page)**

A letter of introduction signed by an authorized officer of the Respondent. If the Respondent is a joint venture, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. The letter shall also include:

- Respondent's name.
- Address, include any branch office address and point of contact.
- Telephone number.
- Fax number.
- Email address.
- Identification of team members.

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- License number for Respondent’s design professional in general responsible charge.
- Contractors State License Board (“CSLB”) license classification and number and Public Works Contractor Registration number on file with the DIR for Respondent’s general contractor.
- Identification of the individual(s) authorized to speak for Respondent during the evaluation process.
- The following statement:

“[RESPONDENT’S NAME] received a copy of RethinkWaste’s Design-Build Agreement (“Agreement”) attached at Appendix C to the RFP. [RESPONDENT’S NAME] has reviewed the indemnity provisions and insurance requirements contained in the Agreement. If given the opportunity to contract with RethinkWaste, [RESPONDENT’S NAME] has no objections to these provisions, or to the use of the Agreement.”

- Certification that no official or employee of RethinkWaste, nor any business entity in which an official of RethinkWaste has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to RethinkWaste.
- Statement that Respondent is proposing with the same membership of the design-build entity or design-build team identified in Respondent’s Statement of Qualifications (“SOQ”) submitted in response to the Project RFQ.
- Verification that all information in Respondent’s SOQ submitted in response to the RFQ for this Project remains accurate or, if any information has subsequently become inaccurate, identify the inaccuracy and its cause in the cover letter and provide updated, accurate information. (Appendix may be used to provide complete documentation/information for this purpose, if needed, and will not count toward the page limit.)
- Statement that Respondent acknowledges and confirms that it will be willing and able to perform all of the services described in Section IV.C. – Scope of Work of this RFP.

#### 4. Proposed Project Team and Expertise

- Include an organizational chart of Respondent. If Respondent is proposing as a design-build team the chart must identify, at a minimum, all members and their roles.
- Describe the proposed Project team, including design professional in general responsible charge, general contractor, and key subconsultants. Provide resumes for up to six (6) key personnel and explain what each will bring to the Project.

## **ATTACHMENT A. MRF PHASE II RFP**

- Demonstrate how the proposed Project team will communicate, collaborate, and work together and with RethinkWaste.
- Summarize Respondent's design and construction experience as relevant to this Project. Emphasize work on similar multi-family housing projects, accounting for the facility type, features, size, contract value, complexity, and schedule of this Project.
- Explain how the proposed Project team's collective expertise will translate into a better value for RethinkWaste.
- References and prior experience regarding the scope of work including, without limitation, with residue sorting systems

### **5. Method and Strategic Plan**

Detailed discussion of Respondent's method and strategic plan for carrying out the Project, including:

- The technical and managerial approach to Respondent's partnership with RethinkWaste. Take into account RethinkWaste's goals for the Project and the general functions required. Respondent may identify additional necessary tasks and discuss these in its proposed method to accomplish the work.
- Design capabilities and description of professional services to be provided by Respondent.
- Construction means and methods Respondent intends to utilize on the Project.
- The plan to avoid disruption and work stoppage of the Authority's ongoing MRF sort equipment operations during construction. Authority's ongoing MRF sort equipment operations must continue uninterrupted during the Project.

### **6. Design Proposal**

Submit a detailed design proposal, including, at a minimum, a narrative description of the design, project approach, and project features, and the following project renderings:

- Conceptual rendering of the Project.
- Elevation rendering of interior and exterior of building(s).
- Site plan rendering.
- Mock-up of finishes.

## ATTACHMENT A. MRF PHASE II RFP

- Extent to which proposal meets performance criteria (at minimum it must meet the Specifications sorting requirements).
- Extent and quality of integration into existing system controls /Master Control Center.
- Life-Cycle considerations to address and reduce long-term environmental impact and costs through material choices, energy usage and efficiency, maintenance, and end-of-life recyclability.

Respondents should use any specialty subconsultants necessary to submit a complete, detailed design proposal.

### 7. Schedule

Develop and provide a preliminary schedule for all Project phases of design and construction through completion, including specific milestones. Identify any schedule challenges and describe Respondent's plan for addressing the same.

### 8. Price Proposal

Submit a detailed price proposal in a separate sealed envelope. Price proposal should, at a minimum, address separately each of the following:

1. Design Costs – costs and method of calculation for architectural and engineering services from entitlement through AHJ approval. \
2. Equipment Cost - cost for equipment for each of the major items of equipment.
3. Installation/Construction Fee – fee for construction, which includes profit and overhead.
4. General Conditions Cost – list what is included in the general conditions (including personnel) and monthly value of the general conditions.
5. Bonds and Insurance – state the rates for required bonds and required insurance as a percent of the cost of work.
6. Mark-Up – additional mark-up on subcontractor prices.
7. Contingency – construction contingency for unforeseen conditions and/or scope gaps.
8. NTE Amount – proposed maximum compensation to the Design/Builder for the design and construction of the Project. The NTE Amount will be superseded by the GMP by contract amendment.

As part of the Agreement, RethinkWaste will have access to all subcontractor bids, contingency breakdown and tracking documents, general conditions breakdown and tracking documents, and

**ATTACHMENT A. MRF PHASE II RFP**

Design/Builder’s fees. Any portion of the contingency and/or allowance remaining after Project completion shall be returned to RethinkWaste.

**9. Insurance**

Respondent must demonstrate that it can maintain adequate insurance as required herein. The Proposal must include a letter from Respondent’s insurance company indicating its ability to provide insurance coverage on behalf of Respondent in accordance with the insurance requirements in **Appendix C**. (This letter may be included in the Appendix to the Proposal where it will not count toward the page limit.)

**10. Comments to Form of Agreement**

Respondents must thoroughly review the Agreement attached to this RFP as **Appendix C** and confirm in writing that, if given the opportunity to contract with RethinkWaste, Respondent has no substantive objections to the use of RethinkWaste’s standard agreement. Respondent must also identify any term or condition of the Agreement that Respondent requests modifying, deleting, or adding. Respondents must set forth a clear explanation of the change with specific alternate language. If selected, Respondent will be precluded from negotiating changes that have not been identified in its RFP Packet. RethinkWaste will review, but is not obligated to accept, any proposed changes.

**11. Certifications**

Provide executed Non-Collusion Declaration (**Appendix D-1**), Iran Contracting Act Certification (**Appendix D-2**), and Off-Road Diesel-Fueled Fleet Certification (**Appendix D-3**).

**12. Appendix (if used)**

May include:

- Updating/correcting information from SOQ, if needed.
- Letter from insurance company.
- Resumes of subconsultants, if any.

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**ATTACHMENT A. MRF PHASE II RFP**

**X. SELECTION CRITERIA AND PROCEDURES**

**A. Best Value Methodology**

Responsive Proposals will be evaluated under the following factors and weights:

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>WEIGHT</b>
<b>Price</b>	Price proposal, including design costs, construction fee, general conditions cost, bonds and insurance, mark-up, contingency, and proposed NTE Amount.	100 points
<b>Technical design and construction expertise</b>	Demonstrated experience and capability with design and construction of like-projects.	50 points
<b>Design Proposal</b>	Proposed design, approach, and Project features.	75 points
<b>Life-cycle costs</b>	Life-cycle cost analysis of proposed building systems over 15 years or more.	20 points
<b>Schedule</b>	Proposed project schedule, including design and construction phases.	30 points
<b>Interview (If used, score; if not used, all respondents will receive 0 points.)</b>	Interview performance, including but not limited to proposed team attendance and approach to work.	50 points
<b>MAXIMUM SCORE: 325 points</b>		

RethinkWaste staff will assign points for each factor to each Respondent. Respondents will then be ranked based on total points. A higher point total reflects a determination that Respondent’s Proposal presents a better value to RethinkWaste.

**B. RethinkWaste Investigations**

RethinkWaste may consider and perform investigations of Respondents that extend beyond contacting any references identified in the Proposal and/or SOQ.

**C. Interviews**

RethinkWaste may invite Respondents to meet with RethinkWaste staff and consultants. Respondent’s key personnel proposed Project team will be expected to attend the interview. The interview will be an opportunity for RethinkWaste to review the Proposal, qualifications, and any

## **ATTACHMENT A. MRF PHASE II RFP**

other matters RethinkWaste deems relevant to its evaluation. Any comments or objections to the form of Agreement attached hereto as **Appendix C** may be the subject of inquiry at the interview. Respondent may be requested to provide a more detailed fee Proposal in advance of the interview.

### **D. Selection of Finalists**

Proposals shall be evaluated and the Project awarded in the following manner:

1. RethinkWaste will evaluate all timely submitted Proposals for responsiveness.
2. Responsive proposals will be evaluated and scored according to the best value methodology described above.
3. Once the evaluation is complete, responsive Proposals will be ranked based on total points, but RethinkWaste shall not be required to rank more than the three (3) highest-scoring Proposals.
4. RethinkWaste's Governing Board will award the contract, if at all, to the responsible Respondent whose proposal RethinkWaste determines to be the best value.
5. If the selected Design/Builder refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in RethinkWaste's best interest, award the contract to the Respondent with the second highest best value score. If the second selected Design/Builder refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in RethinkWaste's best interest, award the instrument to the Respondent with the third highest best value score.
6. Notwithstanding any other law, upon issuance of a contract award, RethinkWaste shall publicly announce its award, identifying the Design/Builder to which the award is made, along with a statement regarding the basis of the award. The statement regarding RethinkWaste's contract award and the contract file shall provide sufficient information to satisfy an external audit.

## **XI. FINAL DETERMINATION**

RethinkWaste reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as nonresponsive, and/or not to contract with any firm for the services described herein. RethinkWaste makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. RethinkWaste reserves the right to seek proposals from or to contract with any firm not participating in this process. RethinkWaste shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

The awarding of contract(s) is at RethinkWaste's sole discretion. RethinkWaste may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the contract and RethinkWaste will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist

**ATTACHMENT A. MRF PHASE II RFP**

is willing to enter into a contract for the reduced scope of work, RethinkWaste will retain the right to enter into negotiations with any other Respondent responding to this RFP.

**WE THANK YOU FOR YOUR INTEREST IN THE RethinkWaste'S PROJECT!**

**APPENDIX A**

**PROJECT DESCRIPTION / SCOPE OF WORK AND CRITERIA DOCUMENTS**

Project Name: MRF Automation Upgrade Phase II Project

**Project Overview**

The South Bayside Waste Management Authority (RethinkWaste) is considering several upgrades to its Shoreway Environmental Center Materials Recovery Facility (MRF) sort system that focus on container recovery. The current container sort system has three optical sorters and an eddy current sorter that are obsolete (originally installed in 2009) and need to be replaced. Additionally, RethinkWaste desires to retrieve containers that were missed by the sort system and reside in the system residue. To accomplish this, a new optical sort system will need to be installed to “scavenge” the residue and recover containers for reprocessing by the container line. The project will include the dismantling of old equipment and the design and installation of new equipment without the disruption to normal MRF operations or system downtime.

**Background**

RethinkWaste (aka RethinkWaste) is a joint powers authority formed in 1982 by eleven local government jurisdictions in San Mateo County including: 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.

The primary goal of RethinkWaste is to offer cost-effective waste reduction, recycling, and solid waste programs to its Member Agencies, residents, and businesses in the service area. This is done through franchised collection services and other recyclers to meet and exceed a minimum 50% diversion level mandated by California State Law AB939 and to comply with SB1383 organics disposal reduction requirements. Currently, RethinkWaste has an operations contract with South Bay Industries (SBI) to operate the MRF under a ten-year agreement with RethinkWaste.

**Materials Recovery Facility**

The MRF annually receives approximately 78,000 tons of residential and commercial single stream recyclable materials. The existing single stream sortation equipment was installed in 2009 by BHS. The processing system consists of two lines – a residential single stream line and a commercial single stream line. Each infeed has a hopper and a metering bin that conveys materials to a presort station where oversized materials and trash are manually removed. Materials then flow to OCC screens with a fines screen and mid-fraction screen stack. In these screens, OCC is removed, glass and fines are separated, a mid-fraction (2”-6”) container rich stream is separated and a fiber rich stream (6” – 10”) is produced. The fiber stream continues to a

## ATTACHMENT A. MRF PHASE II RFP

ONP screens and polishing screens to produce mixed fiber of differing sizes. The mid-fraction (container rich) stream is sorted through two highspeed optical sorters which remove fiber and then all containers for subsequent processing by the container line. The fines are sorted for metals and paper before being loaded into end-dump trailers for end market.

The Container line is primarily fed by both commercial and residential sort lines into a high-speed container optical where fiber and containers are ejected. The containers are subsequently fed into the container sort system. The container sort line includes a manual presort (to remove metals, paper and trash) followed by an overhead magnet to remove tin and small scrap metal. Containers proceed into a series of 4 optical sorters as follows:

- 1) a down-eject PET (Polyethylene Terephthalate) optical sorter ejects all PET;
- 2) a down-eject High-Density Polyethylene (HDPE) optical sorts all HDPE;
- 3) an eddy current sorter sorts all aluminum;
- 4) a down-eject HDPE-C optical sorts color HDPE; and
- 5) a “last chance” up-eject optical sorter sorts any remaining PET that was missed by the first optical sorter.

All container streams are directed to quality control (QC) sort stations where containers are manually checked for purity and contamination before being blown into storage silos.

For most of each day residential and commercial single stream materials are received from route trucks and loaded into the sort system at 35 and 8 tons per hour, respectively. At the end of most days the commercial pile is fully sorted in the afternoon and the commercial line is repurposed for sorting residential single stream at a feed rate of 22 tons per hour. During the afternoon times when residential single stream is fed into both lines, the quantity of containers into the container line is at its maximum. The new container sort equipment will need to process this maximum container volume. **To familiarize proposers with the container infeed volumes and composition RethinkWaste has included video of the container line infeed and is also presenting a composition analysis and flow rate data of the container line infeed at this maximum flow.** The container counts presented below in Table 1 - Container Type and Quantity are actual counts of the video during one full minute of flow.

### BASE PACKAGE (Includes Upgrade #1 and Upgrade #2)

#### **Upgrade #1: Replace Three Existing Container Line Optical Sorters and One Eddy Current Separator**

##### General Description:

Remove and replace the existing three (3) down-eject National Recovery Technologies (NRT) plastics optical sorters with new down-eject optical sorters and one (1) eddy current

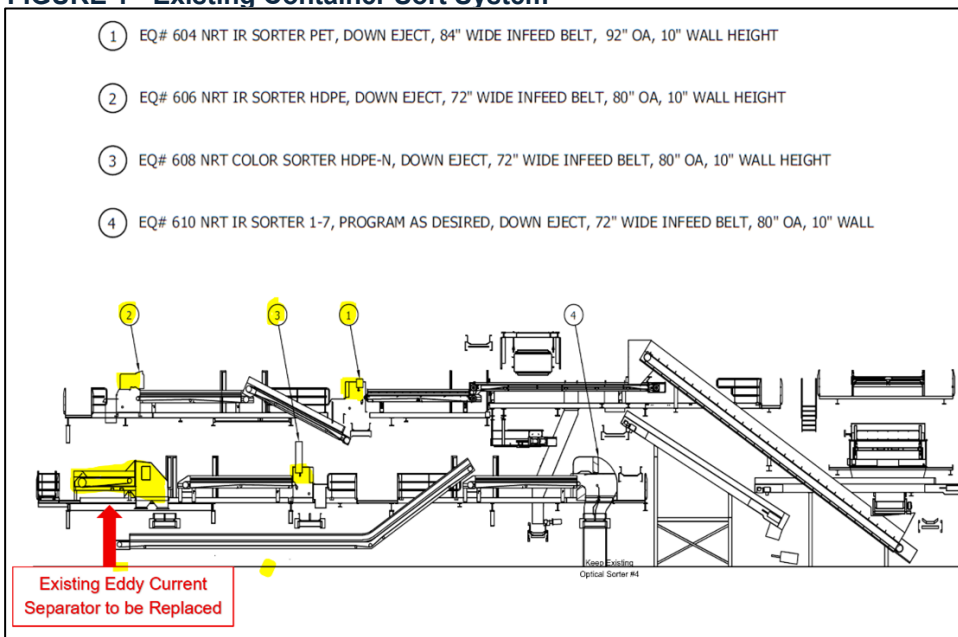
**ATTACHMENT A. MRF PHASE II RFP**

separator. The new optical sorters shall recover at least 95% of all target materials at 95% purity of target material. The new eddy current separator shall recover at least 99% of all aluminum containers at 99% purity.

Existing Container Sort System Information:

The existing container sort system is shown in Figure 1 below. The existing optical sorters are down-eject and the replacement optical sorters shall also be down-eject so that the current material flow does not need to be altered. The existing sort order shall also be retained so that PET is sorted first (1), HDPE sorted second (2), and the sorted HDPE then passing to a new color-sort optical sorter (3). The container stream then flows to a new eddy current separator and to the last optical sorter (4).

**FIGURE 1 - Existing Container Sort System**



The RethinkWaste is providing information about the existing equipment and materials stream for the purpose of introducing the project to interested proposers, however, all proposers are required to collect their own information about the system and the container material stream for purposes of system design and bidding.

Utilities:

The power, air and data that is provided to the existing optical sorters and eddy current sorters shall be used to operate the proposed new units. If there is a need for additional utility supply, this shall be called out by the proposer and included in the price proposal as a separate line item. The existing power feed to each optical and the eddy current is 40 amp 480v and 20 amp 110v. Compressed air is provided to each optical through a 1-inch galvanized pipe at a pressure of 80 PSI and the existing screw compressors can supply adequate cubic feet per minute for the operation of the new optical sorters. There is an

## ATTACHMENT A. MRF PHASE II RFP

ethernet cable currently connected to each optical that will be available to the newly installed optical sorters.

### Controls:

The current optical sorters and eddy current sorters are controlled by a master control center (MCC) system that is programed and supported by BHS (the same company installed the sort system originally). The proposer of new sort equipment shall make all necessary control connections and controls programing alterations so that the new optical sorters and eddy current start and stop in the same sequence as the existing units and are tied into the emergency stop system.

The controls programs and operational data for each optical sorter and eddy current sorter shall be stored at the unit or in a sub-control panel and should not be connected to the system data or SCADA. All operational controls and data logging should be easily accessible and retrievable from a screen pad located at each unit or in a new sub-master control panel. Responsibility for all controls and control connection and coordination shall rest with the proposer. Any connection to the existing system controls shall be the responsibility of the proposer. The installation of the new Container Sort System elements shall not interfere with or compromise the operations of the rest of the sort system.

### Infeed Material Stream:

The infeed material stream entering the container sort system is a product of a mid-fraction sort system that includes containers from a 2'-6" screen and a high-speed container sort optical. The high-speed optical container stream is a mix of container types. Added to this is the mixed containers that have been recovered by the polishing screen (typically larger containers). Both of these streams combine as the infeed to the container sort line being upgraded. The container stream passes by a pre-sort station where two sorters manually remove bulk materials then there is a ferrous magnet to remove tin and scrap metal. The subsequent mixed container stream enters the container sort system being upgraded with new optical sorters and one eddy current sorter.

The composition and quantity of containers on the container sort system infeed have been videoed and counted by RethinkWaste and are presented in Table 1.

**ATTACHMENT A. MRF PHASE II RFP**

**TABLE 1 - Container Type and Quantity**

**Composition Container Line Infeed**

Item Count by Material Type per Minute

Category	Material Type	Average Count Real Time over 1 Minute
Fiber	Mixed Fiber & Cardboard	Not Counted
	OCC	Not Counted
Metals	Aluminum UBCs	210
	Tin/Steel	57
Plastics	PET Plastic Bottle	239
	PET Thermoform	162
	HDPE Bottle - Color	45
	HDPE Bottle - Natural	48
	PP Bottle Plastic #5	94
	Waste Film Plastic	Not Counted
	Other Plastic	Not Counted
Other	Scrap Metal	Not Counted
	Glass	Not Counted
	Aseptic (Juice Boxes)	35
Trash	Trash	Not Counted

Recovery Performance:

The new container optical sorters shall recover a pure stream of the targeted plastic at a rate of 95% Recovery and 95% Purity. (e.g., Recovery of 95 of 100 containers of the identifying resin type shall be down-ejected and the ejected stream will contain a Purity of only 5 out of 100 pieces of non-identifying resin type items). The newly installed optical units shall have a SCADA recovery performance report showing the number (by minute, hour and running total) of target containers passing through the optical unit so that a downstream optical can assess the number of containers that were missed by the upstream optical sorter. (e.g., PET optical sorter identifies all PET but might mis-eject some PET which will be identified in the subsequent optical reader as PET).

For the purposes of contract compliance, the optical units’ recovery and purity performance will be assessed by video count protocol (see Performance Guarantee).

**Upgrade #2: New Residual Sort System**

General Description:

Install a Residue Sort System dedicated to sorting containers from the container line residual stream. The Residue Sort System shall be an optical sorter with the capability of

## ATTACHMENT A. MRF PHASE II RFP

detecting the following types of beverage containers: PET, HDPE, PP, Aseptic Cartons, Aluminum and Tin. The optical sorter shall incorporate a metal detector and programable artificial intelligence (AI) functionality so that non-container plastics and other items (e.g., composites, flexible packing, LDPE film and scrap metal) can be identified and excluded from the recovery by the system.

### Site Information:

The new residue sort system shall be installed in the open space next to the existing glass loadout auger system (see **Photos of Area**). The new Residue Sort System shall be designed to not interfere with plant operation or impede traffic or access to existing equipment (built to allow a fork lift to travel underneath). Meanwhile the new system should have platforms that provide easy personnel access from the existing container line system.

### Residue Sort System Infeed and Output:

The infeed conveyance system for the Residue Sort System shall collect materials from the end of the existing container sort system opticals (there are two sources: 1) the pass fraction from the existing high-speed container sort optical and 2) the residue from the last container sort line optical).

After the new residue sort optical has recovered a mixture of containers, these shall be conveyed back to the container sort system for separation. While the “pass” fraction (residue/trash) from the residue sort system shall be conveyed to the existing trash conveyor going to the transfer station. Additionally, RethinkWaste is interested in adding at a later date a recovery station for aseptic cartons and envisions this to be located along the new conveyor carrying the containers to the container sort system infeed, therefore, this conveyor should be located such that a sort station and bunker can be added next to the tin bunker.

### Utilities:

It is expected that there is sufficient plant power, air, and ethernet utilities within the MRF to support the needs of the new residue sort system. Proposers shall include in the equipment design an assessment of the new system needs and provide an estimate of any utility upgrades required to the existing utilities. A detail of the means and methods for all utility connection shall be included in the equipment proposal along with a cost allowance for all connections.

### Controls:

The Residual Sort System will require integration into the master control center (MCC) system that is programed and supported by BHS (the same company installed the sort system originally). The proposer of new sort equipment shall make all necessary control connections and controls programing alterations so that the new residue sort system

**ATTACHMENT A. MRF PHASE II RFP**

elements start and stop in proper sequence with the existing sort system and are tied into the emergency stop system.

The controls programs and operational data for the new Residue Sort System and optical shall be stored at the unit or in a sub control panel and should not be connected to the system master control or SCADA. All operational controls and data logging should be easily accessible and retrievable from a touch-screen pad located at the optical unit or in a new control panel. Responsibility for all controls and control connection and coordination shall rest with the proposer. Any connection to the existing system controls shall be the responsibility of the proposer. The installation of the new residue sort system shall not interfere or compromise the operations of the rest of the materials recovery system.

Infeed Material Stream:

The infeed material stream for the new residue sort system shall consist of residue streams from two locations: the pass fraction from the existing high-speed optical container sorter and the residue from the conveyor at the end of the container sort system. The composition and quantity of containers within the residue have been videoed and counted by RethinkWaste and are presented in Table 2.

**TABLE 2 - Containers Present in Residue Sort Infeed Stream**

**Composition Residue Stream**

Item Count by Material Type per Minute

Category	Material Type	Average Count Real Time over 1 Minute
<b>Fiber</b>	Mixed Fiber & Cardboard	Not Counted
	OCC	Not Counted
<b>Metals</b>	Aluminum UBCs	5
	Tin/Steel	5
<b>Plastics</b>	PET Plastic Bottle	29
	PET Thermoform	23
	HDPE Bottle - Color	5
	HDPE Bottle - Natural	5
	PP Bottle Plastic #5	42
	Waste Film Plastic	Not Counted
	Other Plastic	Not Counted
<b>Other</b>	Scrap Metal	Not Counted
	Glass	Not Counted
	Aseptic (Juice Boxes)	24
<b>Trash</b>	Trash	Not Counted

Recovery Performance

## **ATTACHMENT A. MRF PHASE II RFP**

The new Residue Sort System shall recover a mixed stream of targeted containers from the residue stream at a 90% Recovery rate and a 90% Purity rate (e.g., Recover 90 of 100 of the container types targeted shall be captured and the captured stream of targeted contains shall contain no more than 10 out of 100 pieces of non-targeted items). The newly installed optical units shall have a SCADA recovery performance report showing the number (by minute, hour and running total) of target containers passing through the optical unit.

For the purposes of the contract compliance, the optical units' recovery and purity performance will be assessed by manual video and item count protocol (see Performance Guarantee).

### **Proposed Alternate (Required) - Aseptic Carton Recovery System**

#### **General Description**

Install an aseptic cartons recovery system that will recover cartons from the new residue optical stream. The recovery of cartons is envisioned to occur along the new installed conveyor returning containers to the head of the container sort system. A new carton recovery robot or optical shall recovery cartons from the conveyor belt and place them in a newly constructed carton bunker built next to the existing tin bunker. The bunker will be similar in size and function to the existing tin bunker (min. 12cubic yard capacity) and will empty onto the baler feed conveyor. A recovery robot or optical sorter shall be located along the conveyor bringing contains from the Residue Recovery System to the container line infeed and shall place cartons into the bunker.

#### **Installation of Equipment**

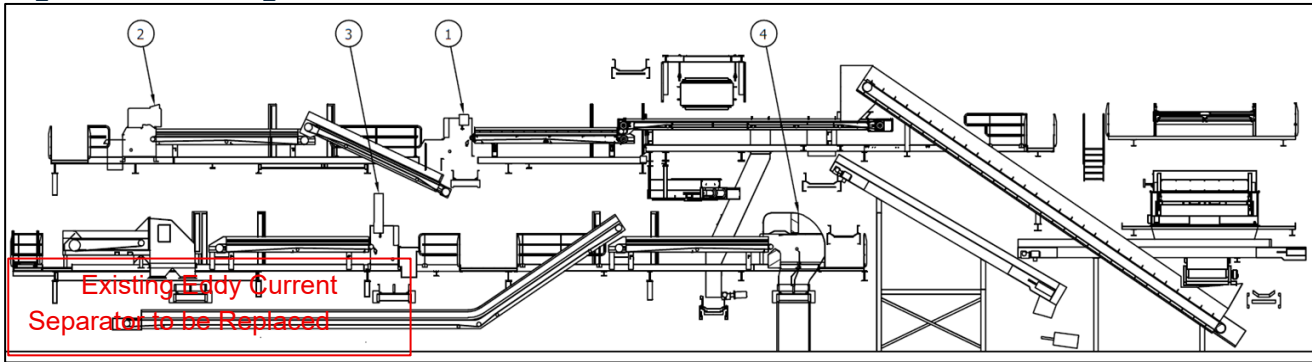
The installation is an important part of the success of the MRF Equipment upgrade process. Therefore, all installation work must occur on weekends and during the week after the Monday through Friday, 6:00 a.m. to 4:00 p.m. operational shift is over.

The management of the installation process to minimize sort system downtime will be an important part of the RFP process. As part of the RFP process, proposers are required to describe the plan for equipment installation.

#### **Existing Container Sort System Layout, Photos, and Description**

## ATTACHMENT A. MRF PHASE II RFP

**Figure 2 - Existing Container Line**



### Existing Optical No.1

- Equipment Label # 604
- NRT MSIR for **PET** Recovery
- Down-eject 84" Wide Infeed Belt
- 92" OA
- 10" wall height

### Existing Optical No.2

- Equipment Label # 606
- NRT IR Sorter for HDPE Recovery
- Down-eject
- 84" Wide Infeed Belt
- 92" OA
- 10" wall height

### Existing Eddy Current

### Existing Optical No.3

- Equipment Label # 608
- NRT Color Sorter for **HDPE-N** Recovery
- Down-eject 84" Wide Infeed Belt
- 92" OA
- 10" wall height

### Existing Optical No.4

- No change, not a part of the Optical Replacement project

**ATTACHMENT A. MRF PHASE II RFP**

**Photos of Existing Container Sort System**

**#1. Existing PET Optical**



**#2. Existing HDPE Optical**



**ATTACHMENT A. MRF PHASE II RFP**

*Existing Eddy Current Separator*



**#3. Existing HDPE Color Optical**



**ATTACHMENT A. MRF PHASE II RFP**

*Existing Container Line and Residue Belts*



**ATTACHMENT A. MRF PHASE II RFP**

*Location for New Residue Recovery Container Optical Sorter*



**ATTACHMENT A. MRF PHASE II RFP**

**Attachments:**

- Video of the container line infeed ([link available on the bidding webpage](#))

Project Estimate: \$4.0 to \$5.0 million

END OF DOCUMENT

**APPENDIX B**

**RESERVED**

**APPENDIX C**

**FORM OF AGREEMENT**

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**APPENDIX D-1**  
**NON-COLLUSION DECLARATION**  
**(Public Contract Code section 7106)**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing  
[Title] [Name of Firm]  
proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_,  
[Date]

at \_\_\_\_\_, \_\_\_\_\_;  
[City] [State]

Date: \_\_\_\_\_

Proper Name of Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT

**APPENDIX D-2**

**IRAN CONTRACTING ACT CERTIFICATION  
(Public Contract Code section 2202-2208)**

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

**OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

**OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/Proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT

### **APPENDIX D-3**

#### **OFF-ROAD DIESEL-FUELED FLEET CERTIFICATION**

Title 13 CCR sections 2449, 2449.1, and 2449.2, in compliance with Government Code sections 11346.2, subdivision (a)(3), and 11346.8, subdivision (c), applies to construction contractors who own or operate within California any vehicles with a diesel-fueled or alternative diesel fueled off-road compression-ignition engine with maximum power (max hp) of 25 horsepower (hp) or greater provided that the vehicle cannot be registered and driven safely on-road or was not designed to be driven on-road, even if it has been modified so that it can be driven safely on-road.

Section 2449(i), in relevant part, provides:

- (1) For a project involving the use of vehicles subject to this regulation, the prime contractor must obtain copies of the valid Certificate of Reported Compliance with the Regulation for In-Use Off-Road Diesel-Fueled Fleets for the fleet selected for the contract and their listed subcontractors, if applicable, prior to entering into a new or renewed contract with that fleet.
- (2) No prime contractor or public works awarding body, as applicable, shall enter into a contract with a fleet for which it does not have a valid Certificate of Reported Compliance for the fleet and its listed subcontractors, if applicable, prior to entering into a new or renewed contract with that fleet.
- (3) The Certificates of Reported Compliance received by the prime contractor for a project must be retained for three (3) years after that project's completion. Upon request by California Air Resources Board ("CARB"), these records must be provided to CARB within five (5) business days of the request.
- (4) Situations in which prime contractors or public works awarding bodies, as applicable, are contracting for projects that are considered emergency operations, as defined in section 2449(c)(18), are exempt from the requirements in section 2449(i)(1)-(3), but must still retain records verifying vehicles subject to the regulation that are operating on the emergency operations project are actually being operated on the project for emergency operations only. These records must include a description of the emergency, the address or a description of the specific location of the emergency, the dates on which the emergency operations were performed, and an attestation by the fleet that the vehicles are operated on the project for emergency operations only.

Section 2449(j), in relevant part, also states:

- (1) Between March 1 and June 1 of each year, a prime contractor must collect new valid Certificates of Reported Compliance for the current compliance year, as defined in section 2449(n), from all fleets that have an ongoing contract with the

prime contractor as of March 1 of that year. Prime contractors must not write contracts to evade this requirement.

- (2) Prime contractors shall only allow fleets with valid Certificates of Reported Compliance on the prime contractor’s job sites.
- (3) If the prime contractor discovers that any fleet intending to operate vehicles subject to this regulation for the prime contractor does not have a valid Certificate of Reported Compliance, as defined in section 2449(n), or if the prime contractor observes any noncompliant vehicles subject to the regulation on the prime contractor’s job site, then the prime contractor must report specified information regarding the fleet to CARB within five (5) business days of such discovery.
- (4) Upon request by CARB, the prime contractor must immediately disclose to CARB the name and contact information of each responsible party for all vehicles subject to this regulation operating at the job site or for the prime contractor.
- (5) The prime contractor shall prominently display signage for any project where vehicles subject to this regulation will operate for eight (8) calendar days or more. The signage must be posted by the eighth calendar day from which the first vehicle operates. The signage will be in lettering larger than size 14-point type and displayed in a conspicuous place where notices to employees are customarily posted at the job site or where there is employee foot traffic. If one of the above locations is also viewable by the public, it should be posted at that location. The signage must include specified information regarding idling regulations for In-Use Off-Road Diesel-Fueled Fleets with directions on how to report observed noncompliance of the provided regulations to CARB.

I am aware of the provisions of Title 13 CCR sections 2449, 2449.1, and 2449.2, which apply to every contractor who owns or operates off-road diesel fleet vehicles in California, and I will comply with such provisions, including providing Certificate(s) of Reported Compliance for In-Use Off-Road Diesel-Fueled Fleets for the fleet selected for the contract and their listed subcontractors, if applicable, with its bid.

Date: \_\_\_\_\_

Name of Design/Builder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Design/Builder must attach valid Certificate(s) Reported Compliance with the Regulation for In-Use Off-Road Diesel-Fueled Fleets provided by CARB for the fleet selected for the contract and their listed subcontractors, if applicable, to this form.**

END OF DOCUMENT

## ATTACHMENT B

### DRAFT – FOR REVIEW AND DISCUSSION

### SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

#### Conflict-of-Interest Policy for Design-Build Projects

South Bayside Waste Management Authority's (RethinkWaste) guidelines for a standard organizational conflict-of-interest policy, consistent with applicable law, regarding design-build projects are as follows:

1. Any professional services provider or other consultant RethinkWaste retains to provide services related to a design-build project may have an actual or apparent conflict of interest within the meaning of this Board Policy. If such professional services provider or other consultant does have an actual or apparent conflict of interest within the meaning of this Board Policy, that professional services provider or consultant is precluded from participating as part of the design-build entity with which RethinkWaste contracts for a design-build project. This prohibition applies, without limitation, to the architect(s), engineer(s), or other professional firms retained to develop any of the following for the design-build project:
  - a. design character;
  - b. basic scope and needs;
  - c. preliminary plans;
  - d. specifications; or
  - e. estimated cost.
2. The prohibition in paragraph 1 also applies to RethinkWaste's program manager and construction manager, or other professional service provider or consultant, if it provides services in connection with a design-build project sufficient to cause a conflict of interest.
3. Any individual who participates in providing the services referenced in paragraphs 1 or 2, and who has a conflict of interest as understood within this Board Policy, is precluded from participating as part of the design-build entity with which RethinkWaste contracts for the design-build project, even if the employer would not otherwise be precluded from participation.
4. Any design-build entity member that employs a former RethinkWaste employee or Board member who engaged in any of the planning, arrangements, or any part of the decision-making process related to the design-build project while employed or engaged in any capacity by RethinkWaste has an actual or apparent conflict of interest within the meaning of this Board Policy precluding the design-build project.

Legal References:     Public Contract Code  
                              §§ 22160 et seq.  
                              Government Code  
                              §§ 1090 et seq.

## STAFF REPORT

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**To:** RethinkWaste Board Members  
**From:** Joanne Nghiem, Associate Engineer  
**Date:** November 20, 2025 Board of Directors Meeting  
**Subject:** Update Transfer Station Tip Floor Assessment Surveying

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### Recommendation

This is an informational item only and no action is required.

### Background

At the June 26, 2025 Board of Directors meeting, Board approved the contract with HDR Engineering, INC. (HDR) to develop a long-term plan for maintenance and repair of the transfer station tipping floor. The abrasive nature of solid waste and the associated rugged equipment used to handle these materials has resulted in the need for periodic repairs (approximately every 2 years) to the concrete floor of the transfer station, with costs ranging from \$300,000 - \$500,000 for every repair depending on the size of the repair. In heavy wear areas the floor's concrete cover layer has now worn to the point that the upper layer of structural steel reinforcing bars is exposed. Patch-type repairs and continued uneven wear over time have resulted in a slightly undulating concrete surface of the transfer station floor with elevation differences of up to 3 inches. The uneven surface tends to get worse with time. This assessment by HDR will evaluate repair options to determine whether a much larger project to re-level the transfer station tipping floor will be more effective than continued patch-type repairs. Staff is informed and believes that re-leveling the entire transfer station will likely cost several million dollars. However, completing a more comprehensive repair of this nature would allow the entire floor surface to be utilized for regular operations without patch repairs for about 10 years. These re-leveling projects are common on older transfer station floors. A similar nearby municipal-owned facility, the SMART Station in Sunnyvale, completed a re-leveling repair last year.

### Analysis

A survey will be done to provide data on the physical condition of the transfer station tipping floor. HDR has contracted with a local surveyor, Towill, Inc. (Towill), to perform a survey of the existing tipping floor surface to determine current elevations of the floor on a grid basis to analyze the location and amount of wear throughout the defined floor area. Due to the size and logistics of operations, surveying was performed over four consecutive Fridays, starting October 10, 2025, and ending October 31, 2025. The land survey data collected for the project was obtained with a rod and prism setup using a total station. This is a precise surveying instrument that measures distance and angles. The surveyor sets up the total station on a stable point and aims it at a prism mounted on a rod, which is stabilized over the spot being measured. The total station sends a signal to the prism, and by timing how long it takes for the signal to return, it calculates the exact distance and direction. Subtracting out the known rod height leaves an elevation. This process was repeated at different locations to map out the slabs shape, slope, and elevations. The rod and prism method is a dependable and precise way to gather survey information, especially when there is a clear line of sight between the instrument and the prism. With these data points collected, Towill prepared a comparative wear map (often referred to as a 'heat map') of the tipping floor area surveyed from original design elevations to the current floor elevation (see Exhibit A). HDR will utilize this

data to provide a recommendation, in the form of a technical memorandum, regarding the extent and methodology of repair required to restore the floor area to the original construction condition, which will be presented at the January 22, 2026 Board meeting.

**Attachments:**

Attachment A – Heat Map of the Transfer Station Floor (prepared by Towill)

EXHIBIT OF  
BAYSHORE TRANSFER STATION  
SAN CARLOS, CA



SCALE: 1 INCH = 16 FT

LEGEND

- BOLLARD
- ▲ CONTROL POINT
- ▼ WORK POINT
- ▭ BUILDING
- 10.25 MAJOR CONTOUR
- 10.20 MINOR CONTOUR

LINE TYPE LEGEND

- GRADE BREAK
- - - PIT EDGE
- ▬ WALL

ELEVATIONS TABLE			
Number	Minimum Elevation	Maximum Elevation	Color
1	0.25	0.40	Red
2	0.15	0.25	Orange
3	0.05	0.15	Yellow
4	-0.05	0.05	Light Green
5	-0.15	-0.05	Green
6	-0.25	-0.15	Blue
7	-0.40	-0.25	Dark Blue

NOTES:  
THIS EXHIBIT DISPLAYS THE DIFFERENCE BETWEEN THE OBSERVED SURFACE IN OCTOBER 2025 AND THE HISTORIC SURFACE FROM LEGACY DOCUMENTS DETAILING THE ORIGINAL SLAB. LEGACY DOCUMENT IS TITLED "TRANSFER STATION TRANSFER BUILDING PLANS" SHEET S-4.

A POSITIVE ELEVATION INDICATES AN AREA IN WHICH THE CURRENT SLAB IS ELEVATED BELOW THE GRADIENT OF THE ORIGINAL SLAB (CAVITY) AND A NEGATIVE ELEVATION INDICATES THE CURRENT SLAB IS ELEVATED ABOVE THE ORIGINAL GRADE OF THE SLAB (PROTRUSION).

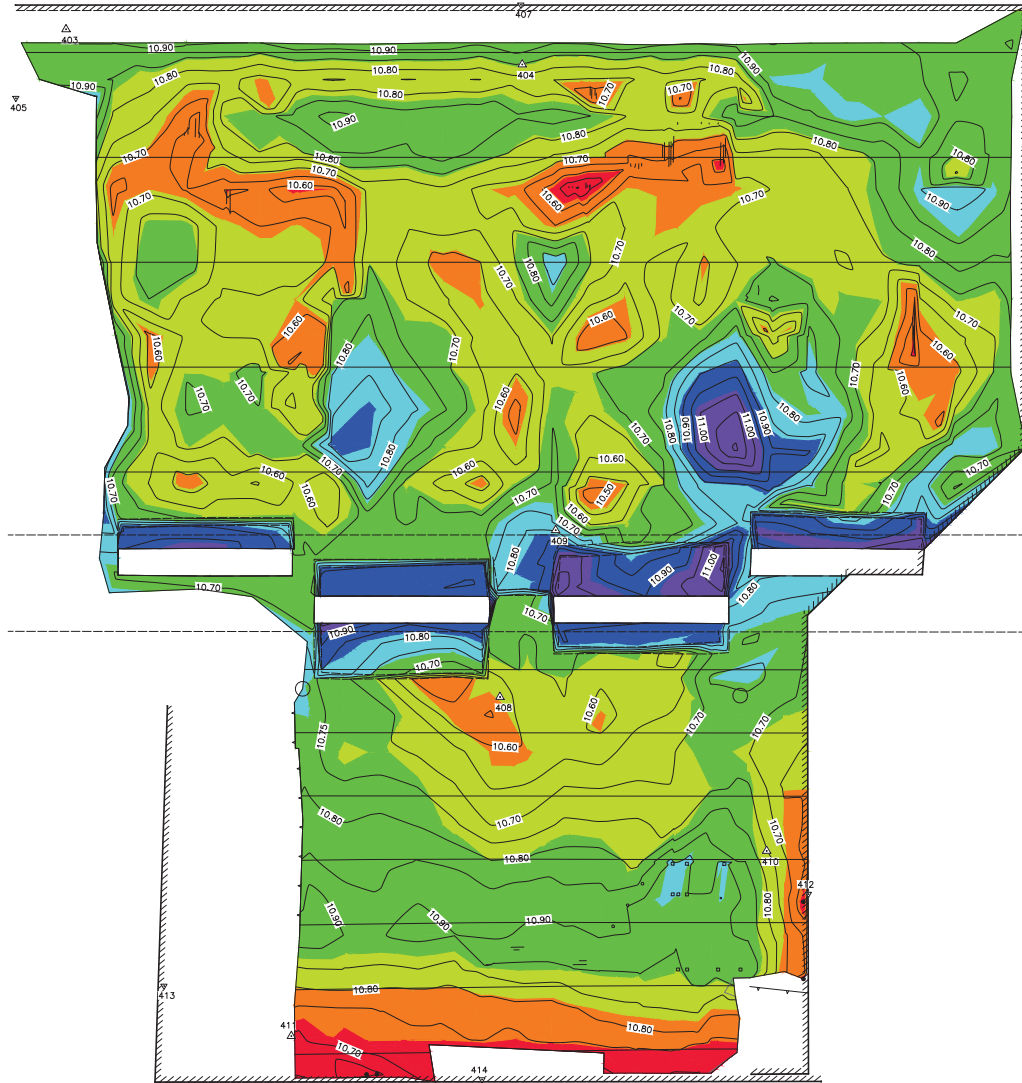


EXHIBIT OF  
BAYSHORE TRANSFER STATION  
SAN CARLOS, CA

HDR

PREPARED FOR:

SCALE	SCALE	BY DATE	SCALE
1" = 16'	10/31/2025	11/14/2025	10/31/2025
SURVEYED	JTM	CALCULATED	PKC
		CHECKED	PKC

REVISIONS	ISSUE DATE	DATE
	11/14/2025	

JOB NUMBER	SHEET
18067	1

OF
1