



REQUEST FOR PROPOSALS (RFP)

Shoreway Environmental Center Site Improvement / Phasing / Costing Feasibility and Planning Study

Issued: Wednesday, March 4, 2026

Mandatory Pre-Proposal Site Walk: Monday, March 16, 2026

Submission Deadline: Thursday, April 23, 2026

RethinkWaste (South Bayside Waste Management Authority)
Attention: Cyndi Urman, Senior Management Analyst
1245 San Carlos Avenue, Suite E
San Carlos, CA 94070

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1. AGENCY BACKGROUND

The South Bayside Waste Management Authority (RethinkWaste) is a Joint Powers Authority of eleven public agencies (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) in San Mateo County, California formed in 1982. A five-member Board Ad-Hoc Master Plan Steering Committee is responsible for developing the vision, timeline and recommended infrastructure projects for implementing the Shoreway Facility Master Plan.

The mission of RethinkWaste is to provide innovative waste reduction and diversion management through responsible and cost-effective programs that promote environmental sustainability in our communities. Additional information regarding RethinkWaste, including the agency's annual reports, is available on the agency's [website](#).

RethinkWaste owns and manages the Shoreway Environmental Center (SEC) which is operated by South Bayside Industries (SBI). The SBI Operating Agreement is attached (Attachment 1). The SEC receives the recyclables, organics and garbage collected by Recology San Mateo County (RethinkWaste's collection contractor) under its franchise agreements with each of RethinkWaste's Member Agencies. The SEC also receives other self-haul and non-franchised material delivered to the facility.

Figure 1 – Shoreway Environmental Center Site Plan



The SEC is located at 225 and 333 Shoreway Road, on the east side of Highway 101, north of Holly Street/Redwood Shores Parkway. The western portion of the SEC is located in the City of San Carlos and the eastern portion in the City of Redwood City. It consists of a permitted 3,000-ton-per-day transfer station, material recovery facility (MRF), an Organics-to-Energy (O2E) system (which includes an Anaergia organics extraction press (OREX™) to recover organic materials from source separated organic materials for the purposes of converting the organic materials to energy), public recycling center, employee parking areas, and other associated facilities. The SEC handles more than 400,000 tons per year of solid waste, recyclable materials, organic materials, and C&D debris. The purpose of the SEC is to:

- Provide a convenient location for the delivery/processing of solid waste, recyclable materials, and organic materials generated throughout the RethinkWaste service area,
- To process and recover organic materials and recyclable materials and divert them from disposal,
- To provide our 11 member agencies, and their approximately 420,000 residents and 11,000 businesses/multi-family property owners, with innovative, cost-sharing, environmentally responsible solid waste services, including receiving, handling, processing and transportation and brokering of these materials, and
- Through our 16-acre regional solid waste facility, to provide our member agencies and ratepayers with high-value, direct control of their solid waste system operations that is centrally located in the heart of our 100+ square mile service area.

Residential and commercial solid waste, recyclable materials, and organic materials that are collected by the Member Agencies' franchise haulers are taken to the SEC for transfer, processing, and transportation to off-site processing and disposal facilities. The SEC operations currently involve recovery of recyclable materials through the MRF processing system, recovery of commercial organic materials through the O2E system, and recovery of C&D debris through load segregation and delivery to an off-site C&D processing facility. To serve the public, the SEC accepts self-hauled solid waste, recyclable materials, organic materials, and C&D debris at the transfer station and includes a public recycling center that accepts limited household hazardous waste (HHW), electronic waste (e-waste), and universal waste (u-waste). Combined, the facilities are collectively referred to in this RFP as SEC.

In April 2021, the O2E operations began at a pilot program level. The results of the O2E pilot operations have been used to enhance the operating requirements for the O2E system.

In 2021, RethinkWaste also initiated planning and design work for facility improvements (referred to as MRF Phase II) with the goal of modernizing some aspects of the MRF. In late 2025 RethinkWaste issued an RFP for MRF Phase II design and equipment installation. RethinkWaste intends to complete the installation of

MRF sort system upgrades by the end of 2026. All improvements will be inside the MRF building.

In 2026, a project to install 15 level 2 EV chargers within the Collection Contractor's parking area will be designed and constructed.

The SEC also includes:

- Collection Contractor collection vehicle parking.
- Facilities for maintenance of heavy-duty truck maintenance by the Collection Contractor.
- Separate office spaces that are used by the Operator, Collection Contractor and RethinkWaste respective staffs.
- Employee parking.
- An education facility managed by RethinkWaste.

SBI is not required to maintain the areas dedicated for use by the Collection Contractor or RethinkWaste.

RethinkWaste manages the SEC under the authority of a San Mateo County Solid Waste Facility Permit (Attachment 2) and City of San Carlos Conditional Use Permit.

2. FEASIBILITY AND PLANNING STUDY PURPOSE

RethinkWaste wants to ensure that the Shoreway Environmental Center serves the agency and its members in an efficient and cost-effective manner for the next 30 years and beyond. The Shoreway Environmental Center Site Improvement / Phasing / Costing Feasibility and Planning Study (Study) will map out a financially feasible plan to implement site improvements over the next 8-10 years that will best serve the long-term needs of the agency.

The Study will be challenging. The investment of RethinkWaste's time and resources will be significant. The plans will need to consider current operations as well as design changes that account for immediate needs and consider future changing conditions. RethinkWaste will use the work of the consultant to make strategic site optimization investments while providing flexibility to respond to changes that cannot be anticipated.

RethinkWaste has made a significant investment in the two main buildings (Materials Recovery Facility and Transfer Station) on the site. These investments have included enhanced sorting technology and improved internal circulation. Investments in these two buildings will continue. All other parts of the property will be assessed as part of this Study.

In 2023 the RethinkWaste Board accepted a report prepared by an engineering consultant that was designed to capture, analyze, and make recommendations for the enhanced functionality of the site's:

- Future operations and emergency materials storage capacity
- Deficit in fleet (200+ vehicles/material handling) and employee parking
- Office / conference space
- World-class environmental learning center
- Container inventory storage (carts/bins/boxes)
- Programing (mandated/non-mandated but aligned w/Long Range Plan goals)
- Transition to Zero Emission vehicle fleets for operations contractors (currently about 200 units)
- New material handling and processing technology system needs

The report is attached (Attachment 2). The findings of the supplemental memorandum should be used as the foundation for this Study.

Through issuance of this Request for Proposals (RFP), RethinkWaste seeks proposals from experienced and qualified consultants (or teams) to plan and help implement the Study. Consultant Deliverables will include:

- Master Site Plan
- Phasing / Permitting Plan
- Cost Estimate of Final Design, Permitting and Construction
- Recommended Project Delivery Method(s)

At the option of RethinkWaste the following Alternate Tasks may be negotiated with the selected consultant after the completion of the above Deliverables:

- Preparation of Construction Design Drawings
- Support Services During the Bidding and Construction Phases

The Study will be funded with agency funds requiring design and construction in accordance with all pertinent local, State, and Federal laws and regulations.

Timeframe

Commencement of construction of the first Project Phase is targeted for January 2028, or sooner if practical. The Proposer's Approach and timeframe to complete the Deliverables, Phase 1 Construction Design and Permitting should consider this target commencement date.

3. RFP GENERAL CONDITIONS

This RFP provides information for interested firms to prepare a written response regarding their qualifications and approach to the proposed work.

Addendums. Should it be necessary for RethinkWaste to issue addendums during the proposal period, RethinkWaste will endeavor to notify the known holders of this RFP. The addendums will be posted on RethinkWaste's web site for any interested parties to review. Proposers should include a notation in the firm's cover letter that the firm is aware of all the addendums which have been issued and the addendum provisions have been included in the proposal.

Additional Information. RethinkWaste reserves the right to request additional information or clarification from proposers where it may serve RethinkWaste's best interest.

Additional Services. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work (and any impact on the Study budget) may be modified and refined during negotiations with RethinkWaste.

Award of Proposal. RethinkWaste reserves the right to negotiate final terms with the selected firm, if any. Award may be made to the firm offering the most advantageous proposal after consideration of all evaluation criteria.

Compliance with Laws. All proposals shall comply with current federal, state, and other laws relative thereto.

Cancellation of Solicitation. RethinkWaste may cancel this solicitation at any time.

Costs. RethinkWaste is not liable for any costs incurred by firms before entering a formal contract. Costs of developing the proposals, or any other such expenses incurred by the firm in responding to this RFP, are entirely the responsibility of the firm, and shall not be reimbursed in any manner by RethinkWaste. No reimbursable cost may be incurred prior to the execution of the contract.

Irregularities. RethinkWaste reserves the right to waive non-material irregularities if such would be in the best interest of RethinkWaste as determined by the Executive Director.

Non-Discrimination. The firm represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition.

No Obligation. The release of this RFP does not obligate or compel RethinkWaste to enter into a contract or agreement.

Ownership. All data, documents and other products used or developed during the RFP process become the property of RethinkWaste upon submission.

Proposal, Rejection Of. RethinkWaste reserves the right to reject any or all proposals or any part of a proposal.

Public Record. All proposals submitted in response to this RFP will become the property of RethinkWaste upon submittal and a matter of public record pursuant to applicable law.

Representations. The firms understand and acknowledge that the representations made in their submitted proposal are material and important and will be relied on by RethinkWaste in evaluation of the proposal. A firm's misrepresentation shall be treated as fraudulent concealment from RethinkWaste of the facts relating to the proposal.

RFP Part of Agreement. Should an agreement be awarded, this Request for Proposals and/or the Proposer's Proposal may become part of the agreement between RethinkWaste and the successful firm.

Severability. If any provisions or portion of any provision, of this Request for Qualification are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualification and the remaining provisions shall be valid and enforceable.

Validity. Proposal must be valid for a period of one hundred and twenty (120) days from the due date.

4. SCOPE OF WORK

RethinkWaste seeks a qualified consultant (or team) to work collaboratively with RethinkWaste staff and critical stakeholders (e.g. Collection Contractor and Operator). The Consultant will be actively engaged with RethinkWaste financial and other consultants (e.g. Construction Management). Assessing financial feasibility will need to be integrated into all phases of Rethink Waste's decision-making process.

The successful Consultant will have significant experience with engineering design, construction cost estimating, bidding and construction phase consulting services for site optimization of facilities with ongoing operations like the SEC. **Financial feasibility and construction sequencing to ensure continuous ongoing operations will be key to the Study's success.**

The following Scope of Work defines the Study tasks to assist consultants in preparing a proposal. A detailed scope of services will be incorporated into the negotiated consultant services agreement. The following four important Study elements should be prioritized by Proposers in the Approach (Section 6) response to this RFP.

1. Financial Feasibility – In collaboration with the Executive Director, the Consultant will need to organize decision-making by the Steering Committee and Board in a way in which financial feasibility is assessed at benchmarks as the Study is planned. RethinkWaste's financial staff and consultants will be an integral part of the Study team.
2. Ongoing Operations – The implementation of the Study will need to be planned and implemented in a way that ensures ongoing operations on the site continue. Engagement with on-site stakeholders (Collection Contractor and Operator) on how current operations may be impacted during construction of improvements will be important.
3. Property Acquisition - Off-site property acquisition on a temporary basis during construction or for permanent enhancement of on-site operations (via long term lease or purchase) should be considered. RethinkWaste's real estate broker will support this Study element as needed.
4. Communication/Storytelling – The Consultant will help RethinkWaste communicate the results of the Study, proposed future investments and the financial impacts of the work to customers and other stakeholders.

The following tasks are provided as a guide to proposers. RethinkWaste welcomes creative ideas regarding the planning / implementation approach to meet the long-term site needs of the agency.

TASK 1: STUDY ADMINISTRATION / COMMUNICATION

Consultant shall be responsible for Study initiation and management activities throughout the life of the contract and the scope of activities includes, but is not limited to:

- Develop, maintain and implement a Study work plan.
- Develop and maintain a Study schedule.
- Coordinate and schedule status meetings.
- Prepare and distribute draft meeting agendas and minutes.
- Prepare draft updates/presentations for Steering Committee and Board meetings for review by RethinkWaste staff.
- Facilitate two design charettes with the Steering Committee and/or Board to review Site Master Plan Options.
- Prepare and submit progress reports and monthly invoices in a format approved by RethinkWaste.

TASK 2: MASTER SITE PLAN

The Master Site Plan will guide system planning, capital project implementation, and operational decision-making over a 30-year horizon. The Master Site Plan will support the refinement of RethinkWaste's Capital Improvement Plan (CIP). The Master Site Plan will be prepared in parallel to the Permitting/Phasing Plan and Cost Estimate of Final Design, Permitting and Construction.

Consultant's work should include the following:

- Collect and review background information including, but not limited to design/record drawings, existing utility and right of way documents.
- Interview staff and stakeholders to understand existing conditions, planned capital improvement projects and Study stakeholder goals and interests.
- Prepare a high-level material handling study for the SEC that is sufficient to guide plans for future development of the site.
- Analyze historic records provided by the agency that describe material types, volumes, processes, and transportation methods over time.
- Forecast material types, volumes, processes, and transportation methods into the future as far as reasonably possible.
- Consider the impact of the potential future closure of the Ox Mountain landfill on space needs at the SEC.
- Perform visual field inspections and assessments.
- Perform additional data collection, mapping, and surveys necessary for engineering, plan design, and estimates.
- Provide all field survey and topographic work necessary to complete the design effort.
- Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions. Include relocation of any

involved utility facilities (vaults, vents, or underground structures that may be in conflict).

- Understand and consider current and projected electrical demand and infrastructure needs.
- Understand and consider storm water challenges at the SEC.
- Incorporate American with Disability (ADA) requirements in site options to the maximum extent feasible.
- Ensure staff and key stakeholders (e.g. Collection Contractor and Operator) are engaged during the development of recommendations.
- Develop three potential Site Plan Options of equal detail, selection criteria, and recommendations.
- The three Site Plan Options should reflect three levels of investment required by the District (less than \$30 million, \$30-\$70 million and greater than \$70 million).
- One Site Plan Option should assess the inclusion of a portion of the County-owned adjacent parcel to square off the SEC site.
- Identify functions that could move off site to enhance on site efficiencies.
- Provide flex space that can accommodate currently unforeseen future site needs.
- Receive feedback from the Steering Committee/Board on the Site Plan Options and prepare a Recommended Draft Master Site Plan.
- Conduct meetings with RethinkWaste staff and up to two meetings with the Steering Committee to review the Draft Master Site Plan.
- Incorporate feedback and prepare Final Master Site Plan.

In addition to expertise regarding utilities and material handling functions, the following two consultants should be represented on the Consultant's team.

- Geotechnical Engineer. Review existing data and as needed conduct geotechnical studies to evaluate site-specific infiltration characteristics of subgrade soils and depth to groundwater. The site geotechnical study should assess soil characteristics, geological conditions, and groundwater conditions and includes subsurface exploration, field infiltration testing, geotechnical laboratory testing, and focused engineering analysis to support the project design.
- Environmental Review Specialist. Ensure compliance with all California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) guidelines.

TASK 3: PERMITTING/PHASING PLAN

In parallel to the development of the Master Site Plan the Consultant shall complete a Permitting/Phasing Plan. The sequence of Project Phases should consider, but not be limited to, the impact on enhanced operations, sequencing logic on the site as construction phases are implemented over the course of the Project and financial

feasibility. The Permitting/Phasing Plan will be prepared in parallel to the Master Site Plan and Cost Estimate of Final Design, Permitting and Construction.

Consultant's work should include the following:

- Identify all permit and regulatory requirements and approvals needed to implement the Project Phase.
- Number (sequence) the Project Phases.
- Include a narrative to explain operational efficiencies, cost savings, safety features, and other benefits associated with the Project Phase.
- Describe how the construction of the Project Phase will minimize impact to current operations during construction improvements.
- Ensure staff and key stakeholders (e.g. Collection Contractor and Operator) are engaged during the development of recommendations.
- Prepare a Draft Permitting/Phasing Plan.
- Conduct meetings with RethinkWaste staff and the Steering Committee to review the Draft Permitting/Phasing Plan.
- Incorporate feedback and prepare Final Permitting/Phasing Plan.

TASK 4: COST ESTIMATE OF FINAL DESIGN, PERMITTING AND CONSTRUCTION

The Cost Estimate of Final Design, Permitting and Construction will be prepared in parallel to the Master Site Plan and Permitting/Phasing Plan. The Consultant shall complete comprehensive cost estimates (AACE Class 5 level of accuracy) to fully implement the Study.

Consultant's work should include the following:

- Estimate design, permitting and construction costs of each Project Phase
- Describe the basis of the cost estimates for each Project Phase including, but not limited to, the following cost components:
 - Design / Engineering
 - Administrative / Legal
 - Construction
 - Contingency
 - Inflation
 - Market impacts
 - Other major financial considerations.
- Ensure staff and key stakeholders (e.g. Collection Contractor and Operator) are engaged during the development of recommendations.
- Prepare a Draft Cost Estimate of Final Design, Permitting and Construction.

- Conduct meetings with RethinkWaste staff and up to two meetings with the Steering Committee to review the Draft Cost Estimate of Final Design, Permitting and Construction.
- Incorporate feedback and prepare Final Cost Estimate of Final Design, Permitting and Construction.

TASK 5: RECOMMENDED PROJECT DELIVERY METHOD

The Consultant shall collaborate with RethinkWaste staff and its construction management consultant on the development of a Project Delivery Method (e.g. design-build, design-bid-build) for the first phase and a preliminary assessment of future phases of the Project that will ensure a high-quality project, predictable costs and timely implementation. The Project Delivery Method recommendations shall include:

A matrix that compares the recommended project delivery method to other methods of executing the project with the strengths and weaknesses of each approach.

ALTERNATE TASKS

The following Alternate Tasks may be required of the Consultant. Cost proposals for these Alternate Tasks are not required in response to this RFP. RethinkWaste would negotiate an amendment to the Consultant Services Agreement if one or both Alternate Tasks are required of the Consultant.

ALTERNATIVE TASK A: PREPARE CONSTRUCTION DESIGN DRAWINGS

The Consultant may perform the following engineering design services:

- Design the improvements and prepare plans, specifications, and estimates (PS&E) to achieve RethinkWaste objectives.
- Submit PS&E to RethinkWaste at 65%, 95%, and Final (Construction Set) contract documents.
- Review design submittals with RethinkWaste and Study stakeholders and incorporate comments.
- Comply with City, County, and State requirements for design.

ALTERNATIVE TASK B: SUPPORT SERVICES DURING THE BIDDING AND CONSTRUCTION PROCESSES

Consultant may perform support services during the bidding and construction processes.

Services during bidding:

- Updating/packaging bidding and contract documents.

- Assisting RethinkWaste with responses to inquiries during the bid period.
- Assisting RethinkWaste with the pre-bid conference and job site tour.
- Preparing addenda for issuance, if requested, to clarify, correct, or change the bidding and contract documents.
- Preparing a bid tabulation spreadsheet.

Services during construction:

- Preparing conformed plans.
- Preparing a submittal log, performing submittal reviews and preparing responses.
- Reviewing product substitution and contract change order requests.
- Attending pre-construction and other construction-related meetings and site visits.
- Performing periodic site visits (not less than once per month).
- Providing recommendations to RethinkWaste on all claims by Contractor relating to the acceptability of the work or the interpretation of the Contract Documents pertaining to the execution and progress of the work.
- Support final inspections and “punch list” preparation and completion.
- Reviewing, confirming accuracy and completeness of red line drawings and preparing record drawings based upon information supplied by the Contractor.

5. CONSULTANT SERVICES AGREEMENT

A Proposed Draft Consultant Services Agreement has been prepared for this Study (see Attachment 4). Proposers should read the proposed agreement carefully and address proposed exceptions to the agreement in its proposal. RethinkWaste has no obligation to accept exceptions to the agreement. Exceptions to the agreement will be considered in the evaluation of proposals.

6. SUBMITTAL REQUIREMENTS

Firms must submit sufficient information, as outlined below, for RethinkWaste to evaluate the firm's qualifications and proposal quality. Selection will be based on a combination of the cover letter, firm and staff qualifications, cost, understanding of scope of work and proposal, delivery schedule, and references.

To be deemed responsive to this RFP, the firm's proposal must be received by e-mail only to bids@rethinkwaste.org no later than April 23, 2026 at 12:00 p.m.

See below for anticipated RFP Process and Firm Selection Timeline:

RFP Released	March 4, 2026
Proposer email regarding intent to participate in mandatory site walk	March 9, 2026
Mandatory Site walk 333 Shoreway Road, San Carlos	March 16, 2026 (12:00 p.m. – 1:30 p.m.)
Deadline for Submitting Written Questions	March 20, 2026 by 4:00 p.m.
Answers to Written Questions Posted	March 27, 2026
Proposal Submission Deadline	April 23, 2026 by 12:00 p.m.
Tentative Interviews Date	Week of May 4, 2026
Selection of Preferred Consultant and contract negotiations	May 8-15, 2026
Steering Committee consideration of Preferred Consultant	May 2026
Board consideration of Contract Approval	June 25, 2026

Please submit an email by the date in the above chart indicating who from your firm will attend the mandatory site walk.

Please label email subject line of the proposer email "Response to RFP - Site Improvement / Phasing / Costing Study" and include both a PDF version and the source file (e.g., Word or Excel file) of all documents submitted.

Submittals should be concise and responsive. To be considered responsive to this RFP, proposals must provide the following:

- A. Cover Letter** - A maximum two (2) page cover letter must be provided describing your firm, main services, key qualifications and why your firm is uniquely qualified for this Study. The individual authorized to contractually bind the firm should sign the cover letter.

- B. Firm Qualifications** - A maximum ten (10) page description of the firm's qualifications, expertise and prior specific related experience, and proposed use

of subcontractors (if any) organized to address the firm's capability to complete each Deliverable and Alternate Task.

Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.

Provide a general description of the firm's current financial conditions; identify any of the following conditions: bankruptcy, pending litigation, planned office closures, impending merges. Describe how those conditions may impede the firm's ability to complete the study

Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and the participation in such work by the key personnel proposed for assignment to this study.

If subcontractors are proposed please provide information on where the team has previously worked together.

C. Proposed Team, Staffing and Study Organization - A maximum three (3) page description of key personnel, qualifications and assignments, specifically:

- An organization, chart, that clearly delineates communication/reporting relationships among the Study staff, including any subconsultants.
- Key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work and personnel of the subcontractor(s).

Resumes for the proposed team and subcontractors, if any, should be provided as an appendix.

D. Approach - A maximum ten (10) page proposal shall describe the recommended approach to successfully execute the scope of work and complete the Deliverables in a timely and cost-effective manner. Work to be completed by subcontractors should be clearly identified. The approach to the scope of work shall be of such detail to demonstrate the firm's ability to accomplish the Study objectives and the timeframe by which the scope of work will be completed.

E. References - Provide the name, title, public agency name, email address and telephone number of at least three (3) references for which similar services have been provided in the last three (3) years. Describe the scope of work, timing, total invoiced cost and list of staff that conducted the work. The references shall be knowledgeable and able to discuss the qualifications of the firm and Study team correlating with the work experience cited.

If one or more sub-contractors will provide a significant component of the work product, please provide at least three (3) public agency references for the sub-contractor(s) as well.

If similar work has been performed for private sector entities feel free to include the requested information in this section for those clients.

- F. Costs** - A maximum two (2) page proposed budget shall provide the specific hours and costs for each Study task and shall delineate the staff responsible for each and whether the task will be done in-house or by sub-contractors and their hourly rate. All additional costs and contingencies must be clearly delineated.
- G. Consultant Services Agreement** - The Consultant shall state any exceptions to or deviations from the proposed draft Consultant Services Agreement (Attachment 4). Where the Consultant wishes to propose alternative approaches to meeting the Rethink Waste's requirements, these should be thoroughly explained.
- H. Qualification Certification** - Complete Appendix A.
- I. Client Reference Form** - Complete Appendix B.
- J. Additional Attachments** - Firms are encouraged to include links to relevant examples of work products that are similar in nature or content to the scope of services requested in this RFP.

7. RIGHT TO CONTRACT FOR SELECTED SERVICES / SELECTION CRITERIA

RethinkWaste, at its sole option, will select the firm which best fulfills the requirements and provides the best value to RethinkWaste.

RethinkWaste reserves the right to contract for selected services relating to this proposal from any firm, in part or in whole.

An evaluation panel will review all proposals submitted. Discussions (written and/or in person) may, at RethinkWaste's option, be conducted with any firm. Discussions may be for the purpose of clarification to ensure full understanding of, and responsiveness to, the RFP's requirements. Firms shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, RethinkWaste will not disclose information derived from proposals submitted by competing firms. There will be no public opening and reading of proposals. Overall responsiveness to the RFP is an important factor in the evaluation process.

The criteria used as a guideline in the evaluation will include the following:

- A. Qualifications and Staffing (40%)** – The expertise, experience and training of the Consultant and its key personnel and previous experience with similar work in similar fields and qualifications, depth, and availability of the staff that will perform the work on this Study. This factor includes evaluation of the Consultant's prior contracting history and references for other municipalities.
- B. Study Approach (30%)** – The Consultant's responsiveness in developing a comprehensive Study Approach.
- C. Cost Proposal (20%)** – The proposed compensation structure (inclusive of hourly rates of compensation, pass through costs and subconsultant costs) for the performs of the work under the RFP, inclusive of the proposed not-to-exceed amount. The proposer's strategy for containing costs incurred by RethinkWaste while meeting the objectives and standards set forth under the RFP.
- D. Schedule (10%)** – Proposal for completing the Study in a timely manner, inclusive of the Consultant's ability to identify critical paths for the timely and competent completion of all work contemplated under the RFP.

APPENDIX A - QUALIFICATIONS CERTIFICATION

ORGANIZATION	
ADDRESS	
TELEPHONE	
CONTACT EMAIL	
CONTACT NAME, TITLE	

1. Proposer certifies that neither Proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
2. Proposer certifies that Proposer did not receive unauthorized information from any RethinkWaste staff member, contractor, or board member during the RFP response period except as provided for in this RFP package and through formal addenda, if any, issued by RethinkWaste.
3. Proposer certifies that Proposer does not have any conflicts of interest, whether actual or perceived, such as current or recent work for Recology or South Bayside Industries or companies directly related to them and has disclosed any such work in its response to this RFP.
4. Proposer certifies that the information and all accompanying documentation contained in Proposer's submittal pursuant to this RFP are true and correct.
5. Please check the appropriate box below:
 - If a **public agency** submits a response to this RFP, an individual authorized to contractually bind the organization shall sign it.
 - If an **individual** submits a response to this RFP, he or she shall sign it. If he or she is doing business under a fictitious name, the response shall so state.
 - If a response to this RFP is submitted by a **partnership**, the full names and addresses of all members and the address of the partnership shall be stated and the response shall be signed for all members by one or more members thereof.
 - If a **corporation** submits a response to this RFP, an authorized officer or officers of the corporation shall sign it in the corporate name.
 - If a **limited liability company (LLC)** submits a response to this RFP, an authorized officer or officers shall sign it in the LLC's name.
 - If a response to this RFP is signed by a **joint venture**, the full names and addresses of all members of the joint venture shall be stated and a

representative of each individual entity shall sign it.

By signing below, the submittal pursuant to this RFP shall be deemed a representation and certification by the Consultant that Consultant has investigated all aspects of the RFP, that Consultant is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that Consultant has read and understands the RFP.

Authorized Representative Name: (Signature)
Authorized Representative Name: (Printed name)
Authorized Representative Title and Entity: (Printed title and entity)
<i>Complete additional signatures below if required.</i>
Authorized Representative Name: (Signature)
Authorized Representative Name: (Printed name)
Authorized Representative Title and Entity: (Printed title and entity)
Authorized Representative Name: (Signature)
Authorized Representative Name: (Printed name)
Authorized Representative Title and Entity: (Printed title and entity)

APPENDIX B – CLIENT REFERENCE FORM

Please specify any public agencies and solid waste, recyclables or organics collection services or facility operations companies that Proposer has worked with or for in the past ten (10) years, with respect to the provision of financial and accounting services. In addition, please provide references for each listed agency or company.

For multiple references, please copy this form as appropriate.

Client Reference Form

Name of Agency or Company	
Address	
Contact Name(s), Address, Telephone Number(s), Email	
Description of work performed and dates of service:	

LINKS TO ATTACHMENTS (Available via link)

ATTACHMENT 1 – [SBI Operating Agreement](#)

ATTACHMENT 2 – [San Mateo County Solid Waste Facility Permit](#)

ATTACHMENT 3 – [SCS Engineers Shoreway Environmental Center Site Optimization and Design Development Study – Final Report \(January 2023\) and Supplemental Memorandum \(9/19/23\)](#)

ATTACHMENT 4 – [Draft Proposed Consulting Services Agreement](#)