



**REQUEST FOR PROPOSALS
FOR CONSULTANT SERVICES RELATED TO REFUSE AND RECYCLING
SERVICES
August 5, 2010**

I. INTRODUCTION

The City of Pleasanton is seeking proposals to conduct two specific studies:

Study 1 - Conduct an operational/efficiency review of Pleasanton Garbage Service (PGS) recycling and refuse operations to identify cost cutting measures and to review operating practices, methods and costs to determine consistency with established industry standards.

Study 2- Analyze current diversion/recycling tracking to assure the all community recycling efforts are being identified appropriately.

Consultants may elect to submit a proposal for both studies or limit proposals to only one study area. Firms submitting a proposal for both studies are encouraged to submit one proposal encompassing both study areas.

The City maintains a refuse and recycling franchise agreement with PGS that covers all areas of refuse and recycling services. As part of this franchise, the City and PGS have implemented a new residential source separated collection system including separate containers for refuse, recyclables and compostables. In addition, PGS has constructed a new material recovery conveyor system at the Pleasanton Transfer Station that is designed for separating recyclable material. Prior to this implementation, PGS maintained a “dirty” separation system. Finally, the City and PGS are implementing a new commercial collection operation that includes a voluntary food scrap program and the separating of recyclables from the commercial waste stream at the Pleasanton Garbage Transfer Station using the new material recovery conveyor system.

In April 2009, the City and PGS agreed to new service rates reflecting the new recycling services. As part of this rate review process, PGS agreed to participate in **Study 1** to provide assurance to the City that its operations are conducted in a manner that minimizes overall operating costs and revenue generation. This information will be important as part or future rate reviews. **Study 1** is not a rate review, a financial audit or an analysis of PGS’s financial operations and the City does not anticipate the Study focusing in these areas.

Study 2, does not pertain to PGS operations exclusively, but rather seeks to gain assurance to the community that recycling efforts conducted privately or in conjunction

with PGS operations, including the impacts of PGS's Transfer Station, are being adequately tracked and reported as part of its overall diversion rate. Obtaining accurate diversion rate data is important in assuring that both the community's and PGS' efforts are being appropriately accounted for in diversion totals. **Study 2** is not intended to be a Waste Characterization Study since the study will focus on identifying recycling activities that may be appropriately recorded.

The City encourages proposals from experienced consultants with expertise in conducting the analysis to complete the studies and these firms are encouraged to respond.

II. DEVELOPER'S SCOPE OF WORK

Study 1- As noted, the study's focus will be to review operations to determine their consistency with established industry standards and to identify opportunities for cost saving and revenue enhancement. The study's tasks are as follows:

Task 1- Review residential and commercial weekly collection activities including routing, scheduling, personnel staffing, collection vehicle inventory, utilization, maintenance, replacement, and disposal processing.

Task 2- Review Transfer Station Operations including fee collection, staffing, effectiveness in capturing, tracking and selling recyclable material, disposing and ongoing maintenance.

Task 3- Review the operations of the new material conveyor system including processing, capturing, tracking and making recyclable material available for resale, staffing, and maintenance.

Task 4- Review the operations related to collection and transfer of green waste collected in residential and commercial green waste containers and at the transfer station.

Task 5- Review the overall equipment replacement schedule and inventory to identify its overall appropriateness with industry standards.

Task 6- Identify opportunities, if any, for cost savings related to reviews noted above.

Task 7- Identify opportunities, if any, for revenue enhancement related to the capturing and sale of recyclable materials, including green waste, increased capture of recyclable materials, including green waste, and the availability of container rental.

Task 8- Attend four on-site meetings with City staff, one on-site meeting with a City Council subcommittee established to review collection rates.

Task 9- The study's final product will be a prepared written report outlining the review process, findings and recommendations. A comprehensive draft will be submitted to staff for review and edit prior to the final report.

Study 2- As noted above, the study's focus will be to analyze current diversion/recycling tracking to assure that all recycling efforts are being identified appropriately. The study's tasks are as follows:

Task 1- Review the data currently being used to determine City's diversion rate as reported by the Alameda County Waste Management Authority (Stopewaste.org.)

Task 2 - Review data that will be used to determine the Alameda County Waste Management Authority goal of 75% diversion in 2010.

Task 3 – Identify recycling efforts that are not being accurately captured as part of the diversion calculation (examples could include, big box retailers, Pleasanton Transfer Station, commercial customers including constructions, etc.)

Task 4 – Make recommendations regarding changes to reporting and calculating of recycling efforts to assure that the City's and local efforts are being reflected accurately.

Task 5- Attend three on-site meetings with City staff, one on-site meeting with a City Council subcommittee established to review collection rates.

Task 6- The study's final product will be a prepared written report outlining the review process, findings and recommendations. A comprehensive draft will be submitted for staff review and edit prior to the final report

III. FEES

The focus of this Request for Proposals is to identify the most qualified firm to enter into a professional service agreement with the City. As a result, it is anticipated that a fee schedule will be negotiated as part of finalizing the agreement. Notwithstanding this, proposers are expected to submit a fee schedule based Tasks identified above. Fee schedule should include the hourly costs of consultant services assigned to the project, estimated time to complete each task, material, travel and other miscellaneous fees and a total cost to complete the study.

IV. PROCEDURES FOR SUBMITTING PROPOSALS

1. All proposals will be due on ~~September 6, 2010~~ **Tuesday, September 7, 2010**, no later than 11:00 a.m., to:

City of Pleasanton
City Clerk's Office
123 Main Street
P.O. Box 520
Pleasanton, CA 94566-0802
ATTN: Refuse and Recycling Proposals

2. Proposals should be submitted in a sealed envelope, with one (1) original and three copies.
3. The title page of the Proposal shall contain the following information:
 - A. City of Pleasanton Request for Proposal for Recycling and Refuse Services
 - B. Name of organization(s) submitting the Proposal
 - C. The name, address, and telephone number of the principal(s) of the organization(s) authorized to represent the organization(s) in the City's review process

V. REQUIRED INFORMATION

The City intends to select the most qualified proposer based on the criteria listed in Section VI. In order to adequately evaluate proposers, the following information is required:

1. Project Development Experience

A. Project Team

Describe the members of your consultant team and identify the key principals who will be assigned to this process. Identify any subconsultants that you intend to utilize. Briefly set forth each person's education, background, and experience with related projects.

B. Track Record

Describe generally your firm's experience, background, and knowledge of refuse and recycling service reviews, years in business, and other related issues, paying particular attention to experience with analyzing refuse and recycling operations. Highlight any unique experiences and vision that your firm brings to the project. Submittal of similar studies prepared for other agencies is appropriate to allow the City to evaluate work quality and scope.

C. Experience with Government Agencies

Describe specific experiences with governmental agencies, particularly municipalities.

2. Project Approach

- A. Describe, either in written form, or schematic sketch presentation, your approach to the project outlining how the evaluation of PGS operations would occur.

B. Provide a tentative timeline for completing the project.

VI. SELECTION PROCESS

1. Evaluations

All proposals will be evaluated by the City staff with a recommendation on the terms of the professional services agreement made to the City Council.

2. Selection Criteria

The criteria to evaluate the proposals will include, but are not necessarily limited to:

- Demonstrated experience with conducting similar studies
- Thoroughness and quality of the proposal submitted in response to this Request for Proposals
- Proposed fees
- The consultant's general overall project approach
- The general abilities, and experience of the consultant
- Consistency with the requirements of the Request of Proposal

VII. MISCELLANEOUS

1. Ownership/Public Disclosure of Proposals

Upon delivery, all proposals received in response to this RFP shall become property of the City. All proposals shall become a matter of public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are submitted in a sealed envelope and clearly marked as "trade secret," "confidential," or "proprietary."

2. Reasonable Inquiry

The City may conduct any reasonable inquiry to determine the responsibility of the proposer. This may include but not be limited to site visits or other similar projects developed and managed by the developer and conversations with representatives from cities, counties or agencies where the developer worked previously. The submission of a proposal constitutes permission by the proposer for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.

3. Right to Reject/Modify

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive bid of a bidder or group of bidders. The City also reserves the right to waive any informalities in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the bidder and claims for reimbursement will not be accepted by the City.

4. Inquiries

Inquiries regarding this proposal should be directed to Maria Lara, Assistant to the City Manager at (925) 931-5009 or Steven Bocian, Assistant City Manager at (925) 931-5002 or at City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566.

Attachments:

[1. City Agenda Report dated April 7, 2009](#)