

CITY OF FORT BRAGG

REQUEST FOR PROPOSALS TO ASSIST THE CITY AND MENDOCINO COUNTY IN EVALUATING THE FINANCIAL VIABILITY OF A CENTRAL COASTAL TRANSFER STATION PROJECT

The City of Fort Bragg ("City") is seeking proposals from qualified consultants interested in assisting the City and County of Mendocino ("County") to evaluate the viability and opportunities for a Central Coast Transfer Station. There has been extensive previous work performed on this project up to and including the certification of an Environmental Impact Report (EIR) by the City and County on September 19, 2016, to move the transfer station from the Caspar area, approximately 9 miles south of the City of Fort Bragg to a new site adjacent to Highway 20 a few miles east of Fort Bragg. An essential part of the original project was a three-way land swap for a minimum cost property acquisition securing the Highway 20 site. This land swap collapsed before it could be completed and little progress has been made on the project since the EIR was certified. Changes in the solid waste markets, in particular recyclables, and the current construction environment raise questions about the viability of the Highway 20 project.

BACKGROUND

The City and the County jointly own 60 acres in the Caspar area at the end of Prairie Way. The City and County first entered into a joint powers agreement in October 1967 to use the property as a solid waste landfill. The landfill was operated from 1968 to 1992, when the landfill was closed. Since then, the property has been used for a solid waste transfer station. The County had operated the facility until it executed the Operating Agreement and Lease with Solid Waste of Willits on January 25, 2011.

The current Joint Powers Agreement (JPA) between the County and the City was executed in January of 2011 to provide for changes in how the Caspar Solid Waste Transfer Station was operated and to consider the replacement or expansion of the Caspar Transfer Station in order to accommodate commercial collection trucks and allow for long-haul direct transfer to a destination landfill.

The JPA calls for a Joint Coordinating Committee consisting of two City Councilmembers and two County Supervisors. The Committee serves in an advisory role for the Board of Supervisors and the City. The JPA was amended October 25, 2016 in order to outline specific terms and obligations for moving forward with replacement of the Caspar Transfer Station. The County Board of Supervisors and City Council certified the Environmental Impact Report (EIR) on the new Transfer Station project for 30075 Highway 20 on September 19, 2016.

Acquisition of the property at 30075 Highway 20 involved a multi-party land swap. The State of California would transfer 17 acres (30075 Highway 20) to the City/County in exchange for 35 acres of land at the Caspar Landfill site. California Department of Parks & Recreation (DPR) would take ownership of the 35-acre Caspar property in exchange for 12.6 acres of Russian Gulch State Park, which would be transferred to Jackson Demonstration State Forest (JDSF). Not too long after the EIR was certified, DPR pulled out of the proposed land swap. Since that time, momentum on the new Transfer Station project has stalled. Outside of inquiries into other possible land parcels that could be swapped with JDSF, little progress has been made.

The Caspar Transfer Station Joint Coordinating Committee met on March 20, 2019 and agreed that the viability of the Highway 20 project needed to be reviewed and evaluated. The collapse of the land-swap, significant changes in the market of recyclables and solid waste, and the age

of the EIR and supporting studies raised concerns about the viability of a cost-effective and environmentally-sound Central Coast Transfer Station that would be designed, built and operated by a private solid waste management company retained under a long-term contract.

SCOPE OF SERVICES

Below is a list of major tasks that should be accomplished as part of this scope of work. The proposer is asked to define the approach and methodology to achieve the objectives presented in this Request for Proposals (RFP). The proposal should include a refined scope of work with a detailed description of all project tasks, both those suggested in this RFP and any changes, additions or recommendations proposed.

- A) Project Kickoff Meeting with City and County staff.
- B) Summarize the current status of the Central Coast Solid Waste Transfer Station Project using existing documents and strategic interviews of people with an in depth knowledge of the project. The summary needs to include a detailed list of existing challenges and opportunities in the current and anticipated near-term regulatory climate and all necessary permit compliance requirements.
- C) Evaluate and make recommendations for the current options and opportunities, including:
 - a. Continued use of the existing Caspar Transfer Station in context of necessary improvements, permitting, compliance and reporting requirements.
 - b. Opportunities for design, build and operation of a transfer station at the proposed Hwy 20 site, including current cost estimates and potential for land swap partners. Additionally, evaluate the original project proposal in today's market place and determine if the EIR remains valid or requires additional updates.
 - c. Determine if there are alternatives to the two options set forth above that should be considered.
 - d. The public acceptance and support for each option/opportunity should be a consideration and documented.
 - e. Each evaluation should include detailed financial projections estimating capital investments and ongoing operations.
- D) Prepare a report summarizing all tasks and present findings and recommendations to Committee, County Board of Supervisors and City Council.

The final scope of services will be based on the proposal of the firm selected and negotiated with City staff to be included in the Professional Services Agreement with the City.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, 2 printed copies of the completed proposals and cost bid so that it is received by the City no later than 2:00 p.m. on June 28, 2019 to:
City of Fort Bragg
Attention: June Lemos, CMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
jlemos@fortbragg.com

2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.

3. Contents: Proposal shall contain the following information:

A. Firm Description

City is looking for a consultant with:

- Extensive experience in the solid waste industry, including a current understanding of the market place, permitting compliance, regulatory climate and environment, and current trends and economic impacts and factors;
- A project manager with knowledge of and experience analyzing solid waste projects in the state of California;
- Extensive experience with reviewing and preparing pro-forma capital project projections and pro-forma operating projections.
- Experience interpreting environmental surveys; cultural and archaeological surveys, traffic studies and visual analyses; and
- Experience with State and Federal regulatory agencies.

B. Key Personnel Qualifications

Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.

C. References

Provide three (3) client references with phone numbers and emails for relevant work. Specify the client, location, consultant members on team, type of work and implementation status.

D. Scope of Work

Provide an explanation of tasks associated with the project, including how you propose to complete each task, both those suggested in this RFP and any changes, additions or recommendations proposed. The final scope of services will be based on proposal and negotiated with firm selected, and included in the professional services agreement with the City.

E. Deliverables

1. Estimated project timeline
2. Written report providing a comprehensive evaluation as outlined in the scope of work
3. Attendance at Kickoff Meeting with City staff and presentation of final report to City Council and Board of Supervisors

F. Budget and Schedule of Charges

Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. The fee proposal may include a flat fee, an hourly fee, or a combination of both. The proposed scope of work should, at a minimum, be presented in the required phases with a "Not to Exceed" amount for each complete phase.

All phases should account for the following:

1. Submittal of draft report and administrative draft prior to the draft for public review

G. Timeline

Provide a time schedule for completion of work.

H. Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 13 of Exhibit B which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**

I. Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit B. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

The City will select the most qualified proposal on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.

Proposals will be reviewed and evaluated by the City staff and a recommendation for award of contract will be presented to the Fort Bragg City Council for approval.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	May 31, 2019
Deadline for Written Questions	June 14, 2019
Proposals Due	June 28, 2019
Interviews	Week of July 8-12, 2019
Selection	Week of July 15-19, 2019
City Council Contract Approval	August 12, 2019

QUESTIONS

Questions should be directed to:

Tom Varga, Public Works Director
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2823 ext 132
Email: tvarga@fortbragg.com

ATTACHMENTS

1. Exhibit A – Central Coast Transfer Station, Revised Final EIR, September 2016
2. Exhibit B – City's standard Professional Services Agreement