



Request for Proposal, Secondary IWM06073

Life Cycle Assessment of Organic
Diversion Alternatives and Economic
Analysis of Greenhouse Gas Reduction
Options

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SECTION I OVERVIEW

General Information

The California Integrated Waste Management Board (CIWMB) promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CIWMB Contact

California Integrated Waste Management Board
Physical Address: 1001 I Street,
Sacramento, CA 95814
CIWMB Contracts Unit, MS-19A
Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A
Phone: (916) 341-6120
FAX: (916) 319-7518
EMAIL: contracts@ciwmb.ca.gov

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarter's Building at 1001 I Street, Sacramento, CA 95814.

Service Need

Governor Executive Orders S-03-05 and S-20-06 and the California Global Warming Solutions Act of 2006 (AB 32) require the CIWMB to be an active member on the Climate Action Team (CAT) and to implement workplan strategies to reduce greenhouse gas (GHG) emissions related to solid waste management.

The CIWMB is responsible for implementing three strategies to achieve targeted GHG reduction goals that represent a significant contribution to reducing statewide GHGs. The three strategies and their projected GHG reductions are:

- Increase recovery of recyclables to achieve the 50% diversion goal resulting in three million metric tons carbon dioxide equivalent (MMT CO_2e) by 2010 (Note: The CIWMB has achieved this strategy as confirmed by 2005 diversion rate of 52%.);
- Implement additional recycling and other technologies to move towards zero waste resulting in an additional three MMT CO_2e by 2020; and,
- Improve landfill gas (methane) recovery resulting in two MMT CO_2e by 2010 and an additional three MMT CO_2e by 2020.

Implementing these strategies causes the CIWMB to consider existing and future responsibilities with an additional new perspective. For example, diverting materials from landfills is core to the CIWMB's mission. However, the CIWMB must now consider diverting materials from the waste stream that also result in the most significant reductions in GHGs.

The CIWMB's zero waste strategy requires assistance in the creation and expansion of sustainable markets to support diversion efforts, particularly recyclables and organic materials, to ensure that these materials return to the economic mainstream. An estimated 42 million tons of waste is sent to the landfill annually. Organic materials comprise approximately 30 percent of California's solid waste stream which primarily include food scraps, yard trimmings, and wood waste. Mixed paper accounts for another 21 percent of the waste stream. An additional 22 percent of the waste stream is construction and demolition debris. Altogether, these materials annually contribute in excess of 70 percent of carbon-based organics. Traditional recyclables and these municipal organic materials are one of the CIWMB's priorities for diversion and for achieving the targeted GHG reduction goals of the zero waste strategy.

OVERVIEW CONT.

**Service Need
CONT.**

In support of the CIWMB's zero waste strategy, the CIWMB is soliciting proposals for the services described as follows:

The Contractor shall be responsible for completion of all tasks outlined in the Scope of Work in Section VI. The purpose of the ***Lifecycle Assessment of Organics Diversion Alternatives*** (henceforth termed LCA) shall quantify the GHG emission reductions for the beneficial "offsets" using a cradle to cradle approach. The purpose of the ***Economic Analysis of GHG Reduction Options*** (henceforth termed Economic Analysis) is to identify cost-effective organics management program activities along with recycling strategies that can achieve optimum greenhouse gas (GHG) emission reductions. Communication and Workplan delineates administrative and logistic tasks that are common to the Lifecycle Assessment and Economic Analysis. The CIWMB in agreement with the Contractor may modify the Workplan within reason, based on new information gathered during the contract term and agreed to by mutual consent of the contracted party(s).

The results of this project should assist the CIWMB to decide on future efforts to achieve its targeted GHG reduction goals while striving towards zero waste.

**Contract
Budget**

Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$500,000 (five hundred thousand dollars).

The CIWMB reserves the right to amend the budget for this Agreement as needs arise.

**Payment
Withhold**

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task.

The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of the CIWMB.

**Liquidated
Damages**

The selected Contractor, to receive award of this agreement, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work.

The damages will be equivalent to five percent (5%) of the budgeted amount for each task not completed in the required timeframe.

Contract Term

The term of this Agreement will span approximately 24 months and is expected to begin in May 2007.

The CIWMB reserves the right to amend the term of this Agreement as needs arise.

Process Type

Request for Proposal (RFP), Secondary Method.

**Process
Schedule**

This process will be conducted according to the following tentative schedule:

Advertisement Date	February 13, 2007
Written Questions Due by 5:00 pm	February 20, 2007
Submittal's Due by 2:00 pm	April 2, 2007
Post Notice of Intent to Award	May 10, 2007

SECTION II**RULES AND CONDITIONS**

Introduction

There are conditions that this RFP, submitting Proposers, proposals and resulting Agreements are subject to and/or required to comply with.

Commitment

Upon submittal of a Proposal, the Contractor has committed to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions available for viewing at www.ciwmb.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses (CCCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.

If the proposer fails to meet any of the requirements or comply with the CIWMB requests, the CIWMB can reject, disqualify, or remove the firm from the process.

The CIWMB is not committed to award an Agreement resulting from this RFP.

Antitrust Claims

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from the contractor's participation in the RFP process are at the firm's expense.

No costs incurred by the contractor participating in the RFP process will be reimbursed by the CIWMB.

RULES AND CONDITIONS CONT.

Information

All information obtained or produced during the course of the Agreement will be made available to the CIWMB.

Any information that the proposer deems confidential, must so be marked prior to submission to the CIWMB.

The CIWMB will hold information deemed confidential by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to the CIWMB Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, Addenda).

Addenda

The CIWMB reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

A Proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

Unreliable List

Any contractor or subcontractor currently of the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

RULES AND CONDITIONS CONT.

Small Business (SB) Preference

Any Proposer competing in this process as a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Proposer's are encouraged to provide a copy of the OSDS certification with the proposal package.

Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the agreement, the contractor **must** use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

The CIWMB reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

SECTION III**PROPOSAL SUBMITTAL REQUIREMENTS**

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

The CIWMB may reject any Proposal if it is conditional, incomplete or contains irregularities.

The CIWMB may waive an immaterial deviation in a Proposal, if deemed in the best interest of the CIWMB.

Deadline

The proposal package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on April 2, 2007.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

Addressing

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

Number of Copies

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- Five bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

It is the submitting Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by the CIWMB.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 30% post-consumer recycled content fiber.

Table of Contents

The information must be organized as presented with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Methodology

Provide a brief narrative of the methods to be employed by the contractor to accomplish the project objectives.

These methods must have sufficient detail to allow the CIWMB to evaluate those methods. The Proposer's responsiveness to this RFP and approach to the project will be evaluated based on the feasibility of completing tasks in the Scope of Work in a timely manner. The proposal will also be evaluated on the Proposer's knowledge and experience in:

- Performing life cycle analysis for solid waste management systems;
- Performing economic impact analysis, growth projections, and cost analysis of recycling, composting, and conversion technology industries;
- Collecting data for life cycle analysis, economic impact analysis, and cost analysis models;
- Designing interactive system models that include solid waste management system algorithms, environmental impacts and trade-offs, economics, and potential markets; and,
- Demonstrated ability to work cooperatively with subcontractor(s) and/or other assigned personnel.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
 - History
 - Location
 - Any known conflicts of interest
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

Each proposal must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing
- Tasks to be performed and number of hours

The Proposer shall identify one individual who will manage the project and who shall have a minimum of five (5) years experience in project design and management. Include his/her experience, knowledge, and educational background that demonstrate his/her expertise to perform the activities required in the Scope of Work. List all key personnel who will perform the activities described in the Scope of Work, including a summary of similar work, if any, performed by those personnel. Provide education, experience and expertise of each with pertinent information demonstrating their qualifications to perform the work required by this RFP.

The qualifications of Proposer's team responsible for performing the tasks delineated in the Scope of Work, Section VI, Tasks 4-8, ***Life Cycle Assessment***, are as follows:

- The Research Manager of the Proposer's team must demonstrate knowledge and experience in the design, management, and successful completion of projects involving life cycle analyses. Specific experience in conducting life cycle analyses on solid waste management systems, use of previously peer-reviewed models, and experience in California is preferable;
- The Proposer's team must demonstrate experience and knowledge of solid waste management systems, including recycling and composting, and integrated waste management principles;
- The Proposer's team must demonstrate knowledge of non-combustion technologies that can convert solid waste residuals to electricity, alternative fuels, and other useful products; and
- The Proposer's team must demonstrate data collection, model development and simulation, analysis, and report writing.

The prospective contractor or consulting team must provide evidence of the above qualifications by means of a written description of previous work history and contracts demonstrating knowledge and experience managing and coordinating projects that involve life cycle analyses (See "***Samples of Written Work***").

The qualifications of the Proposer's team responsible for performing the tasks delineated in the Scope of Work, Section VI, Tasks 9-13, ***Economic Impacts and Analysis***, are as follows:

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

- The Research Manager of the Proposer's team must demonstrate advanced knowledge and experience in the design, management, and successful completion of projects that assess economic impacts and cost analysis of recycling, composting, and conversion technology facilities. Use of previously peer-reviewed models and specific experience in California is preferable. Previous research projects related to assessing market impacts on California's recycling and composting industries is not required, but is preferred. Advanced knowledge and experience, for the purpose of Tasks 9-13 shall mean graduation from college with a degree in a research-oriented field (e.g., statistics, engineering, economics, operations research, etc.) and professional technical research experience which includes project design, management, data collection, and model development and simulation of at least one (1) economic analysis or cost assessment study on recycling, composting, or conversion technology industries.
- The Proposer's team must demonstrate experience and knowledge of development and application of forecasting and/or projection models or analytical tools to project growth of the recycling and composting industries. The Proposer's team must demonstrate experience in assessment of capital and operating costs of composting, recycling and conversion technology facilities. Previous research projects related to cost analysis and growth estimates of California's recycling, composting, and conversion technology facilities is not required, but is preferred;
- The Proposer's team must demonstrate experience and knowledge in the development of interactive system models that include solid waste management system algorithms, environmental impacts and trade-offs, economics, and potential market responses; and,
- The Proposer's team must demonstrate experience of data collection, model development and simulation, analysis, and report writing.

The prospective contractor or consulting team must provide evidence of the above qualifications by means of a written description of previous work history and contracts demonstrating knowledge and experience managing and coordinating projects that involve assessing financial/economic analysis on the recycling, composting, and conversion technology industries. Capital and operating cost studies that have been undertaken on recycling, composting, or conversion technology businesses located in California and included a protocol to collect and analyze cost data, develop and simulate cost models are preferred. (See "**Samples of Written Work**").

Workplan

The workplan is a critical component of the proposal that should provide, in detail, the overall approach, tasks, deliverables, schedule, and personnel. The workplan is the blueprint for how the project will be undertaken and, once the project commences, can be used as a progress measurement tool. The workplan must address all the items described in the Scope of Work in Section VI in adequate detail. As indicated in Section VI, Task 3, the initial workplan may be revised within reason based on comments from and subject to approval by the CIWMB Contract Manager. The deliverables, schedules and personnel should be placed in a table.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

References

The Proposer's team must provide a minimum of two (2) verifiable references that attest to the Proposer's qualifications and experience for conducting a life cycle analysis, and a minimum of two (2) verifiable references that attest to the Proposer's qualifications and experience for conducting economic impact assessments, growth estimates, and cost analysis for the recycling and composting industries, including name, address, phone and FAX numbers for each.

The CIWMB reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Samples of Written Work

The Proposer's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables. The Proposer must have the experience, qualifications and resources to perform all of the tasks described in the Scope of Work in Section VI. Samples of written work must substantiate the Proposer's qualifications.

Proposer's are required to submit:

- one (1) representative report of a previous life cycle analysis for a solid waste management system that is similar in nature to the proposed project and deliverables; and,
- two (2) representative reports of economic impact/projection and cost analysis studies for recycling, composting, and/or conversion technology industries.

The samples of written work shall also demonstrate the Proposer's technical writing qualifications. At least one person on the Proposer's team must demonstrate qualifications, knowledge, and experience as a technical report writer and/or technical editor and shall be used as the report writer and/or editor of technical memoranda and report(s) for the proposed project.

Contract Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.

Licenses

The Contractor shall be an individual or firm licensed to do business in California. Required documentation includes the following as applicable:

- A copy of the Proposer's county/city issued license with proof of expiration date, must be included with the Proposal submittal.
 - Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified OSDS SB, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

Disabled Veteran Business Enterprise Participation (DVBE)

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified OSDS DVBE, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for EZA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Proposer is qualified for this preference, the EZA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

**Target Area Contract
Preference Act
(TACPA)**

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for TACPA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

**Local Agency Military
Base Recovery Act
(LAMBRA)**

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for LAMBRA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Proposer is qualified for this preference, the LAMBRA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

SECTION IV**COST PROPOSAL SUBMITTAL**

Evaluation

The Contractors cost proposal submittal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet.

The SB and DVBE commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.

Travel and Per Diem

Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq..

- Lodging – up to a maximum of \$84 per day
 - Meals (breakfast, lunch and dinner) – up to a maximum of \$34 per day
 - Incidentals – up to a maximum of \$6 per day.
 - Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.
-

SECTION V**EVALUATION AND SELECTION**

Introduction

The CIWMB will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further competition.

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

Grounds for Rejection

All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Agreement

Award of this Agreement will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, the CIWMB may utilize a tie breaker to determine the winning Proposer.

The CIWMB reserves the right to not award an Agreement.

Notice of Intent to Award

The CIWMB will post a notice of intent to award this Agreement five (5) working days prior to the award being made.

Notice of the intent to award will be posted on the CIWMB's website at www.ciwmb.ca.gov/contracts and at the headquarters building noted in Section I.

Rejection of Award

If the Proposer fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, the CIWMB may deem that the Proposer has rejected the award.

The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next highest ranked Proposer.

EVALUATION AND SELECTION CONT.

Proposer Notifications The CIWMB will notify all Proposers of the outcome of their proposal submittals, prior to posting the notice of intent to award.

Protest of Award A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed within the five (5) day period of the notice of intent to award timeframe.

Within five (5) days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn; Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

California Integrated Waste Management Board
Attn; Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7518
Email contracts@ciwmb.ca.gov

SCOPE OF WORK

**Work to
be
Performed****INTRODUCTION/OBJECTIVES**

In June 2005, Governor Schwarzenegger signed Executive Order S-03-05 establishing climate change emission reduction targets for California. The Secretary for Environmental Protection (Cal/EPA) leads a multi-agency Climate Action Team (CAT) to meet the reduction targets. As an active member of the CAT, the California Integrated Waste Management Board (Board) established target greenhouse gas (GHG) reduction goals, developed work plans, and provided input for the March 2006 CAT Report to the Governor and Legislature.

California's greenhouse gas emission reductions goals were further solidified in September 2006 when the Governor signed Assembly Bill 32. The California Global Warming Solutions Act of 2006 (AB 32) "requires a cap on greenhouse gas emissions by 2020." It also requires "the development of market-based compliance programs to achieve the emissions cap in the most cost effective and technologically feasible manner with the least impact on California consumers and businesses."

As the statewide leader for California's greenhouse gas emission reduction programs, Cal/EPA was directed through Executive Order S-20-06 to coordinate efforts with the Board, CAT, and several other boards, departments, agencies and commissions to implement the recommendations outlined in the March 2006 CAT Report. The report outlines the following three strategies the Board shall implement by 2010 and 2020 to achieve its targeted GHG reduction goals:

Climate Action Mitigation Strategies	Targeted GHG Reduction Goals (Million Metric Tons CO ₂ Equivalent)	
	2010	2020
Achieve 50% Statewide Recycling Goal	3	3
Landfill Methane Capture	2	3
Zero Waste—High Recycling		3

An estimated, three million metric tons CO₂ Equivalent were reduced in 2006 when Californians met the first of these targeted GHG reduction goals by throwing away less and reusing and recycling more than ever. But, an estimated 42 million tons of waste is still sent to the landfill each year. Over 30 percent of California's waste stream consists of compostable organic materials. An additional 22 percent is construction and demolition debris that could be reduced through green building practices. Another 21 percent of the waste stream consists of paper, which could be recycled, composted, or recovered for conversion technologies. As a result, 70 percent of California's waste stream consists of carbon-based organics that could be diverted from the landfill to assist the Board with achieving the remaining targeted GHG reduction goals.

The objectives of this project are two fold: 1) to complete a Life Cycle Assessment to quantify the possible GHG emission reductions of implementing organics diversion alternatives; and 2) to complete an Economic Analysis to quantify GHG emission reductions, associated costs and cost savings, and diversion potential of recycling and implementing organics diversion alternatives. The results of this project should assist the Board to decide on future efforts to achieve its targeted GHG reduction goals while striving towards zero waste.

Greenhouse gas reductions may be achieved when organics diversion technologies are utilized. Current GHG inventory reports and environmental calculators do not appear to take into consideration a full lifecycle assessment and the associated beneficial "offsets" to calculate GHG emission reductions and carbon sequestration related to organic materials. A beneficial "offset" directly or indirectly avoids, displaces, or sequesters GHG emissions. This project would complete a lifecycle assessment (LCA) that quantifies the GHG emission reductions for the beneficial "offsets" using a cradle to cradle approach. For example, this LCA would consider the beneficial "offsets" of reduced water consumption and energy savings by applying compost as a soil amendment. This could also result in additional GHG emission reductions due to a reduced need for chemical fertilizers, fungicides, and pesticides.

Based on input from the LCA phase of the project, the goal of the economic analysis would be to identify cost-effective organics diversion program activities along with recycling strategies that can achieve optimum greenhouse gas (GHG) emission reductions.

DESCRIPTION OF WORK CONT.

Work to be Performed CONT.

WORK TO BE PERFORMED

This Contract will result in the completion of a Lifecycle Assessment and Economic Analysis that quantifies which organic diversion alternatives and recycling options are appropriate for specific regions in the State of California to optimize GHG emission reductions in the most cost-effective manner while also striving towards zero waste. This Contract will result in the development of a Customized California GHG Tool that will assist the Board with prioritizing diversion activities and developing strategic directives. The Board can also use the tool to conduct more focused regional analyses to enable local jurisdictions and industry to make informed decisions to prioritize diversion activities to achieve GHG emission reductions.

Tasks

TASKS IDENTIFIED

For each task identified in this Scope of Work (SOW), written approval is needed from the Contract Manager to proceed.

Communication and Workplan

Task 1) Quarterly Meetings

The Contractor shall meet initially with the Contract Manager and continue to meet at least once (1) per quarter. The Contractor shall be available to make presentations to the Board if necessary.

Task 2) Quarterly Progress Reports

The Contractor will submit quarterly progress reports to the Contract Manager for the duration of the contract. The quarterly progress reports will summarize work-to-date, identify completed milestones, and highlight any significant preliminary findings. The progress report will not exceed five (5) pages in length (not including tables, graphs, and appendices).

Task 3) Detailed Workplan

Subject to approval by the Contract Manager, and where required, the Contractor will refine the initial Workplan submitted as part of the Contractor's proposal. Any or all parts of the initial Workplan shall be revised by the Contractor as directed by the Contract Manager including, but not limited to a refinement of the analytical model(s) or modeling techniques. The Contractor shall submit the final detailed Workplan for approval by the Contract Manager. The Contractor will not proceed with any subsequent work until the Workplan is approved by the Contract Manager.

The Contractor shall be responsible for completing the tasks outlined in the final approved Workplan. The Contractor shall organize and be responsible for any sub-contractor's efforts. The Contractor will implement the detailed final Workplan, adhering to the milestones, review criteria, timeline and deliverables as approved by the Contract Manager.

Life Cycle Assessment

Task 4) Life Cycle Assessment Screening Phase

Evaluation of LCA Tools: Gather information on existing LCA tools that are specific to waste disposal and materials management. Evaluate LCA tools and describe the variations between the models including the capacity to quantify beneficial "offsets" related to organic materials. Beneficial "offsets" that directly or indirectly avoid, displace, or sequester GHG emissions for organic materials may include avoided fossil fuel use, biofuels, energy savings, water savings, carbon sequestration, and reduced virgin inputs. This assessment shall include but not be limited to the WARM model, CCP Software, MSW Decision Support Tool, and CENTURY. The Contractor shall recommend specific model features from each of these LCA tools that should be included in the structure of the customized California LCA Tool. The Contractor shall also provide recommendations for beneficial "offsets" for the customized California LCA tool that may not be included in these existing LCA tools.

Organic Diversion Alternatives: Work with Contract Manager to define organic diversion alternatives that may result in GHG emission reductions. For example, carbon-based organic materials could be diverted from the landfill and turned into compost. When compost is applied to crops, one beneficial "offset" is that water is conserved. This in-turn has the effect of less electricity needed to pump the water, which results in less GHG emissions generated from electricity production. Additional beneficial "offsets" of composting would include reduced pesticide, herbicide, and chemical fertilizer inputs and carbon sequestration.

DESCRIPTION OF WORK CONT.

**Tasks
CONT.**

As an alternative diversion option, these same carbon-based organic materials could also be used in gasification to electricity. Beneficial “offsets” for this organic diversion alternative would include avoided fossil fuel and energy savings. This screening phase is important to determine the relative GHG emission reductions and beneficial “offsets” between organic diversion alternatives. This task would evaluate a list of organic diversion alternatives and show the order of magnitude between the strengths and weakness of each alternative on a per ton basis. This screening phase shall include the largest rate of return of GHG emission reductions for every ton of material diverted for the various organic diversion alternatives using extreme assumptions for beneficial “offsets.” For example, the Contractor would determine the beneficial “offsets” if all the carbon-based organic materials in the state were diverted for gasification to produce electricity. See Table 1 for examples of the organic diversion alternatives. The Contractor shall provide recommendations for further focus to complete the LCA based on relative GHG emission reductions.

Table 1: Organic Diversion Alternatives

Organic Diversion Alternatives	Feedstock Material	Beneficial "Offsets"					
		Avoided fossil fuel	Biofuels	Energy Savings	Water Savings	Carbon sequestration	Reduced Virgin Inputs
Acid Hydrolysis to Ethanol	Compostable Organics, C&D Lumber, and Paper	X	X	X			
Gasification to Electricity	Carbon-Based Organic Materials	X		X			
Anaerobic Digestion to Electricity and Soil Amendment (SA)	Compostable Organics and Paper	X		X	X (SA)	X (SA)	X (SA)
Windrow Composting for Soil Amendment	Compostable Organics			X	X	X	X
Chipping/Grinding for Mulch	Wood Waste			X	X		
Processing into Animal Feed and/or Fertilizer	Food Waste			X			X
Biomass Conversion (Hog Fuel) to Electricity	C&D Lumber, Other Wood Waste, and Agricultural Prunings	X		X			

Task 5) Lifecycle Assessment (LCA) Model

An LCA Model will assist the Board, local governments, and industry in making the next generation of waste management decisions in California. The LCA Model shall be able to conduct a “cradle to cradle” LCA that will quantify the GHG emission reductions, associated beneficial “offsets,” and diversion potential for organic diversion alternatives. The model shall allow for both statewide aggregate analysis as well as more focused regional analyses. One deliverable shall include a manual describing how Board staff can manipulate key variables of the model on a regional basis.

DESCRIPTION OF WORK CONT.

Tasks CONT.

Delineation of System Boundaries: The system boundaries shall be the existing state of solid waste management for the State of California with a cradle to cradle consideration of beneficial “offsets.” The Contractor shall define the regional areas that will be used to conduct the regional/local analyses. At a minimum, the regional analyses shall include the San Francisco Bay Area, Central Valley, and Los Angeles Basin. The Contractor shall provide a detailed description of the system boundaries specific to these regions, beginning with waste collection methods/infrastructure, landfills and their capacities, composting and conversion technology facilities, waste throughput, and waste stream characterization. Delineation shall include site locations for combination facilities (e.g., co-location of a materials recovery facility and transfer station at a landfill) as well as the site locations of stand-alone facilities. The Contractor shall create a GIS map overlaying the system boundaries.

Development of Algorithms: The Contractor shall develop algorithms that estimate aggregate statewide changes in GHG emission reductions as a result of implementing specific organic diversion alternatives in California. Algorithms shall also be developed for each regional area. These algorithms would estimate GHG emission reductions when X tons of organic materials are diverted to Y organic diversion alternative. The Contractor shall provide full disclosure of the calculations. These algorithms will provide the model with the ability to predict which combination of organic diversion alternatives can achieve at least 3 million metric tons CO₂ equivalent to assist the Board in achieving the zero waste climate action mitigation strategy.

Task 6) Life Cycle Assessment and Data Collection

Methodology: Provide a detailed description of the methodology that will be used to conduct an LCA including all stages in the waste management system from collection, transportation, and materials recovery to conversion, recycling, composting, or land filling for various end-uses of feedstock materials. Describe the methodology that will be used to collect data. The Contractor shall ensure that the methodology used is compliant with the International Organization of Standardization’s (ISO) 14040 Series for conducting LCAs.

Finalize Organic Diversion Alternatives: Work with Contract Manager to finalize which organic feedstock materials and end-uses will be analyzed through the LCA. This decision shall include the largest rate of return of GHG emission reductions for every ton of material diverted for the various organic diversion alternatives using educated assumptions for beneficial “offsets.”

Data Collection: Collect, analyze, and input California-specific data for the final organic diversion alternatives. Where data is unavailable for specific unit processes, the Contractor shall use surrogate data that is most applicable to the specific process and feedstock material being modeled, subject to approval of the Contract Manager.

Task 7) Life Cycle Impact Assessment

Assessment: The Contractor shall conduct a Life Cycle Impact Assessment (Assessment) of the final organic diversion alternatives using a statewide and regional approach for the system boundaries outlined in Task 5 including, but not limited to, the following beneficial “offsets:”

- a) GHG emission reductions;
- b) Carbon sequestration;
- c) Energy requirements and production (e.g., energy balance); and
- d) Tons diverted from the landfill.

LCA Documentation: Upon completion of the Assessment, the Contractor shall document the results of the Assessment, including descriptions of methodology, systems and boundaries analyzed, and assumptions made in performing the Assessment. The Assessment shall include a menu of organic diversion alternatives that can achieve at least 3 million metric tons CO₂ equivalent to assist the Board in achieving the zero waste climate action mitigation strategy. This documentation shall be included in the Final Report.

DESCRIPTION OF WORK CONT.

**Tasks
CONT.**

Task 8) Interpretation of Life Cycle Impact Assessment

The Contractor shall interpret (i.e., identify, quantify, check, and evaluate information) the results of the Assessment. This Life Cycle Interpretation (Interpretation) shall provide information on several organic diversion alternatives that could achieve three million metric tons CO₂ equivalent with information on the amount of diversion achieved. The Interpretation shall include the GHG emission reductions achieved when X tons of organic materials is diverted from the landfill. For example, composting of X tons at Y GHG emissions/ton could achieve Z overall emissions. An estimate shall be completed for several organic diversion alternatives. The Interpretation shall include a recommendation for which combination of organic diversion alternatives can achieve at least three million metric tons CO₂ equivalent to assist the Board in achieving the zero waste climate action mitigation strategy. The Interpretation shall also specify facility infrastructure improvements (e.g. 50 new material recovery facilities) to achieve these GHG emission reductions. It will include a brief analysis of the market potential of products (e.g. ethanol, electricity, soil amendment, mulch, fertilizer) that could be generated by the organics diversion alternatives.

An estimate of aggregate statewide changes in GHG emissions shall be provided. The Interpretation shall also include an estimate of what is needed to assist local jurisdictions and businesses to assess specific opportunities for GHG emission reductions on a regional basis. The regional Interpretation shall also include information on the short-term and long-term capacity for each region to handle organic materials. The Interpretation shall include other significant issues and evaluate the completeness, sensitivity, and consistency of the data and results. This Interpretation shall be included in the Final Report.

Economic Impacts and Analysis

Task 9) Capital and Operating Costs

The Contractor shall determine the economic impacts of implementing the organic diversion alternatives statewide and regionally as outlined in the Interpretation. This task includes calculating the capital and operating cost of recycling, composting, and conversion technology facilities. The Contractor shall provide a range of costs including upper, lower, and best estimates to help the Board identify the uncertainties of the cost estimates. Capital costs shall include equipment, land, permitting, and any other capital outlay associated with siting and constructing the facility(s). Operating costs can include maintenance, insurance, labor, energy, depreciation, feedstock, and any other input that fluctuates with throughput over the life of the facility. The capital and operating cost data will be presented annually in 2005 dollars through the life of the equipment. Cost data will also be presented on an annual per ton basis (over the life of the equipment). This task shall also include calculating the cost of a default scenario in which facility(s) are not constructed and materials continue to be sent to the landfill. Regional characteristics will be considered for the default scenario such as accounting for varying regional landfill capacities when developing the cost to landfill, which should include closure/post closure maintenance costs.

The Contractor shall specify the level and degree of infrastructure required for recycling, composting, and conversion technology facilities. For example, how much infrastructure is required to accommodate the increase in the quantity of paper (including cardboard), plastic, metal, and glass diverted from the landfill? Will the existing infrastructure be sufficient? Or will the construction of 5, 10, 20, or 50 material recovery facilities be required to facilitate the increase in recycling. What other additional infrastructure will be required? For example, would the construction of a glass beneficiation facility or paper recycling plant be necessary? Will additional collection infrastructure be needed?

Task 10) Cost Savings

The Contractor shall determine the annual cost savings of implementing the organic diversion alternatives statewide and regionally as outlined in Task 8. The Board is interested in identifying environmental benefits and related cost savings associated with specific beneficial "offsets." Cost savings shall be quantified and include, but are not limited to the following examples: cost savings from reduced fossil fuel energy and electricity production (report the expected changes in energy units rather than expected cost impacts), avoided tipping fees when materials are not sent to the landfill, decreased water usage by using compost and mulch in landscapes and in agriculture and cost savings from not needing to purchase herbicides and pesticides when compost and/or mulch is applied to crops and landscapes. An explanation of who would pay the costs or benefits from the savings should be provided. The Contractor is expected to present other cost savings associated

DESCRIPTION OF WORK CONT.

Tasks CONT. with the implementation of organic diversion alternatives outlined in Task 8. For example, the Contractor shall provide the cost savings relative to composting of X tons at Y GHG emissions/ton to achieve Z overall emissions.

Task 11) Cost Effectiveness Assessment

The Contractor shall provide a recommendation in the Final Report that explains which organic diversion alternatives should be pursued statewide, as well as regionally, based on the most cost effective options that result in the greatest GHG emission reductions. This task should consider for each facility: GHG emission reductions, capital and operating costs, and cost savings.

Task 12) Economic Impacts

Economic impacts shall include but are not limited to Primary employment impacts such as the increase in the number of new jobs created with the construction of each new facility(s). Economic impacts can also include secondary impacts such as business creation and its associated employment. It is expected that other businesses will respond to the siting of specific facilities. For example, a chip and grinding or bagging operations facility would be sited near composting facilities. The Contractor is expected to present other economic impacts associated with the implementation of organic diversion alternatives statewide and regionally as outlined in Task 8. Please note this task will not estimate any health based benefits from improvements in either air or water quality. One of the requirements is to report the information in a format that is consistent with the requirements of the Air Resources Board climate change guidance document.

Task 13) Customized California GHG Tool

The Contractor shall develop a Customized California GHG Tool that considers the optimization of GHG emission reductions, diversion and cost statewide and on a regional basis. The first step in developing a Customized California GHG Tool is the completion of an economic model that would be imbedded into the LCA Model. The development of an economic model will enable the tool to complete a statewide and regional economic assessment that will incorporate a full systems approach. The Board could also use the tool in future years to conduct more focused regional analyses to enable local jurisdictions and industry to make informed decisions to prioritize diversion activities to achieve GHG emission reductions.

Final Report

Task 14) Draft Final Report

Under the direction of the Contract Manager and a focus group, the Contractor shall prepare a Draft Final Report. The Draft Final Report shall include an executive summary and describe the screening phase; Customized California LCA Tool; methodology, assumptions, and data used for the LCA; Assessment; Interpretation; Economic Analysis; and Customized California System Analysis Tool. The report shall include a description of the limitations of the Lifecycle Assessment and Economic Analysis. The Draft Final Report shall quantitatively assess the ability of regional markets to absorb increases in composting, biomass to energy, fuels, and electricity infrastructure. It must also include general regional barriers to penetrate those potential markets. The report shall include a manual describing how one can use the Customized California System Analysis Tool including how the customized tool can be modified for local governments with varying feedstock and organic diversion alternatives.

Task 15) Final Report

The Contractor shall prepare a Final Report that documents all aspects of the Life Cycle Assessment and Economic Analysis. The report shall include the following four outputs; cost/ton diverted, cost/GHG reduction, amount of GHG reduction, and amount of material diverted. It must also include a description of the best combination of organic diversion and recycling alternatives that can achieve at least 3 million metric tons CO₂ equivalent to assist the Board in achieving the zero waste climate action mitigation strategy. Submit the Final Report for approval by the Contract Manager.

DESCRIPTION OF WORK CONT.

**Tasks
CONT.**

The Final Report shall adhere to the Board Publications Guidelines and shall be reviewed by the Board technical editor. The Contractor will not receive final payment until the Final Report has been approved by the Contract Manager. The Final Report shall be printed double-sided, on 100% recycled-content paper.

Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 100% postconsumer paper"). When applicable, the contractor shall provide the contract manager with an electronic copy of the document and/or report for the Board's uses. To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents

The Contractor shall be aware that if the Final Report contains copyrighted work in print (tables, graphics, or photographs), or other materials taken from copyrighted sources, the Contractor shall cite the copyrighted material in the Final Report and obtain permission to use the copyrighted material. Contractor shall secure express written permission from the copyright holder or the holder's licensing representative. Contractor will include letters of permission to use copyright material as an Appendix in the Final Report. If contractor does not secure permission to use copyrighted material, said material will not be used in the final report.

IV. CONTRACT/TASK TIME FRAME*

SCHEDULE OF DELIVERABLES		
TASK(S)	DELIVERABLE	DEADLINE
One – Three	Communication and Workplan	June 29, 2007
Four – Eight	Life Cycle Assessment	January 15, 2008
Nine – Thirteen	Economic Impacts and Analysis	July 31, 2008
Fourteen – Fifteen	Final Report	January 30, 2009

*Deadlines may be extended upon written approval of Contract Manager.

**Control of
Work**

1. The CIWMB Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CIWMB Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Act as the Contractor's Representative for work to be provided under this Agreement
 - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, CIWMB Contract Manager approval is required.

SECTION VII DEFINITION AND TERMS

General Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations	ADA	Americans with Disabilities Act
	CAL EPA	California Environmental Protection Agency
	CCR	California Code of Regulations
	DVBE	Disabled Veteran Business Enterprise
	EPA	Environmental Protection Agency (Federal Government)
	GC	Government Code
	CIWMB	California Integrated Waste Management Board
	PCC	Public Contract Code
	RFP	Request for Proposals
	SB	Small Business
	OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

Agreement The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

Board Members of The California Integrated Waste Management Board.

Board Staff Staff of the California Integrated Waste Management Board involved in the implementation of this contract or representatives of Consultant to the California Integrated Waste Management Board as designated in the Work Orders.

Cal EPA The California Environmental Protection Agency

CIWMB The California Integrated Waste Management Board.

Consultant The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with the Board to provide work pursuant to this RFP or his or their legal representatives.

Contract A legally binding agreement between the state & another entity, public or private, for the provision of goods or services.

Contract Manager A person designated by the responsible state agency or department to manage performance under a contract.

Contractor	A party contracting with the awarding agency. Vendor is often used synonymously with contractor.
Director	The Executive Director of the California Integrated Waste Management Board, or his/her designees. Any references to Executive Officer shall mean the Executive Director and/or designated officer.
Disabled Veteran Business Enterprise (DVBE Certified)	A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).
Legal Holidays	Those days designated as State holidays in the Government Code.
Project Manager	Contractor's representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Project Manager prior to submittal to the Board.
Scope of Work	The description of work required of a contractor by the awarding agency.
Small Business (Certified)	A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.
State	The State of California.
State Contract Law	The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.
Subcontractor	A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

ATTACHMENTS

13										
14										
15										
Total by Line Item	(Sum of Total \$)									GRAND TOTAL

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for the CIWMB to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CIWMB documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the CIWMB in verification of the recitals comprising this Proposal and also hereby authorizes the CIWMB to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized Representative:		Contractor Name:	
Address:		Telephone #:	
City, State Zip:		Email:	
Signature of Authorized Representative:		Date Signed:	

Proposal Scoring Sheet
Life Cycle Assessment of Organic Diversion Alternatives and Economic Analysis of Greenhouse Gas Reduction Options **IWM06073**

To qualify, the Proposer MUST achieve an overall subtotal score of 80%

Contractor/Company Name: _____

Proposer's Score

- | | | |
|----|--|-------|
| 1. | Overall approach and organization - Maximum Score 25 points | |
| | a. Format of proposal. (5) | _____ |
| | b. Overall approach and understanding of problems, issues and required tasks. (5) | _____ |
| | c. Addresses all items in RFP. (10) | _____ |
| | d. Clarity of proposal. (5) | _____ |
| 2. | Methodology - Maximum Score 75 points | |
| | a. Soundness of proposed methodology. (5) | _____ |
| | b. Appropriateness of proposed methodology. (5) | _____ |
| | c. Feasibility of work plan and schedule. (5) | |
| | d. Justification for, specificity of, and likely effectiveness of proposed method or analytical approach for LCA (Tasks 4-8). Use of previously peer-reviewed LCA is desirable. (20) | _____ |
| | e. Justification for, specificity of, and likely effectiveness of proposed method or analytical approach for Economic Analysis (Tasks 9-13). Use of previously peer-reviewed analytical tools and/or models is desirable. (20) | _____ |
| | f. Integration/coordination of models and data collection for Tasks 4 – 8 with Tasks 9 - 13. (20) | _____ |
| 3. | Qualifications/Resources - Maximum Score 35 points | |
| | a. Project Manager demonstrates at least five (5) years knowledge and experience in project design and management relevant to Tasks 3 – 15. (7) | _____ |
| | b. Assigned staff's knowledge and educational background of the particular project involved. (7) | _____ |

c. Principal members of the Proposer's team have college _____ degrees in relevant research-oriented fields (e.g., statistics, engineering, economics, operations research, etc.) relevant to Tasks 9 – 13. (7)

d. Assigned staff's experience and background in similar projects. (7) _____

e. Abilities of assigned staff to conduct the necessary research with proficiency and accuracy and without omission. (7) _____

4. Past Work - Maximum Score 45 points
(References will be consulted.)

a. Project manager and principal members of Proposer's team demonstrate professional technical research experience and successful completion of projects that involve LCA related to solid waste management systems relevant to Tasks 4-8. (9) _____

b. Proposer's team demonstrates experience in LCA that is relevant to California solid waste management (e.g., collection of data on different solid waste management technologies is preferable.) (9) _____

c. Project manager and principal members of Proposer's team demonstrate professional technical research experience and successful completion of projects that involve economic impacts and analysis and cost analysis related to recycling, composting, and conversion technology industries and markets relevant to Tasks 9 – 13. (9) _____

c. Proposer's team demonstrates experience in market economic impact assessment that is relevant to California solid waste management (e.g., collection of cost data applicable to composting, recycling, and conversion technology is preferable.) (9) _____

d. The success (including level of completion) of past projects and any related work record. (9) _____

_____ **SUBTOTAL:** _____

5. Cost Proposal - Maximum Score 80 points _____

_____ **TOTAL SCORE:** _____

Evaluator's Signature _____

Date _____

Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small and DVBE business identified.

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Demonstration of Good Faith Efforts

Check only one: Small Business Disabled Veteran Business Enterprise

Use same template, but submit separate forms for SB and DVBE efforts, checking the appropriate box above.

Note: This form must be submitted if the participation levels indicated on the SB/DVBE Participation Summary form are less than 25% for SB and 3% for DVBE.

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
Name of Person Contacted: _____ Title: _____ Date of Contact: _____							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms.						
Agencies Contacted: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person</u></th> <th style="text-align: left; width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>					
3	Advertisements published in trade papers or other publications focusing on SB/DVBE firms.						
Note: Attach a copy of each advertisement. Placeholder lists are not acceptable. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: left; width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Paper or Publication</u>	<u>Date Published</u>				
<u>Name of Paper or Publication</u>	<u>Date Published</u>						
4	Invitations to bid sent to potential SB/DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>FIRM</u></th> <th style="text-align: left; width: 33%;"><u>CONTACT</u></th> <th style="text-align: left; width: 34%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					

Demonstration of Good Faith Efforts (Cont'd)

5	SB/DVBE firms which were available and considered.
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	
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STATE OF CALIFORNIA
 California Integrated Waste Management Board
 CIWMB 74C (Revised 8/06 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

Recycled-Content Certification

Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CIWMB contract manager.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to the CIWMB with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
 Address _____ Phone _____
 Fax _____ E-mail _____ Web site _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3) 10233, 10308.5, 10354, and 12205(a)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

1. Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.ciwmb.ca.gov/BuyRecycled/

Code	Description	Minimum content requirement
Product Categories (11)		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

- Copy of Required License(s)
- Client References
- Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero.*
- Demonstration of Good Faith Efforts *Submit form(s) only if participation level is below 25% for SB and/or 3% for DVBE. Submit separate forms for SB and DVBE and mark appropriate box at top of form.*
- Personnel Information and Organizational Chart
- Cost Proposal Sheet
- Contractor Status Form

The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- One (1) unbound reproducible original Proposal package marked "Original"
 - Five (5) bound copies of the Proposal package marked "Copy".
 - One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- Certification of Enterprise Zone Act Preference
 - Certification of Target Area Contract Preference Act
 - Certification of Local Military Base Recovery Area Act Preference
-

The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- Recycled Content Certification (Attachment E)
- Payee Data Record (Standard Form 204)

Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.

Contractor Status Form

Contractor's Name _____ County _____

Address _____ Phone No. _____

_____ Fax No. _____

Federal Employer Identification No. _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:
 Individual Limited Partnership General Partnership Corporation Other
INDIVIDUAL:

If a sole proprietorship, state the true name of sole proprietor: _____

PARTNERSHIP:

If a partnership, list each partner, including limited partners, stating their true name and their interest in the partnership:

CORPORATION:

If a corporation, place and date of Incorporation: _____

Date corporation was authorized by Secretary of State: _____

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

OTHER: (Explain)**SMALL BUSINESS PREFERENCE**

Are you claiming preference as a small business or as a non-small business certifying to subcontract 25% of the total bid amount?

 YES – Please attach approval letter from OSDS
 NO

If claiming preference as a small business, date you filed for small business certification: _____

Your small business ID No. _____

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME: _____

REFERENCE 1

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

If three references cannot be provided, explain why: