



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

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Willows, California 95988



GLENN COUNTY PLANNING AND PUBLIC WORKS AGENCY, SOLID WASTE DEPARTMENT REQUEST FOR QUALIFICATIONS (RFQ) TO IDENTIFY A PARTNER FOR A WASTE CONVERSION PROJECT

OBJECTIVE

Glenn County is requesting qualifications from qualified firms for the purpose of entering into a partnership between the County and the successful applicant to help manage the solid waste stream entering the Glenn County Landfill (GCLF).

Glenn County is seeking a qualified partner to design, finance, construct, operate and maintain a facility to convert, from a typical Municipal Solid Waste stream to energy or a more usable form, a substantial proportion of the Municipal Solid Waste stream that is presently being buried in the County landfill cells.

The County is currently in the process of preparing the documents necessary in order to close the current landfill. The County's current landfill is nearing the end of its permitted waste capacity and must be closed. In order to maintain service for County residents and provide a location to deposit County solid waste, a new landfill is being permitted to open in conjunction with the closure of the current landfill so that there is no interruption in service to County residents.

The County seeks to partner with a private firm(s) in order to help achieve some of the policy goals of the County to provide environmentally sensitive and friendly, cost effective solutions to the issue of solid waste disposal. The ultimate goal of this partnership will be to develop a waste conversion facility in Glenn County (Project) that will handle a waste stream and separate that waste stream into its component parts so that the material is recycled, composted, digested, thermally converted, and/or reused in an environmentally friendly, sustainable manner to render the waste stream into its most basic components. It is anticipated that, regardless of the process ultimately selected, there will remain a small waste stream that will be disposed of at the new County landfill. It is this new, much-reduced, solid waste stream that the County envisions as a part of the long-term plans for managing the solid waste in Glenn County. All proven technologies and options for energy conversion shall be considered. Prototype or unproven technologies would only be considered in a proposal with limited or no financial participation by Glenn County. Transportation and transportation costs are an important consideration. The preferred partnership would be one in which an experienced firm, with solid financial backing, proposes a project that has been implemented successfully in a similar climate.

It is not the intent of this Project that the county solid waste stream will be diverted to other counties or other landfills. Glenn County seeks to become a leader in the management of solid waste in a way that promotes sustainable growth, utilizes any energy contained in the waste stream and converts that energy

into electricity or gas, reduces the waste stream into inert components, provides “livable wage” jobs to County residents, and guarantees County residents a safe, healthy environment. Glenn County anticipates entering into a long term partnership with the successful proposer. Specific division of responsibilities and/or financial obligations of Glenn County and the successful proposer shall be negotiated as part of the next step in the process, a Memorandum of Understanding (MOU).

Glenn County does not anticipate participation in project capitalization, but will consider proposals that are subsidized by a portion of the avoided landfill expenses resulting from this project.

The goal of this RFQ is to have a reputable firm selected on or before June 1, 2010 and, after a firm has been selected, to begin working towards a MOU in order to provide certainty on both sides so that the Project can proceed to a design stage.

In conjunction with the Project, the appropriate environmental document(s) will need to be prepared by the successful applicant. The environmental document(s) must analyze the impacts of all the project plans, policies, and programs, pursuant to the California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA).

BACKGROUND

The County operates the GCLF, located on property currently owned by a private party. The landfill is approximately five miles west of Interstate Highway 5 (I-5), on County Road 33, near the town of Artois. The landfill site was leased by the County in July 1971 and the County began landfill operations in 1972. Approximately 87 acres of the site have been used for waste disposal. This area is unlined and is called Phase A. The area for future lateral expansion has been called Phase B in draft permitting documents, and is yet to be permitted.

An average of approximately 80 tons per day (TPD) of municipal solid waste (MSW), based on 360 days per year, are accepted at the GCLF gate, and up to 100 TPD on week days based on the current permit limit. The average weekday disposal tonnage is roughly 95 TPD. The County also accepts materials that are diverted from disposal. The diverted materials are used for beneficial on-site use or transported to off-site recyclers. The materials transported to off-site recyclers are deposited in bins or separate piles and include metals, selected electronics, automotive batteries, used oil and selected agricultural waste.

In 2009 the County adopted two resolutions of support for a Waste-To-Energy project as the desirable alternative to a conventional solid waste program in Glenn County. As the County proceeds toward landfill closure, it becomes apparent that it would be advantageous for the County to begin the process of working with a private sector partner to facilitate a waste conversion project.

The County believes that the next step in this partnership is the solicitation of qualified firms to formally work in partnership with the County to develop such a project. In order to select the most qualified applicant, the County is soliciting qualifications from interested firms.

TIMING

It is the County’s intent to have this RFQ/MOU process completed in an expeditious manner, preferably by June 1, 2010 at the latest.

RFQ PROCESS

Interested firms shall submit details indicating relevant qualifications and experience with the waste conversion process. The RFQ should include the following:

- Cover letter expressing your firm's interest and ability to perform in the required time frame.
- Information about the firm including experience with similar projects. This also applies to any proposed sub consultants.
- As a part of the County's intent to create local jobs and to support the local economy, all applicants should be prepared to demonstrate their commitment to the County in terms of creating and keeping local jobs.
- Any facility created by the Project should be located within Glenn County and be easily accessible to the landfill. Interested firms should be prepared to demonstrate ownership or the ability to acquire ownership or control of suitably zoned property within the boundaries of Glenn County.
- The firm's methodology and philosophy utilized during similar projects, including public agency staff involvement and public involvement.
- The proposal shall include the names and resumes of all key personnel who are employed by the consultant and/or proposed sub consultant(s) and who will be assigned to perform services pursuant to the RFQ/MOU. In addition, the proposal shall identify a designated project manager with full authority to administer any future MOU that will result from this partnership.

INSURANCE

Provide a summary of insurance coverage including public liability, property damage, workers compensation, automobile, and professional liability. All policies shall have at least \$1,000,000 coverage or as required by County code.

CONSULTANT SELECTION AND CRITERIA

A. Selection Process

The County will evaluate all eligible responses in accordance with the criteria listed in this RFQ. Upon completion of the evaluation phase, the County will conduct interviews with the consultants determined most eligible. The interview panel will consist of County staff and may include up to two (2) members of the Board of Supervisors as well as one member of the public chosen by the majority of the Board of Supervisors.

B. Evaluation Criteria

The County desires a consultant/partner who wishes to work to make Glenn County a leader in innovative, sustainable, environmentally-sensitive, energy-efficient solid waste handling technologies. The consultant/partner should demonstrate not only an ability to be a problem solver, but also capability to present innovative approaches with new and workable solutions. Because this is an emerging field, great emphasis will be placed on the applicant's willingness to make Glenn County their "home" and to customize the Project to Glenn County rather than requiring the County to fit into a solution matrix designed for a different type of waste stream. The County shall evaluate all eligible responses based on the following criteria:

- Adequate technical and financial resources for performance.
- Professional experience and organizational, technical, and editorial skills.
- Demonstrated qualifications of the project manager and assurance of his or her principal involvement in the project until its completion, including any and all licenses that may be required.

- Ability to conform to the proposed or required performance and time schedule.
- Demonstrated familiarity with and concern for solid waste and related issues of the County.
- Ability and experience to work closely with County staff, Board of Supervisors, advisory bodies, and the community.
- Completeness of the entire proposal.
- References provided.
- Proposers are required to submit, in sufficient detail to be evaluated by the County, a proposal that describes how the County's waste conversion goals will be met.

C. Acceptance of Terms and Conditions

Submission of a proposal pursuant to the RFQ shall constitute acknowledgement and acceptance of all the terms and conditions set forth in this RFQ, unless otherwise expressly stated in the proposal.

D. Financial Responsibility

This invitation does not commit the County to award a contract nor pay any costs incurred in the preparation of a proposal. The County reserves the right to reject any and all proposals.

E. Awarding the Contract

The County reserves the right to negotiate directly with any party responding to this RFQ and may enter into a future MOU with any responding party. The County reserves the right to award a MOU or contract to the firm that presents the proposal that, in the sole judgment of the county, best accomplishes the desired results. The County reserves the right to refrain from making an award if it determines that to be in its best interest.

F. Disposition of Proposals

All proposals submitted in response to this RFQ become the property of the County. The proposal must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under the Public Records Act (California Government Code Sections 6250 et seq).

G. PROPOSAL SUBMISSION

1. General

- a. All interested and qualified vendors are invited to submit a proposal for consideration. Submission of a proposal indicates that the vendor has read and understands the entire RFQ, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFQ have been satisfied.
- b. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ.
- c. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.
- d. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
- e. All proposals and materials submitted become property of the County. All proposals received are subject to the "California Public Records Act."

2. Proposal Presentation

- a. All proposals must be submitted on 8 ½” x 11” paper, neatly typed, single-spaced, double-sided (on recycled paper) and with normal (1 inch) margins. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom of each page.
- b. One (1) original and seven (7) copies, total of eight (8), of the complete proposal must be received by the deadline for receipt of proposal. The original and all copies must be in a sealed envelope or container stating on the outside: Vendor Name, Address, Telephone Number, RFQ Title, and Proposal Due Date.
- c. Hand-carried proposals may be delivered to the address listed below, between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding holidays observed by the County. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.

C. Proposal Format. Vendors must provide the following information in the following format:

- a. **Cover Page.** All proposals shall include a cover page.
- b. **Table of Contents.** All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.
- c. **Technology Information.** Any pertinent technical information regarding the technology proposed for this waste stream conversion should be included in this section.

D. Individual Qualifications and Experience

Provide brief resumes for each team member (not more than two (2) pages each). Please only include resumes for staff that are to be likely to be assigned to this project.

Statement of Qualifications: Eight complete copies of each must be received by the County of Glenn not later than 4:30 p.m. on Tuesday April 13, 2010. Late proposals will not be accepted.

All proposals and documents submitted become the property of Glenn County. Information considered proprietary shall be identified as such when the proposal is submitted. Proposals may be submitted by mail or in person to the address shown below.

Address all proposals to:
John Linhart, Director,
Glenn County Planning and Public Works Agency
125 South Murdock
Willows, CA 95988

Questions – Questions regarding this process should be directed (in writing) to:

John Linhart
Phone: (530) 934-6451
E-mail: jlinhart@countyofglenn.net