



Professional Consulting Services  
**REQUEST FOR QUALIFICATIONS**

for

Solid Waste Coordination Services  
(SB 1383 Compliance, Reporting and Administration)

**PROPOSALS DUE: December 7, 2022, at 4:00pm**

**DELIVER TO:**

Attn: Merrill Buck, P.E.  
Town of Loomis  
Engineering Division  
3665 Taylor Road  
Loomis, CA 95650  
[townengineer@loomis.ca.gov](mailto:townengineer@loomis.ca.gov)

## **INTRODUCTION**

The Town of Loomis, in Placer County, California, is seeking proposals from qualified firms to assist the Town with solid waste (SB 1383) program management, compliance, reporting, and administration.

## **TERM**

The term of the contract shall be for three (3) years, with up to two (2) additional, one-year renewal periods. The Town does not have surplus office space, so the majority of the work will need to occur outside Town Hall, in the consultant's office.

## **SCOPE OF WORK**

Working independently, while reporting to the Town Engineer, the work scope that the consultant will provide is generally anticipated to include the following:

- Identify, recommend, and implement service changes that may be necessary for the Town to comply with current solid waste regulations, including SB 1383.
- Coordinate, as necessary, with the Town's trash hauler (Recology), the Town's Food Recovery Program administrator (Placer County), and CalRecycle representatives.
- Represent the Town and coordinate with CalRecycle on annual site visits, progress reports, meetings and conference calls.
- Gather and maintain records, as necessary, to complete the required CalRecycle Electronic Annual Report (EAR).
- Attend and represent the Town in solid waste and recycling group meetings.
- Manage the Town's Solid Waste Program and complete all related staff work.
- Take the lead on working with Recology to draft a new Franchise Agreement to include SB 1383 compliance and reporting requirement provisions.
- Oversee the implementation of Recology's annual rate adjustment request. Prepare staff reports, and work with Recology on the public outreach/public hearing process.

The Town does not have surplus office space or staff support equipment such as computers or vehicles to offer the selected consultant. Most of the work will therefore need to occur in the consultant's office, utilizing the consultant's resources.

## **RFQ CONTENT**

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm proposes to meet those objectives. Suggested content for the proposal includes the following:

### Cover Letter

- Include office location where work is to be done, contact person's name, telephone number and email address.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate experience with similar efforts performed within the last 5-years.
- Provide references that the Town may contact.
- Provide resume for proposed staff member with qualifications, including listing of licenses, experience and level of responsibility.

Work Plan and Availability

- Address how the suggested scope of services will be accomplished.
- Specify the capacity/anticipated number of hours per week that staff person is available to provide services, and the amount of services anticipated.

Cost

- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.
- **In a separately sealed envelope**, provide a fee schedule showing the hourly rates for the staff proposed.

Consulting Services Agreement

- State in the proposal the firm’s willingness to accept the terms and conditions of the City’s Standard Contract for Services Agreement including the required insurance information contained therein.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal.

**DELIVERY**

Qualifications must be submitted no later than 4:00pm on December 7, 2022. Submit three (3) hard copies and one electronic pdf copy (on flash drive or by e-mail) to:

Merrill Buck, P.E.  
Town of Loomis, Engineering Division  
3665 Taylor Road  
Loomis, CA 95650  
(916) 824-1518; [townengineer@loomis.ca.gov](mailto:townengineer@loomis.ca.gov)

**ANTICIPATED SCHEDULE**

RFQ Issued: November 12, 2022  
Due Date: December 7, 2022, at 4:00 PM  
Interviews: December 14 and 15 (if needed)  
Council Award: January 10, 2023

## **SELECTION PROCESS**

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, and experience. After those firms deemed the most qualified are short-listed, further evaluation and interviews may be conducted as part of the final selection process. The Town reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer's submittal.

The following criteria will be used to evaluate responses to this RFQ:

- Experience and responsibilities held by key personnel.
- Comprehensiveness of the response to the RFQ.
- Knowledge of SB 1383 oversight administration requirements and best practices.
- Satisfaction of prior and current clients (references).

## **CONDITIONS**

All proposals, and material contained therein, shall be considered public documents and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The City shall not bear any cost or reimbursement associated with its preparation.

## **ADDITIONAL INFORMATION**

This Request for Qualifications and the Town's Standard Contract for Services Agreement as supporting attachments, along with any addendum that may be issued are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Merrill Buck, Town Engineer, at (916) 824-1518 or [townengineer@loomis.ca.gov](mailto:townengineer@loomis.ca.gov)