

**Request for Qualifications (RFQ)**  
**City of Albany, CA**



**SB 1383 Implementation Services**

Issue Date: September 14, 2022

Deadline for Submissions: October 28, 2022

## **Introduction**

The City of Albany is requesting qualifications (RFQ) from experienced sustainability consulting firms who can assist with implementation of SB 1383 requirements. The services requested will primarily function as an extension of City staff on tasks related to implementation of SB 1383. The City has an exclusive hauling agreement with Waste Management of Alameda County (WMAC) for solid waste, recyclables, and organics. WMAC provides 3-stream collection services for all residential and multifamily properties, and 3-stream services are available to all commercial businesses that fall under SB 1383 thresholds. The consultant should be able to work collaboratively with both the City and WMAC to determine a strategy for SB 1383 compliance that is most efficient and successful for the community.

## **Background**

The City of Albany is a charter city with a population of approximately 21,270 located in Alameda County. The City encompasses 1.7 square miles and is bounded by the City of El Cerrito to the north and the City of Berkeley to the south. The City is bound by San Francisco Bay to the west and has public beach access along the Bay frontage. Both I-80 & I-580 are located in the City limits, on the west side of the City.

The City of Albany contracts for solid waste collection and disposal services with Waste Management of Alameda County (WMAC). The contracts are managed by both the City's Community Development Department and the Public Works Department, with the Community Development Department overseeing contract compliance, special programs, and education and technical assistance, and the Public Works Department overseeing operations of City facilities and public litter cans. The City also works closely with the Alameda County Waste Management Authority (StopWaste) on waste and recycling programming and outreach, as well as edible food recovery programs. The City's Sustainability Coordinator, within the Community Development Department, is the main point of contact for communications with WMAC and StopWaste, as well as the main point of contact for CalRecycle communications and reporting, and will be the main point of contact for implementation of this contract for 1383 implementation services.

The City service area for waste and recycling services includes approximately 4,200 single family accounts, 400 multifamily accounts, and 240 commercial accounts which are served by WMAC via 12 collection routes.

## **Project Description**

The Contractor will be required to deliver technical assistance to the City, its businesses, multifamily properties, and edible food generators to ensure compliance with SB 1383. The Contractor will be required to conduct the following tasks on an ongoing basis:

### Tasks:

1. Conduct an analysis of current City ordinances and policies to assess the City's compliance with SB 1383 regulations. This includes, but is not limited to, paper procurement requirements, MWELo, construction and demolition debris recycling and CALGreen. Recommend appropriate changes.
2. In coordination with WMAC and City staff, provide technical assistance to businesses and multifamily properties to:
  - a. Identify noncompliant accounts
  - b. Assess service needs for noncompliant accounts and make recommendations on service levels to the customer; share recommendations with WMAC
  - c. Coordinate with WMAC to sign customer up for appropriate service
  - d. Assess appropriateness of waivers (de minimis and/or space constraint) if requested by customer
  - e. Provide technical assistance, outreach and education, and/or trainings to the business or multifamily property after service changes made
3. As necessary and as directed by staff: Conduct outreach to Tier 1 and Tier 2 commercial edible food generators to convey SB 1383 requirements, support set up of edible food donation programs, and confirm written agreements are in place with food recovery organizations.
4. Develop a plan to help the City identify options to comply with SB 1383 compost and mulch procurement requirements. Assist the City in developing appropriate uses for recovered compost and mulch in City projects and contracts, as well as opportunities to partner with direct service providers and/or special districts.
5. Conduct lid lift assessments to identify contamination in containers randomly selected on all hauler routes (residential and commercial) and develop strategies to reduce contamination. Contractor shall coordinate with the City to randomly select containers/generators. In coordination with staff, contractor shall design educational cart tags for placement on the cart during route review. Upon finding prohibited contaminants, an educational tag shall be left on the container notifying the generator. If prohibited contaminants are not noted, a tag shall be left on the

container notifying the generator that they are sorting properly. Route review data shall be tracked in a format to be determined by the City. Contractor shall coordinate with WMAC to minimize disruption to normal waste collection activities.

6. Track activities and share all records and data with the City and with WMAC as appropriate.
7. Conduct an analysis of current practices, and provide a plan to help the City with SB 1383 recordkeeping and reporting, including an analysis of proprietary and non-proprietary database and reporting systems. Include specific recommendations on recordkeeping and reporting best practices for each City department, as well as the primary contact for CalRecycle.
8. Support annual and bi-monthly CalRecycle reporting requirements. Collect relevant records and data necessary for CalRecycle reports, and provide summaries of information as needed for staff to include in reports to CalRecycle.

### **Proposal Content Requirements**

The City welcomes a response to the RFQ in any format that best expresses the qualifications of the respondent. Packets should be submitted in PDF form and should be as comprehensive as possible and generally limited to 60 pages including any cover pages, resumes, project examples, and references. All packets should include the following minimum information:

1. **Cover Letter.** A statement or cover letter summarizing the key points of the consulting firms' interests and qualifications, pertinent areas of expertise, and the individual or individuals responsible for the work to be performed.

2. **Firm Profile.** A profile of the firm, including information regarding the key person or persons involved, detailing their qualifications, areas of expertise, past experience performing similar work, the firm's office location (if applicable), and staffing, including assignments and sub-consultants (if any).

Identify the individual who would be primarily responsible for day to day work with the City, including background and experience of the individual including education, professional licenses and certifications, and examples of work completed for jurisdictions in the San Francisco Bay Area.

3. **Work Approach.** A description of the approach to the work involved, demonstrating their methodology, their knowledge of SB 1383 and statewide waste and recycling mandates, and their understanding of the environmental review process.

4. **Experience.** A description of the consultant's pertinent project experience, including a list of recently performed relevant projects, past performance, individual or team accomplishments, and examples of similar experiences working for similar communities, including the names and contact information of references, including at least three (3) public agencies located within California. Background information on the person that will be working with City staff on a day-to-day basis should also be included.

5. **Fees.** A clear and comprehensive fee schedule, including a detailed statement of hourly rates for all positions and classifications of individuals involved, including rates for subconsultants and reimbursable expenses. The schedule should clearly explain all billable costs related to the services provided. Work progress estimation and billing methodology should also be clearly described.

6. **Insurance.** Proof of insurance shall be identified in the qualifications packet. Interested firms shall provide proof of Professional Liability and Workers Comp insurance in an amount of at least \$1,000,000 and other insurance requirements.

### **Selection Criteria and Process**

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RFQ.
- Experience and demonstrated success of the Respondent in assisting municipalities with waste and recycling programming, particularly those related to SB 1383 implementation and/or implementation of waste reduction programs. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.
- Compensation rates.
- Evidence of the Respondent's ability to provide deliverables in a cost-effective and timely manner.

- Other extraordinary elements or creative approaches to assisting staff. This particular selection criterion is intended to allow the City to expressly consider creative aspects of statements of qualifications that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents and may request Respondents to make in-person presentations of their qualifications to a panel of City representatives.

### **To Submit a Proposal**

Please submit one (1) electronic submittal via email.

Deadline: **October 28, 2022, by 5:00 PM**  
Submit to: Elizabeth Carrade, Sustainability Coordinator  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
E-mail: [ecarrade@albanyca.org](mailto:ecarrade@albanyca.org)  
Phone: (510) 528-5762

Inquiries concerning this Request for Qualifications ("RFQ") should be directed by email to Elizabeth Carrade, Sustainability Coordinator, at: [ecarrade@albanyca.org](mailto:ecarrade@albanyca.org). Such contact shall be for clarification purposes only.

### **Registration of Intent to Submit Qualifications**

Interested parties are requested to contact Elizabeth Carrade at [ecarrade@albanyca.org](mailto:ecarrade@albanyca.org) to register their intent to respond to the RFQ. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFQ, please contact Elizabeth Carrade at 510-528-5762. It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

The City anticipates that a consultant will be selected by December 2, 2022, and that a contract for services will be negotiated and executed within a month thereafter. The consultant will be expected to commence its services immediately upon contract execution.

## General Conditions

1. The City would enter into a master contract for a term of three years and use task orders for individual project assignments.
2. The City prefers to collaborate with the selected consultant in the identification of necessary sub-consultants on a project-by-project basis.
3. Any material clarifications or modifications to the RFQ or the selection process will be made in writing and provided to all recipients of the RFQ.
4. The City reserves the right to:
  - Waive minor irregularities.
  - Modify or cancel the selection process or schedule at any time.
  - Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
  - Reject any and all proposals, and to seek new qualifications when it is in the best interest of the City to do so.
  - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
  - Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
  - Contract with separate entities for various components of the services.
5. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
6. The professional will be required to sign the City of Albany's standard Agreement for Consultant Services and meet the City's Insurance Requirements, a copy of the agreement and insurance requirements are available upon request. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the

consultant will be subject to the State law and the City's conflict of interest policies.





CITY OF ALBANY  
1000 San Pablo Avenue, Albany, CA 94706

**RFQ: SB 1383 IMPLEMENTATION CONSULTING SERVICES**

**ADDENDUM NO. 1 – RFP QUESTIONS AND ANSWERS**

September 29, 2022

The following are answers to questions that consulting firms working on the response to the RFP have asked City staff in relation to the SB 1383 Implementation Consulting Services.

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- 1. Did the City submit an NOIC (per SB 619) to the CalRecycle? If so, can you please share a copy of the NOIC?**

Please see attached for a copy of the City's approved NOIC.

- 2. If the City did submit an NOIC, have you drafted your Compliance Action Plan? Is there a draft of that CAP that you can share?**

We are in the process of drafting a CAP with CalRecycle and do not yet have it available to share.

- 3. Is the City on a Formal Plan for AB 341 and/or AB 1826 compliance? If so, can you please share a copy of the Formal Plan?**

The City is not on a formal compliance plan for either 341 or 1826. The City had low non-compliance numbers, and CalRecycle confirmed that we would not go on a Formal Plan in the near term.

- 4. What is the City's tentative / anticipated schedule for completion of Tasks 1 through 8?**

Note that this is all tentative, but we anticipate:

1. Complete by end of Q1 2023
2. Start in Q1 2023, then ongoing
3. Ongoing, as directed by staff
4. Complete plan by end of Q2 2023, then periodic technical assistance
5. Complete a plan for program rollout by end of Q2 2023, annual implementation thereafter

- 6. Ongoing
- 7. Complete by end of Q1 2023
- 8. Ongoing

**5. We note that the City intends to enter into a master contract for a term of three years. Are we correct in assuming that the City would intend to complete Tasks 1 through 8 annually over that three-year period? And would the three years be CY 2023, CY 2024 and CY 2025?**

Yes, most tasks will require support annually (tasks 2, 3, 5, 6, 8) and some tasks will require more implementation focus upfront (1, 4, 7), followed by periodic assistance thereafter. The three years would be calendar years 2023, 2024, 2025.

**6. We also note that the City intends to use task orders for individual project assignments. Can you provide a description of your anticipated task order assignment process?**

The City will send an email detailing a requested task and requesting consultant to prepare a brief budget and scope for completing the task. Once City and consultant are in agreement on the task scope and budget, the City will authorize the consultant to begin work on the task.

**7. Has the City already identified its Tier 1 and Tier 2 edible food generators?**

Tier 1 generators have been identified; we may request support verifying Tier 2.

\*Note that the County is taking the lead on edible food recovery. Any work the consultant might do, as necessary and as directed by staff, would be supplemental to the work being done by the County.

**8. Proof of insurance is typically provided upon notice of intended contract award – as an alternative to providing proof with the proposal, would the City accept our attestation and commitment to provide such proof with contract award (as is typical of most such processes in other communities)?**

Yes.