



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS SOLID WASTE DIVISION

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## **REQUEST FOR QUALIFICATIONS**

**October 10, 2012**

The County of Mono, Solid Waste Division, is soliciting Statements of Qualification (SOQs) from firms experienced in the development of Material Recovery Facilities (MRF) and other diversion programs to produce a feasibility study of MRF alternatives for the type of facility or programs that would best meet current and future diversion requirements of the Town of Mammoth Lakes (TOML) and the County of Mono (County).

### **Anticipated Scope of Work**

Contractor will collect required information and develop alternatives for the development of a MRF, specific diversion programs, or a combination of both. These alternatives will be ranked according to their respective cost/benefit, and presented in a feasibility report submitted to the Mono County Solid Waste Task Force for consideration in future planning efforts. The effort should include:

- Gathering and analyzing relevant information and data relating to the existing waste stream and diversion efforts, and identifying cost effective approaches to advancing diversion in the future.
- Developing alternatives to meet diversion targets. The alternatives shall be based on existing and predicted throughput, shall estimate necessary capital investments for equipment and other infrastructure, shall estimate amount of acreage necessary (where appropriate) for each alternative, and shall estimate operational costs including staffing, and long term maintenance of proposed infrastructure.
- An alternative may incorporate the processing of several different types of waste, or it may focus on a specific alternative process for a single waste stream, but the following waste types shall be addressed at some point in the analysis:
  - Construction and Demolition waste
  - Organics and food waste
  - Commercial/retail waste
- All alternatives should yield either a sellable or reusable commodity, and should predict the annual volume of a given commodity that would be created by the alternative.
- Analysis of historic commodity prices, cost of transportation to market, and opportunities for local market development are **not** being requested as part of this study.

### **SOQ Requirements**

To be considered, a contractor responding to this SOQ must provide the following items and/or information in its submittal:

1. A cover letter with the following information: name, title, address, telephone number and e-mail address of individual(s) with the authority to negotiate and contractually bind the company.
2. A statement of the contractor's qualifications, including brief biographical profiles of the company and key personnel who will be assigned to provide services. Any relevant licenses, certifications, education, or experience should be identified, and quality control methods should be identified and discussed.

3. Identification of any subcontracted firms that may be utilized to provide a complete range of services, including:
  - Firm name, description and scope of services provided.
  - Brief summary of the firm's key personnel and relevant experience, qualifications, licenses and/or certifications.
4. A brief list of projects performed by the contractor that best illustrate the contractor's skills and experience in analyzing MRF feasibility and diversion programs in rural jurisdictions similar to Mono County, including distance to markets, seasonal fluctuations in the waste stream, and environmental considerations such as snow and wind events as well as attractive nuisance to bears and other wildlife. Describe the estimated timelines/deadlines associated with the projects, and whether the timelines were met. Include contact information for a project reference if available.
5. Provide a schedule of fees including hourly labor rates, an estimated amount of time at each rate needed by the Consultant to complete the project tasks, and any other applicable fees. Please note that final consultant fees will be determined through negotiations with the selected firm.
6. A disclosure of any financial, business or other relationship that the prospective contractor has with the County or any County employee that may impact the outcome of the selection process of this project. Alternatively, the contractor shall provide a signed statement that no disclosure is being made because no such relationship exists.
7. A statement that the contractor is able to meet the following minimum insurance requirements:
  - *General Liability*: \$1 million combined single limit per occurrence. An additional insured endorsement applying to the County of Mono will be required upon contract award.
  - *Automobile Insurance*: \$1 million combined single limit per occurrence.
  - *Professional Errors and Omissions Liability Insurance*: \$1 million each occurrence/\$1 million policy aggregate.
  - *Workers Compensation*: in the legally required amount for contractor's employees.
8. Any additional information demonstrating the contractor's capabilities as related to the selection criteria listed below.

### **Contractor Criteria**

Each submittal will be reviewed to determine if it meets the requirements contained under "Submittal Requirements." A committee will evaluate the SOQs based on the following criteria and values:

<i>Item</i>	<i>Selection Criteria</i>	<i>Value</i>
1	Key personnel's professional qualifications and experience	20 pts
2	Past record of performance, including timeliness and ability to meet deadlines, quality of work, and communication skills	20 pts
3	Demonstration of relevant project experience	20 pts
4	Key personnel's knowledge of local environmental characteristics	20 pts
5	Fair and reasonable fee schedule and cost estimate	20 pts

The evaluation committee may select firms based on the above criteria, and/or may conduct oral interviews of the top-ranking firms. The scoring shall be subject to Mono County Code §3.04.040.D, Local Preference

([http://www.monocounty.ca.gov/online\\_services/documents/cocode/level2/T3\\_C3.04.html](http://www.monocounty.ca.gov/online_services/documents/cocode/level2/T3_C3.04.html)) shall be applied by deducting 5% from the fee schedules of responsible local vendors, as defined by the code section, prior to evaluation.

The firm(s) selected to provide services to the County will be expected to enter into an agreement with the County to govern the provision of those services.

### **SOQ Submittal**

- **Deadline:** To be considered, the contractor's SOQ must be submitted by **5:00 pm on Friday, November 2, 2012**. Submittals sent by e-mail are preferred. Contractors are advised that, due to remote location, "overnight" delivery to Bridgeport may take as long as two days.
- **Send to:**  
Mono County Department of Public Works  
Solid Waste Division  
c/o Tony Dublino  
PO Box 457  
Bridgeport, CA 93517  
  
Or via e-mail:  
[tdublino@mono.ca.gov](mailto:tdublino@mono.ca.gov)
- **Modification or Withdrawal of Submittals:** Any SOQ received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the contractor prior to the submittal deadline.
- **Property Rights:** SOQs received become the property of the County and all rights to the contents therein become those of the County.
- **Confidentiality:** Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as non-effective and will be disregarded.
- **Amendments to Request for Qualifications:** The County reserves the right to amend this RFQ by addendum before the final submittal date.

### **Review and Selection Schedule**

Submittals will be evaluated and ranked using the criteria described above by committee of stakeholders. If interviews are not conducted, contract(s) may be offered by November 9, 2012. If interviews are to be conducted, they shall be scheduled for November 12-16, 2012, and contract(s) may be offered by November 26, 2012.

It is possible the County may select more than one contractor for contract award. However, this RFQ does not commit the County to award the contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFQ if it is in the best interests of the County to do so.

Please contact Tony Dublino, Solid Waste Superintendent, at 760.932.5453 or by e-mail at [tdublino@mono.ca.gov](mailto:tdublino@mono.ca.gov) with any questions or comments regarding this request.