



Request for Proposals

For

2023 Solid Waste Rate Analysis

City of San Carlos
Department of Public Works
600 Elm Street
San Carlos, CA 94070

Point of Contact:

Anna Denham
Management Analyst

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PROPOSALS DUE: MONDAY AUGUST 14, 2023 BY 5:00 PM

REQUEST FOR PROPOSALS (“RFP”) 2023 SOLID WASTE RATE ANALYSIS

1. INTRODUCTION

The City of San Carlos, Department of Public Works, Engineering Division, is seeking proposals for a 2023 Solid Waste Rate Analysis.

2. BACKGROUND

The City of San Carlos provides solid waste collection services through a franchise waste agreement with Recology San Mateo County for its residential population of roughly 30,500 people, as well as its commercial businesses. Recology collects trash, recyclables, and organics within the city limits. Recology collected over 12,200 tons of commercial and residential waste for disposal and approximately 13,400 tons of waste was diverted in 2022. Total revenues collected approximate \$10.9 million in 2022 and \$11.7 million in 2023 for residential and commercial solid waste services.

The purpose of the RFP is to have a consultant analyze the City’s existing solid waste rates to ensure that there is adequate funding for operating and maintenance expense and recommend solid waste rates for years 2024, 2025, 2026, and 2027.

Attached are the following documents for your reference:

- Exhibit A: Revenue and Disposal Cost Projections 2022-2023
- Exhibit B: Revenue and Disposal Cost Projections 2023-2024
- Exhibit C: Resolution No. 2021-043 (2021 2022 2023 Solid Waste Rates)
- Exhibit D: City of San Carlos Professional Services Agreement

3. SCOPE OF SERVICES

The following are the types of services that the consultant may need to perform; however, if additional services are needed, the consultant needs to indicate them in the proposal:

- I. Project Team Orientation**
 - a. Identify members of City staff and others who will participate in the project.
 - b. Determine the roles and responsibilities of study participants.
 - c. Identify other parties that have a significant interest in the project.
 - d. Establish project schedule and key milestone dates.
 - e. Confirm the key goals and expectations of the project team.
 - f. Identify key policy objectives of the City regarding implementing solid waste rates.

- II. Investigation and Data Collection**

Assemble the information necessary to understand and describe the City’s current solid waste enterprise finances and rates. The objectives of investigation and data collection are to develop a complete understanding of

the solid waste enterprise and its finances, and to reach an agreement on basic assumptions to be used in the study. General information needs will include:

- a. Adopted solid waste service charges.
- b. City's contract with Recology San Mateo County.
- c. Prior user fee studies and history of operations.
- d. Financial information regarding solid waste revenues and expenditures.
- e. Identification of any additional long-term funding needs related to the solid waste enterprise, including those related to proposed legislation and recently adopted laws.

III. Survey Regional Solid Waste Rates

Conduct a survey of regional solid waste rates and summarize findings in an easy-to-understand format. Work with City staff to identify agencies to be included in the survey and to identify any key issues for the survey to address.

IV. Review the City's Existing Solid Waste Rate Structure

Review the City's existing solid waste and recycling rate structure and discuss advantages and disadvantages compared to other approaches. Summarize and discuss finding with the City's project team.

V. Evaluate Rate Structure Alternatives

Identify alternative rate structures or modifications to the City's existing solid waste and recycling rates designed to improve equity and/or better achieve City objectives. Discuss pros and cons of different rate structure options and their general impacts on different types of customers. Rate structure options will be refined as the study progresses based on input from the City's project team. Receive City input and revise recommendations as needed.

VI. Develop Cost of Service Rate Analysis

Allocate costs of service to the various customer classes and rate categories to support the recommended rate structure and demonstrate that proposed rates reasonably reflect the cost of providing service and are fair and equitable to all customer classes.

VII. Develop Solid Waste Rate Recommendations

Based on evaluation of alternatives and their impacts, develop draft recommendations for City consideration. Incorporate City input and revise as needed.

VIII. Conduct Council Workshop

Develop a PowerPoint presentation summarizing key findings, alternatives, and draft rate recommendations. Conduct a workshop to present the findings and receive input from Council and the public. Input received from the City Council, staff, the public, and others should be incorporated in final recommendations.

IX. Draft Proposition 218 Notice

Assist the City with drafting the required Proposition 218 rate notice.

X. Prepare Draft & Final Summary Memos

Prepare a draft memorandum of the Solid Waste Rate Analysis findings and recommendations.

XI. Submit the Draft Report to City Staff for Review and Comments. Following staff review and input, consultant shall prepare and submit a final version.

XII. Attend Public Hearing on Solid Waste Rates

Attend the Public Hearing on proposed rate adjustments. Remain available to give a summary presentation highlighting key finding and recommendations. Remain available to answer questions at Council’s direction.

Additional Services

Remain available to provide additional financial advisory and consulting services as directed.

4. SCHEDULE AND SUBMITTALS

The City’s target dates are as follows:

Questions Due	August 7, 2023 5:00 PM
Proposal Due	August 14, 2023 5:00PM
Tentative Contract Award	August 18, 2023
Report/Analysis w/ Draft Rates Due	Week of September 11, 2023
Study Session / Setting Public Hearing	September 25, 2023
Public Hearing / First Reading	November 13, 2023
Second Reading / Adoption	November 27, 2023

Proposers may submit questions regarding the Request for Proposals and Scope of Work on or before the above deadline to Anna Denham, Management Analyst, via email only at the following address: adenham@cityofsancarlos.org. Questions submitted via mail or telephone shall not be considered.

5. PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 25 single sided pages, excluding resumes. The proposal should contain the following elements in the exact order and segmentation listed below:

- I. *Cover Letter.* Describe your firm or team’s interest and commitment in providing consultant services to the City. The letter shall be signed by a person authorized to negotiate a contract with the City.
- II. *Staffing, Team Experience and Understanding of Project & Objectives.* Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects. Include an organization chart and provide a matrix including which projects team

members have worked on together in the past. A discussion demonstrating the proposer's understanding of the project, the goals, the services to be provided, their significance to the overall City goals.

- III. *Work Plan Approach and Schedule.* Discuss your firm's understanding of the scope of work to be performed and level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort. Describe the method that will be used for scheduling, coordination, management of overall project costs, quality assurance/quality control, and list key or potential issues/risk you may deem critical to this project.
- IV. *Resumes.* Include single page resumes of the engineers, technicians, key personnel, and sub-consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the City.
- V. *References.* Provide at least three references (name, agency, title, address, and telephone number) for recent similar or related work.
- VI. *Other Relevant Information & Exceptions.* Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the City's standard agreement.
- VII. *Cost.* The awarded firm shall be compensated based on all elements encompassed within RFP and, if applicable, associated Addendum. Price Sheet presented by the Proposer shall include price detail breakdown of all elements and tasks imperative to accomplish the services outlined in the Scope of Work. An itemized table of estimated person hours by professional classification (or team member) shall be identified; including, if applicable, subcontracted personnel.

6. EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidates will be reviewed by City staff. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work;
- Consultant's experience with contracts of similar complexity and magnitude;
- Qualifications of the staff being assigned to this project;
- Demonstrated ability of the consultant to perform high quality work, to control costs and to meet time schedules; and
- Ability to work effectively with City staff;

Other qualifications/criteria as deemed appropriate by the Public Works Director or the City staff reviewing the proposals.

7. SUBMITTAL GUIDELINES

Firms shall submit an **electronic PDF file** of the qualifications along with the fee schedule and shall name the electronic file in the following format:

“Consultant Name – 2023 Solid Waste Rate Analysis”

The qualifications shall be uploaded to the following link:

<https://cityofsancarlos2.app.box.com/f/a08f767493764b18a03922eeb3be13d0>

The proposals must be uploaded no later than **5:00 p.m. on Monday, August 14, 2023**.
No email submissions will be accepted.

Any changes made by the City to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The City reserves the right to revise or withdraw this RFP at any time and for any reason.

- **SINGLE PROPOSAL RESPONSE**

If only one proposal is received in response to this RFP, a detailed cost/price proposal may be requested of the Proposer. A cost or cost and price analysis and evaluation and/or audit of the cost may be performed in order to determine if the price is fair and reasonable. If the City determines a cost analysis is required, Proposer must be prepared to provide, upon request, cost summaries of estimated costs (i.e. labor, equipment, supplies, overhead costs etc.) and documentation supporting all cost elements.

The City reserves the right to reject any or all proposals, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the proposal should be directed to Anna Denham, Management Analyst, at adenham@cityofsancarlos.org.

- **Additional Submittal Information**

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the consultant.

If awarded a contract, the consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting a proposal, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Work required under this RFP, (2) Proposer comprehends all conditions that may impact the proposal, (3) Proposer has reviewed of all addenda, and (3) Proposer is capable of providing the equipment, goods and services necessary to perform the Work and/or meet the specifications outlined in this RFP, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFP documents. Once the award has been made, failure of a Proposer to have read all of the conditions, instructions and the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a Proposer to withdraw its proposal or to seek additional compensation.

All proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

- **Non-Obligation**

The City retains sole discretion to evaluate proposals and may make an award to the consultant the City deems to have the most responsive proposal. Receipt of proposals in response to this RFP does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.