



REQUEST FOR QUALIFICATIONS
for
SOLID WASTE HANDLING AND RECYCLING & COMPOSTING SERVICES

Date Released: June 26, 2023

Questions with regard to submission, process, or proposal can be emailed to:

Dario Dominguez

Public Works Director

ddominguez@cityoforange Cove.com

Proposals must be received prior to 3:00 p.m. July 21, 2023

at the office of the City Clerk

633 6th Street

Orange Cove, CA 93646

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Solid Waste Handling and Recycling & Composting Services

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BACKGROUND & SELECTION PROCESS

The City of Orange Cove (City) invites qualified Consultants to submit Statements of Qualifications (SOQ) to provide solid waste services for residential, commercial, and industrial.

Once all SOQs are received, the City will interview the Consultant(s) determined to be the most qualified for the scope of work required.

It is the intent of this solicitation to select a qualified Consultant who will provide the City quality Solid waste services collection and to provide waste diversion programs that ensure the City's compliance with AB 939, AB 341, AB 1826, SB 1383 regulations and additional State legislation as may be in place at the time RFQ responses are received. The City's franchise agreement will stipulate the process to be followed should new legislation and State mandates be passed after award of the franchise. From the SOQs submitted, a selection panel may select the Consultant best able to meet the needs for these services; or may create a "short list" of several Consultants to meet with a panel to discuss the project and the Consultant's qualifications. The panel may consist of City staff, stakeholders, and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for the services of this project. The panel's criteria in its evaluation of the SOQs (not necessarily in this order): experience with related services, quality of past performance on similar projects, adequate staffing to perform work, ability to work within a project budget, and references. Inclusion on a "short list" does not guarantee the Consultant will eventually be selected and engaged under a contract with the City for consulting services. Exclusion from the "short list" does not disqualify any Consultant whom has submitted an SOQ. The City may include other Consultants on the "short list" at any time prior to Council awarding a consultant agreement. The City reserves the right to make the selection of a Consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Consultant to perform the services set forth herein. This solicitation for SOQs does not commit the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified Consultant, or to cancel in part or in its entirety this solicitation for SOQs. All SOQs and materials submitted shall become the property of the City of Orange Cove.

COMMUNITY CONTEXT

The City of Orange Cove has roughly 10,000 residents and is in the San Joaquin Valley, 8 miles east-northeast of Reedley. Orange Cove is served by State Route 63, which approaches the city from Orosi. SR 63 bypasses the city along Hills Valley Road, while straddling the Fresno-Tulare county line, and continues north toward SR 180. The city's water system operates entirely from surface water delivered by Friant Kern Canal, which gets treated in the water treatment plant. The city's sewer gets treated at their wastewater treatment facility. Parks in the city include Rod Skate Park, BMX Park, Sheridan Park, and James O. Eaton Memorial Park.

SCOPE OF WORK

The scope of these services is intended to highlight the range of the engagement and scope of possible responsibilities. Consultant should be able to:

1. Collection (in frequency sufficient to serve the needs of the City as determined in

conjunction with the City) and appropriate disposal of non-hazardous solid waste.

2. Collection of compostable that is weekly or more frequent depending on site needs.

3. Collection, weekly or more frequent depending on site needs (and processing or delivery to a processor) of commingled recyclables.

4. Landfill, compostable and recyclables are to be collected from all City sites including, without limitation, the City's facilities, administrative office, maintenance facilities.

5. All solid waste removed from the City shall be sent to a properly permitted disposal facility in accordance with all federal, state, and local waste laws.

6. All comingled recyclables collected shall be diverted from the landfill and sent to a properly permitted recycling broker or recycling mill in accordance with all federal, state, and local recycle laws.

7. All green waste and compostable removed from the City shall be diverted from the landfill to a properly permitted composting facility in accordance with all federal, state, and local organics laws.

8. Provision by the Contractor of front-loading metal bins with lockable lids and drain plugs for the consolidation of non-hazardous solid waste – to be provided in size, type (wheeled/non-wheeled) and number appropriate for each site.

9. Provisions to provide roll-off boxes as needed upon request at various site locations. Covers may be required.

10. Contractor will repair or replace, at no cost to the City, any container used for service collection that is lost, broken or deemed unacceptable by the District's Facilities Operations Specialist/Management. Requested repairs or replacement must be completed within (5) business days.

11. Contractor will clean all containers at the minimum once per year or as requested by District's Facilities Operations Specialist/Management. Bins will be cleaned offsite.

12. The Contractor shall be responsible to report waste diversion data for individual sites as well as City wide details. The data provided will be customized to suit the needs of the City. This information shall be recorded in an excel spreadsheet and emailed to the City's Public Works Director as coordinated at ddominguez@cityoforange Cove.com.

13. The Contractor shall provide the City with a list of all recycling mills, recycling brokers, and composting facilities that handle each of the different recycled and compostable materials (streams). The list is to be kept current with contact information and locations. The City reserves the right to audit the process and ensure that the service is functioning and operating as defined in the scope of work. This information shall be recorded in an excel spreadsheet and emailed to the Public Works Director at ddominguez@cityoforange Cove.com upon request.

14. Provision by Contractor of a dedicated Customer Service Representative who is the main liaison to the City and who is authorized to visit sites, change service levels with

consent of City's Facilities Operations Specialists/Management, address customer service problems, provide feedback for best waste diversion practices, etc.

REQUESTS FOR INFORMATION

All requests for information (RFI) and questions regarding this project shall be submitted via email to Dario Dominguez, Public Works Director at ddominguez@cityoforange Cove.com. There are to be no phone calls or emails to other City officials for additional information or clarification. The City shall reply to RFI(s) the City deems necessary for the preparation of proposals. The deadline for RFIs is stated below. Responses will be posted on the City website.

COMMUNICATIONS

It is the responsibility of the Consultant to ensure proper email address is on record. Failure to abide by this provision shall deem that Consultant non-responsive and the SOQ will not be considered.

PREBID MEETING

A prebid meeting will not be held. Consultants shall use the RFI process.

STATEMENT OF QUALIFICATIONS

Consultants shall submit a Statement of Qualifications (SOQ) that addresses the following:

Introductory Letter

1. How many years has your organization been providing solid waste services?
2. How many years has your organization been under your present name? If applicable, how many years under former names (List name and number of years)?
3. What other types of services does your organization provide?
4. Is your organization operating as a franchisee?
5. Do you have any affiliated companies? If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses.
6. The letter shall be signed by the individual authorized to bind the contractor to the proposal.
7. Consultant shall ensure all pages are numbered.

Project & Team Experience

1. Consultants shall have at least five (5) years of experience serving as solid waste consultant for a municipality.
2. Provide a listing of similar service of similar scope, which have been completed by members of the Consultant's team within the past five (5) years, regardless of whether or not the service is included in the References section.
3. Provide a listing of each key staff person in the organization who will be assigned to the project, the percentage of time assigned to the project, and background information demonstrating their capabilities and qualifications to perform the assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of experience with the team.

Scope of Work & Project Approach

This section should include a clear description of the Consultant's understanding of, and ability to meet, the Scope of Work. Describe how the Consultant's approach will meet the needs of solid waste services contract, with an emphasis on the ability to perform the required services, complete deliverables on time, and manage workload. Describe the methods used in the performance of solid waste tasks, and the time required to complete these tasks. Describe how Consultant will meet the City's needs in addition to their existing client relationships and project workload.

Quality

Describe how quality assurance ("QA") and quality control ("QC") will be provided for each project delivered under a task assignment. Identify the individuals that will be involved in QA/QC services and at what milestones they will be provided. If a structured Quality Assurance/Quality Control Program exists, describe it briefly and show how it will be applied to the project.

Subconsultants

If any part of the work described in the proposal is to be provided by subconsultants provide the following:

1. A description of each subcontractor's role.
2. A description of previous joint ventures between the Consultant and subcontractor.
3. The corporate or company name and names of officers or principals of companies proposed as subcontractors.
4. Experience of key personnel, including past projects and resumes.
5. Show the key personnel in the organization chart.

References

Provide a minimum of three (3) client references. References should be California cities or other public sector entities with engagements of similar scope and size. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction as well as the dollar value of that contract.

Contract Terminations

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the organization has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

Consultants, their principals, or subcontractors may not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any regulatory agency.

Fee Schedule

Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Submission

The Scope of Work shall be submitted electronically only to Dario Dominguez, Public Works Director at ddominguez@cityoforange Cove.com. Consultants are encouraged to submit early in order to receive an email confirmation. Proposals shall be submitted as a PDF formatted to print on 8.5" x 11" paper. The proposals shall not be formatted to print in "booklet" mode. The proposals shall not exceed a file size of 8 MB. The proposals shall not exceed thirty pages.

TENTATIVE PROJECT TIMELINE

Publish RFQ: Monday, June 26, 2023
RFIs Due: Friday, July 10, 2023 at 3:00 p.m.
RFI Responses Issued: No later than Friday, July 14, 2023
SOQs Due: Friday, July 21, 2023 at 3:00 p.m.
Virtual Interviews: July 28, 2023
City Council Consideration: August 9, 2023