



Request for Proposal
(Secondary Method)

IWM07024

BASELINE INFRASTRUCTURE
INVENTORY AND INFORMATION
FRAMEWORK

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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
Attn: Wendy Roberson, CIWMB Contracts Unit, MS-19A
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Sacramento, CA 95812-4025
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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.

Location of Services

CIWMB project manager and most staff are located in Sacramento. Other Board staff, state agencies, and other stakeholders are located statewide. Some tasks and coordination may be accomplished by phone contact or internet-based meetings. Please keep this in mind when preparing the Cost Proposal.

Service Need

The California Integrated Waste Management Board (CIWMB or Board) currently collects, analyzes and displays information about waste disposal and diversion facilities and activities. However, stakeholders report that the CIWMB lacks up-to-date and most relevant information for some materials and activities, and has data gaps in other areas, especially about waste diversion collection and processing facilities and material flows. Also, stakeholders report that the CIWMB data is often hard to access or not in a format that meets the needs of decision makers.

In January 2008, the Board approved funds and a Scope of Work (SOW) for a contract to improve the CIWMB's existing solid waste disposal and diversion infrastructure information system in relation to current and future needs of internal CIWMB and external public stakeholders. The approved SOW requires the winning Contractor to develop a needs-based comprehensive inventory and model of California's solid waste handling, disposal, diversion, and market infrastructure, including primary processors (transfer stations, material recovery facilities, compost facilities, etc.), secondary processors, major end users (recycled materials brokers, feedstock-using manufacturers, import sources, export destinations, etc.), emerging technology facilities (waste-to-energy, bio-gasification, etc.) and disposal sites. The Contractor will also develop program specifications for databases and display systems needed to integrate the models into the CIWMB's existing data systems, and to keep the data current over time.

The disposed and diverted materials and facilities targeted will be municipal and commercial solid waste, and used oil. The timeframe for the contract is June 2008 to May 2010. See the CIWMB Board Agenda at <http://www.ciwmb.ca.gov/Agendas/Agenda.asp?ReclD=1434&Year=2008&Comm=BRD&Month=1> (January, 2008 Agenda Item # 17, and Item # 17 Attachment 1 – SOW) for more details and a task list.

OVERVIEW CONT.

Service Need continued

The Contractor shall work closely during all phases of the contract with the CIWMB's Analytical Services Branch (ASB) and Information Management Branch (IMB) as CIWMB staff concurrently develops the recommended tools for management and display of the models and data based on the Contractor's program specifications.

This Request for Proposal and the Scope of Work describe the information needed to achieve the project objectives, and steps anticipated to gather the information. Based on Proposer's experience and knowledge, alternative approaches, methods, sampling designs and steps that satisfy the requirements may be proposed to achieve the objectives.

The following are illustrations of the general parameters of the contract, and may be revised as a result of subsequent Workplan discussions with ASB and IMB as noted in Task A (2), and Task B (3) (e) in the SOW. The outcomes include:

- An analysis of infrastructure information needs for major solid waste, and used oil stakeholder groups and their preferences for information access and display. Examples of stakeholders include:
 - Disposal facility operators and owners
 - Diversion facility operators and owners
 - Waste Haulers and processors
 - Materials brokers and importers/exporters
 - Materials end users/ feedstock buyers
 - Local government administrators and waste staff
 - Regional planning and environmental agencies
 - Waste-related state and federal agencies
 - Environmental groups
- A solid waste infrastructure model, including to the extent possible a description of baseline disposal and diversion facilities, materials measurement metrics such as permit data, actual throughput, and maximum expansion capacity, and destinations for solid waste, and used oil materials on a regional (county and/or multi-county watershed) basis, including imported or exported materials. The contractor will be responsible for collecting data for the model. The survey will be a complete inventory of disposal and diversion facilities to the extent of participation plus statistically meaningful extrapolation of data when/where needed.

Examples of materials to be included in the study include:

Municipal solid waste (see CIWMB characterization categories/definitions

<http://www.ciwmb.ca.gov/WasteChar/DBMain.htm>)

- Mixed solid waste (high volume, high value, mandated reporting)
- Paper (white ledger, cardboard, newsprint, mixed/other, residual)
- Organics (compostable [green, food], textiles, carpet, residual)
- Major Metals (aluminum cans, steel cans, other ferrous , other nonferrous, mixed/other, residual)
- Glass (bottle, mixed/other, residual)
- Plastic (1&2, mixed/other, residual)
- C&D (recyclable, mixed/other, residual)
- Used Oil (oil, oil filters)
- Used Tires (if funded, see below)

OVERVIEW CONT.

Service Need continued

Examples of the infrastructure facilities include:

- Disposal
 - Transfer stations
 - Landfills
 - Out of state export
- Diversion
 - Material collection/consolidation sites
 - Transfer stations/MRF (clean/dirty/hybrid)
 - Material processing and composting facilities
 - ADC users
- Other
 - Waste to energy/Biomass/Biogas
 - Out of state (import/export)
 - Regional waste transportation

Examples of the information to be gathered about each facility include:

- Basic Identification
 - Name/address/GIS location/contact/CIWMB permit #, if applicable
- Activity
 - Services
 - Length of time in business of current owner
 - Materials
 - Service area by county, region, and state import/export (buy/sell)
 - Current thru put tonnage, by material type if applicable/possible
- Capacity
 - Permitted (Board/local)
 - Current amount or recent average, by material type if applicable/possible
 - Estimated projected/planned expansion/decline in X years
 - Theoretical maximum at build out on site with best technology

Note that due to the variable sensitivity of the information, it may not be possible to collect all facility data with the same methods, frequency, and participation rates.

Projections of future solid waste and used oil generation (disposal and diversion) for total and major material amounts under general demographic trend and selected waste policy change scenarios, and estimates of the resulting regional infrastructure impacts of those changes, including a spreadsheet of algorithms describing the relationships between changes in disposal/diversion and the impacts on the infrastructure system. Examples of scenario conditions include:

- Increased population and maintenance of other current policies/conditions
- Increased population and increased state mandated diversion goals
- Increased population and landfill/ADC ban of selected materials such as greenwaste or C&D
- Increased population and increased use of waste-based energy
- Increased population and increased use of Extended Producer Responsibility
- Increased population and increased import of products and/or export of waste/recyclables
- Increased population and increased source reduction of materials generation per capita

OVERVIEW CONT.

Service Need continued

Examples of the algorithms include:

- Formulas
- Relationships
- Planning rules of thumb
- Assumptions

Limits and minimums for growth

- Program specifications and advice for developing and maintaining the information databases and display systems. This information will be used by the IMB as the starting point for their programming efforts.

Examples of the program specifications include:

- Data and report needs of various stakeholder groups
- The best way to collect and handle data, including data from confidential/sensitive sources
- How to integrate the collected data into the CIWMB's existing data systems
- How to keep the data updated annually
- Methods and limits for making data accessible to the stakeholders and general public

- An evaluation of infrastructure information needs for major household hazardous waste (HHW) stakeholder groups and their preferences for information access and display, and a cost estimate for future expansion of the project's information modeling, projection collection and display tasks to include HHW infrastructure. Household Hazardous/Problem Materials (see CIWMB Form 303 <http://www.ciwmb.ca.gov/HHW/Reporting/default.htm> for material definitions) include:

- Paint
- Auto antifreeze
- House cleaning and house/garden chemicals
- Unscheduled prescription drugs and OTC pharmaceuticals
- Medical-related needles and other sharps
- Universal Waste - defined as small electronic devices, fluorescent lamps, small batteries, and other mercury containing devices
- Other misc. – treated wood, other flammable/reactive chemicals, other auto fluids

- A tool for use by CIWMB staff and local government that shows the effectiveness of used oil collection locations in relation to the characteristics and locations of system users. The contractor will determine how census data and other information sources relate, and determine explicit relationships between the data (i.e. "data mining" or
-

OVERVIEW CONT.

Service Need continued

other advanced statistical or research techniques). The model developed should identify the locations of neighborhoods rich in household and certified exempt small business Do-It-Yourself oil changer populations, and areas where DIY populations are low. The output maps should show the current locations of oil collection facilities and highlight where more or fewer facilities are needed to improve collection rates, DIY customer service, and collection system efficiencies. The model will encompass:

- Development of improved metrics for existing DIY collection infrastructure, and the amount of material available for collection or reduction
- Baseline infrastructure data for DIY used oil and oil filter disposal and diversion facilities such as location, capacity, etc
- Community level location and demographics of target populations associated with the DIY used oil and filter materials using analysis of implicit relationships from multiple databases
- Community level location and demographics of target populations associated with used oil source reduction using analysis of implicit relationships from multiple databases
- Correct number and best locations for material collection facilities related to DIY populations
- Identify gaps in used oil collection opportunities specifically tied to communities with a high percentage of DIYers
- Review of CIWMB Certified Oil Collection Centers/other oil collection databases and development of program specifications for searchable database and GIS applications to store data and display information in text, chart and map formats

This work generally builds on and extends previous data collection and various studies of DIY oil changers that can be found at (<http://www.ciwmb.ca.gov/HHW/Resources.htm>).

- A summary report to the Board on the research process and findings, including copies of raw and summary data collected (subject to privacy controls).

Optional Work Tasks - If the Board approves additional funding for this project from the Tire Recycling Management Fund (Tire Fund) reallocation process, (proposed for April 2008), the expected project outcomes will also include expansion of the solid waste facilities needs analysis, disposal and diversion facilities and material amounts data collection, and system modeling tasks to include the used tire infrastructure to support the activities in the Board's Five Year Tire Action Plan (<http://www.ciwmb.ca.gov/Tires/FiveYearPlan/2007/default.htm>). The contract proposal should include a separate estimate for the cost of adding optional tire infrastructure tasks to the project.

OVERVIEW CONT.

Contract Budget Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$900,000.00.

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.

See Section II, Commitment, *Special Terms and Conditions* for additional information.

Contract Term The term of this Agreement will span approximately 24 months and is expected to begin in June 2008.

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 where all times are Pacific Time :

Advertisement Date	March 18, 2008
Written Questions Due by 5:00 pm	April 1, 2008
Submittal's Due by 2:00 pm	April 22, 2008
Post Notice of Intent to Award	May 14, 2008

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	<p>All information obtained or produced during the course of the Agreement will be made available to the CIWMB.</p> <p>Any information that the proposer deems confidential, must so be marked prior to submission to the CIWMB.</p> <p>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.</p>
Written Questions	<p>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).</p>
Addenda	<p>The CIWMB reserves the right to amend, alter, or change the rules and conditions of this RFP.</p> <p>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.</p>
Modification of Submittals	<p>A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:</p> <ul style="list-style-type: none">• Provide a written request• Identify the requesting individual and their association to the proposer <p>A Proposal cannot be withdrawn for modification after the submittal deadline has passed.</p>
Errors in Submittals	<p>An error in a Proposal package may be cause for rejection of that proposal.</p> <p>The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.</p>
Unreliable List	<p>Any contractor or subcontractor currently of the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.</p>
Negotiating State Contracts	<p>This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.</p> <p>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.</p>
Electronic Waste Recycling	<p>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.</p>
Use Tax	<p>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.</p>

RULES AND CONDITIONS CONT.

Small Business (SB) Preference

Any Bidder competing in this process as a California Certified Small Business, or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to 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). The CIWMB will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the SB incentive. This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification should be included with the Bid Package.

Disabled Veterans Business Enterprise (DVBE) Preference

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) preference.
2. Four (4%) participation level = bid will receive two percent (2%) preference.
3. Three (3%) participation level = bid will receive one percent (1%) preference.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). The CIWMB will apply the preference as follows:

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the DVBE incentive according to the participation levels. This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification should be included with the Bid 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 22, 2008.

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.

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:

- a. Name and address of the Proposer submitting qualifications;
 - b. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
 - c. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Proposer;
 - d. Statement that personnel who will provide services under the agreement will have the required certifications and that bidder will have qualified personnel available to meet the service needs; and
 - e. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the CBS package.
 - f. Statement 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.
 - g. OSDS Reference number issued to the certified SB/MB by the Department of General Services.
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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.
Methodology	<p>The proposal should include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology should be described in sufficient detail to allow Board staff to evaluate the methods and should address all tasks and items in the Scope of Work:</p> <ul style="list-style-type: none">Proposals should describe how the objectives will be met, and the methods the contractor will use; not only what work will be performed, but how the work will be performed, especially methods to gain cooperation of the commercial waste, recycling and composting industries in providing proprietary or sensitive data, and to preserve the confidentiality of the collected business information. Proposals should also address the contractor's suggested method for keeping the data up to date over time.The tasks described in the Scope of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements for statistically robust data and result in meeting the project objectives, and this is adequately demonstrated in the proposal.
Organization	<p>Provide a brief description of the organization's services and activities, including:</p> <ul style="list-style-type: none">Date of establishmentHistoryLocationAny known conflicts of interest <p>Proposers must provide an organizational chart identifying the Project Manager and any other key personnel and subcontractors who will be providing services under the contract and their primary tasks. A résumé for each of the personnel must be submitted with the chart. The same person may be responsible for multiple tasks, but their experience in each task must be indicated in their résumé.</p> <p>The organizational chart shall indicate other primary employees of the Proposer and any subcontractors who will, or may be, involved with projects during the course of the Agreement. The organizational chart shall also indicate whether the employee works for the Proposer or a subcontractor.</p> <p>Those identified in the proposals as being responsible for the work must actually perform the work. The selected Contractor will not substitute the Project Manager, key personnel or major subcontractors without prior approval of the CIWMB Contract Manager.</p>

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.

Due to the complexity of the work tasks and expertise needed for developing the waste system model, the CIWMB will use a Secondary Request for Proposal (RFP) process to award the contract. This process gives weight to the specialized knowledge, skills, and experience of the applicants and an innovative approach to the tasks, as well as the lowest contract cost.

Factors that will be considered in reviewing the bids include:

- Project Manager must demonstrate experience in solid waste management and business-related issues and possesses a comprehensive understanding of material flow and markets for solid waste, used oil and tire materials in California.
- Project manager and principal members of consulting team must demonstrate depth and breadth of education, practical experience, background and professional consulting experience in the areas identified in the SOW tasks, such as general research skills and project methodology development, stakeholder needs analysis, disposal and diversion facilities, data collection techniques, "data mining" and other complex forms of data and statistical analysis, system model design, scenario development and growth projection techniques, waste system management system algorithms, recycled materials markets, and database, GIS, and web design specification development.
- Project Manager's and applicant firms must have experience and demonstrated record in successfully coordinating and completing projects of this complexity and scale within contracted timeline and budget

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

References

The Proposer's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

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.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Samples of Written Work

The proposal should include any written evidence that is similar in nature to the proposed project and deliverables such as:

- Studies assessing needs analysis for solid waste information (California studies are highly preferable);
 - Studies modeling and projecting growth for solid waste disposal and diversion including facilities, material and markets (California studies are highly preferable);
 - Specifications for development of information storage and display systems such as databases, GIS systems, and Web.
-

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. Statement may be included in the cover letter.

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 registration with the Secretary of State.
 - 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.
 - A copy of the Proposer's registration with the California Secretary of State.
 - Small Business / Disabled participation – certifications (if applicable).
-

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.

NOTE- GOOD FAITH EFFORT REQUIREMENTS TAKE A MINIMUM OF 14 DAYS TO COMPLETE

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 (see Attachments) must be completed and submitted with the proposal.
 - If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
 - If the Proposer has made a good faith effort (see Attachments) to meet the 25% goal and has been **unable to secure a certified OSDS SB, a Demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of services that will be provided by the SB.** Both forms must be submitted with the proposal.
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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.

**NOTE- GOOD
FAITH EFFORT
REQUIREMENTS
TAKE A MINIMUM
OF 14 DAYS TO
COMPLETE**

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 (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet the 3% goal and has been **unable to secure a certified OSDS DVBE, a Demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of the services that will be provided by the DVBE.** Both forms must be 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.

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.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

**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.

**Maximum combined
preferences and rules
for award**

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, , DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

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 winning proposer's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor 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 (receipts required) per day–
 - Most locations up to a maximum of \$84 plus tax
 - Counties of Los Angeles and San Diego up to a maximum of \$110 plus tax
 - Counties of Alameda, San Francisco, San Mateo and Santa Clara up to a maximum of \$140 plus tax
 - 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.

Cost Points

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor*) X maximum cost points

* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

Lowest Proposer's cost = \$10

Other Proposer's cost = \$12

Maximum cost points = 30 cost points

factor = \$10 ÷ \$12 = .83

Cost Points Calculation for Other Proposer's Cost

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Oral Interviews

If oral interviews will be conducted as part of this process, the date of said interviews will be within the timeframe identified in Section I, Schedule.

All Proposers invited for an interview, will be notified by the CIWMB of the specific date and time of the interview.

Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.

EVALUATION AND SELECTION CONT.

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
- The Proposer has not met the participation goals for SB and DVBE and has not completed the steps and related form for the Good Faith Effort.
- 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 tie breaker will be determined based on which proposer has the most SB and DVBE participation identified in the bid package.

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.

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

EVALUATION AND SELECTION CONT.

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) 319-6120
Email contracts@ciwmb.ca.gov

Work to be Performed The work to be performed by the contractor is to develop a comprehensive inventory and model of California's solid waste handling, disposal, diversion, and market infrastructure, including primary processors (transfer stations, material recovery facilities, compost facilities, etc.), secondary processors, major end users (recycled materials brokers, feedstock-using manufacturers, export destinations, etc.), emerging technology facilities, and disposal sites. The materials targeted will be municipal and commercial solid waste and recyclable materials.

The expected outcomes for the IWMA funded portion of this contract are:

- An analysis of infrastructure information needs for major stakeholder groups and their preferences for information access and display.
- An infrastructure model, including a description of baseline facilities, materials measurement metrics (such as actual throughput, maximum expansion capacity), and destinations for infrastructure on a regional (county and/or multi-county "waste sheds") basis.
- Projections of future solid waste generation (disposal and diversion) for total and major material amounts under general demographic trends and selected waste policy change scenarios, and estimates of the resulting regional infrastructure impacts of those changes, including algorithms describing the relationships between changes in diversion and the impacts on the infrastructure system.
- A description of user needs, program requirements and technical specifications for the databases and display systems needed to integrate the models into the CIWMB's existing data systems and be accessible to the stakeholders and general public. This information will be used by IMB as the starting point for programming efforts.
- A report on the research process and findings, including copies of raw and summary data collected (subject to privacy controls).

Optional Work

If the Board approves funding for this project from the Used Oil Recycling Fund (Oil Fund) in Spring 2008, the expected outcomes will include expansion of the above tasks to include the used oil infrastructure in California.

If the Board approves funding for this project from the Tire Recycling Management Fund (Tire Fund) Reallocation, which is proposed for April 2008, the expected outcomes will include expansion of the above tasks to include the used tire infrastructure in California..

Specific tasks to be completed in the Scope of Work are identified in Tasks A - Q below.

Tasks

Phase 1 - Organization:

Task A:

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

- a) 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).

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

DESCRIPTION OF WORK CONT.

Tasks continued

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 Contract Manager approves the Workplan.

- b) 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.

Task B:

- 1) Develop uniform infrastructure definitions, performance standards, and data quality standards for disposed and diverted municipal and commercial solid waste materials.
- 2) Define major stakeholder groups using infrastructure data (such as private sector waste management firms, local jurisdiction waste agencies, CIWMB staff, etc.) and recruit a working group of stakeholder representatives to provide information and advice, and review work products for their utility and accuracy.
- 3) Interview stakeholder representatives in workshop or person-to-person settings to determine:
 - a) The type and quality of infrastructure information needed by stakeholders to support measurement of and compliance with state waste reduction, recycling and disposal mandates, and successful marketing of recycled materials;
 - b) How stakeholders want the infrastructure information formatted for access (displayed as summaries, raw data sets, searchable databases, static web pages vs. interactive sites, GIS maps, periodic published reports, etc.);
 - c) Stakeholders' opinions about the availability, quality, and utility of infrastructure data currently held in state and local government databases and other accessible sources about disposal and diversion facilities and other infrastructure;
 - d) Stakeholders' estimate of the likelihood of major potential future changes in waste management practices, technology, public policy and material markets (such as extended producer responsibility, waste-to-energy, increased diversion goals, changes in exports and global markets, landfill product bans, etc.) and the impact of these changes on infrastructure and related information needs;
 - e) Following the interviews and development of the infrastructure needs profile, the Contractor shall meet with the contract manager to review the Workplan.

The Contractor will be responsible for any workshop logistics such as, the meeting room, audio-visual presentations, handouts, etc.
- 4) Determine infrastructure "information gaps" as well as any incorrectly formatted or no longer relevant information, and locate potential sources for the missing information.
 - a) Assess the availability of public and privately held data about recycling, reuse, and source reduction facilities and other infrastructure;
 - b) Determine the best ways to gather the information from data holders, including methods to mask or otherwise insure privacy of sensitive and proprietary data.

Task C:

Subject to Board approval of funding from the Used Oil Fund, extend the research and tasks listed in Phase 1, Tasks A and B above to include used oil, and oil filter materials.

DESCRIPTION OF WORK CONT.

Tasks continued

Task D:

Subject to Board approval of funding from the Tire Fund, extend the research and tasks listed in Phase 1, Tasks A and B above to include used tire materials.

Phase 2 – Infrastructure Model

Task E:

- 1) Define the characteristics of a general data management framework including types of infrastructure information (location, theoretical processing capacity and current throughput, transportation and logistics, utility needs, costs, data decay rate, data users, detail, accuracy etc.);
- 2) Suggest proper aggregation of data (statewide, county, jurisdiction, custom watershed regions, market regions, etc) for analysis, reporting, and information display;
- 3) Develop a general model of the current baseline statewide and regional disposal, diversion and markets, infrastructure and describe how the material flow system functions;
- 4) Develop an improved system model showing needed additional or upgraded infrastructure, including algorithms that estimate statewide and regional relationships among facilities and changes in disposal and diversion amounts as a result of population growth and specific scenario alternatives in California. For example, these algorithms would estimate the infrastructure impacts of disposal reductions when X tons of materials are diverted to Y 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 infrastructure alternatives can best achieve additional diversion under scenario conditions leading to improved diversion rates. Needs estimates should allow for:
 - a. Current infrastructure expansions,
 - b. New facilities,
 - c. Changes in technology and markets,
 - d. Or any combination;
- 5) Define user needs and describe the tools, program requirements, mathematical relationships and technical specifications for:
 - a. A system to collect the infrastructure information on an ongoing basis, and
 - b. To interactively display the infrastructure information and model outputs for stakeholders (such as data summaries, databases, web sites, GIS maps, etc).
 - c. After build out by IMB, the resulting system shall allow internal and external users to:
 - i. Locate infrastructure facilities by map location and other characteristics;
 - ii. Access a database on the baseline information for reference and planning purposes;
 - iii. Develop model calculations of future needs.

Task F:

Subject to Board approval of funding from the Used Oil Fund, extend the research and tasks listed in Phase 2, Task E above to include used oil, oil filter and household hazardous waste materials.

DESCRIPTION OF WORK CONT.

Tasks continued

Task G:

- 1) Subject to Board approval of funding from the Used Oil Fund, analyze CIWMB-sponsored used oil and oil filter collection facilities in relation to the household do-it-yourself used oil generators. The analysis shall include the following:
 - b. Use census and other data sources to extract implicit relationships that will locate DIY oil generator neighborhoods;
 - b. Determine whether there are a sufficient number of collection facilities and whether they are conveniently located to current and potential users;
 - b. The results of the analysis should be searchable and able to be visually displayed on a CIWMB GIS program.

Task H:

Subject to Board approval of funding from the Tire Fund, extend the research and tasks listed in Phase 2, Task E above to include used tire materials.

Phase 3 – Data Collection:

Task I:

- 1) Gather information from existing and new data sources of both permitted and non-permitted infrastructure facilities.
- 2) Conduct a comprehensive inventory of facilities in the solid waste handling, diversion, and markets infrastructure including information on existing facility characteristics, current baseline activities and throughputs (individually or regionally aggregated if needed), as well as capacities for the materials they handle.
- 3) Also, collect general geographic information about the infrastructure such as location, site zoning, and current permits.
- 4) In cases where the information may be considered proprietary, the Contractor will develop procedures consistent with the CIWMB's confidentiality policy to protect the contributor's identity or individual data.
- 5) The Contractor shall provide the collected data in a format and manner agreed upon by the contract manager and IMB staff.

Task J:

Subject to Board approval of funding from the Used Oil Fund, extend the research and tasks listed in Phase 3, Task I above to include used oil and oil filter materials.

Task K:

Subject to Board approval of funding from the Tire Fund, extend the research and tasks listed in Phase 3, Task I to include used tire materials.

Phase 4 – Tool Development:

Task L:

- 1) The Contractor will coordinate closely and provide the Contractor's model, program specifications, and data collections to IMB so CIWMB staff can use them to design and develop the databases, spreadsheets, websites, geographic information systems (GIS) and other tools including:
 - c. Securing and integrating the Contractor's data and other sources of data (such as census, etc) to support the data model;
 - c. Building the database platform for infrastructure information that will integrate the new data with the CIWMB's existing data/web structure;
 - c. Developing the GIS software and components to display information for interactive stakeholder use;
-

DESCRIPTION OF WORK CONT.

Tasks continued

- c. Developing an electronic reporting system to collect information from data suppliers on an ongoing basis that will update the databases and provide current inputs to the infrastructure model;
- c. Developing an interactive Web interface that will allow stakeholders convenient access to data sets, summary reports, maps and models; and
- c. Collecting satisfaction input from stakeholder reviewers on draft information system and make final adjustments to the system.

Task M:

Subject to Board approval of funding from the Used Oil Fund, extend the research and tasks listed in Phase 4, Task L above to include used oil and oil filter waste materials.

Task N:

Subject to Board approval of funding from the Tire Fund, extend the research and tasks listed in Phase 4, Task L above to include used tire materials.

Phase 5 - REPORTING:

Task O:

- 1) The Contractor shall prepare a draft technical report of findings that will be circulated as a working document to the CIWMB staff and stakeholder reviewers.
 - a. All documents and/or reports drafted for publication by or for the CIWMB in accordance with this contract shall adhere to the CIWMB's Contractor Publications Guide at www.ciwmb.ca.gov/Publications/PubGuide/ and shall be reviewed by the CIWMB's Contract Manager in consultation with the CIWMB editor.
 - a. The Contractor will consult with the CIWMB's project management and editorial staff early in the development process to ensure deliverable requirements are clearly understood and to minimize the need for revisions.
 - 1) The Contractor shall take the reviewers' comments into account when developing the Final Report and other deliverable products to the CIWMB. The CIWMB's project management and editorial staff must approve the Final Report before the report will be accepted as complete. Final payment will not be released until the CIWMB Contract Manager has approved the Final Report. The Final Report to the CIWMB shall include the following topics:
 - b. Executive Summary – brief description of the project's scope, process and results written in a style and reading comprehension level suitable for persons with a high school education and a limited technical knowledge of the subject.
 - b. Introduction - an outline of the project objectives, organization and strategy.
 - b. Project Record - a description of the information analysis process used, information sources, how needs were measured and formulas for any estimates, justification for the models and collection method chosen, quality control processes, the involvement of the stakeholder group, the scientific reliability and validity of the collection methods, and any significant caveats or problems encountered.
 - b. Definitions of any technical terms used that are not found in a standard desk reference dictionary, such as, Webster's New World Dictionary, Third College Edition.
 - b. Brief professional biographies and statement of project responsibilities for the Contractor, technical advisors, and any staff making a significant contribution to the project.
 - b. All data sets and models (subject to privacy controls).
-

DESCRIPTION OF WORK CONT.

Tasks continued

Task P:

The Contractor and CIWMB staff shall formally present the final results of the project to the CIWMB and/or stakeholders at up to three public meetings (such as Board meetings, Committee meetings, workshops, conventions, etc.)

Task Q:

The Contractor shall assist in informing the public by reviewing the technical accuracy of up to two draft CIWMB staff-written articles about the project.

Work Orders

The Contractor's Project Manager should anticipate meeting at least once per quarter with the CIWMB's Contract Manager and Information Branch Manager in Sacramento throughout the term of this contract.

At the initial Work Plan stage and following completion of the Needs Analysis tasks, the Contractor's Project Manager and CIWMB Contract Manager shall make adjustments in the Work Plan tasks and budget categories to accommodate data sources and facility/material classifications as suggested by Board staff and other stakeholders.

If the Board approves additional funding for this project from the Tire Recycling Management Fund (Tire Fund) reallocation process, (proposed for April 2008), the Contractor and Board Contract Manager shall make adjustments in the Work Plan tasks and budget categories to accommodate the new work.

If the Board approves additional funding during the Contract period to perform further study of the HHW infrastructure, the Contractor and Board Contract Manager shall make adjustments in the Work Plan tasks and budget categories to accommodate the new work.

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

Cost Proposal Sheet
Baseline Infrastructure Inventory and Information Management Framework
IWM07024

Complete this form and submit the original in accordance with the requirements of this RFP.
Any invoices submitted by contractor will identify line item costs and corresponding task number.

Task A: Overall Work Plan Design \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task B and C: Needs Analysis (solid waste, used oil and HHW) \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task D: Needs Analysis – Tire Option \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task E and F: Infrastructure Model \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task G: Oil DIY Data Mining and Collection Facility Analysis \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task H: Infrastructure Model – Tire Option \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task I and J: Data Collection \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task K: Data Collection – Tire Option \$ _____
1. Labor (Person Hr x Rate) \$ _____
2. Non-personnel (Supplies, etc.) \$ _____
3. Other, if applicable (Specify) \$ _____

Task L and M: Tool Development \$ _____

- 1. Labor (Person Hr x Rate) \$ _____
- 2. Non-personnel (Supplies, etc.) \$ _____
- 3. Other, if applicable (Specify) \$ _____

Task N: Tool Development – Tire Option \$ _____

- 1. Labor (Person Hr x Rate) \$ _____
- 2. Non-personnel (Supplies, etc.) \$ _____
- 3. Other, if applicable (Specify) \$ _____

Task O: Reporting \$ _____

- 1. Labor (Person Hr x Rate) \$ _____
- 2. Non-personnel (Supplies, etc.) \$ _____
- 3. Other, if applicable (Specify) \$ _____

Task P: Presentations \$ _____

- 1. Labor (Person Hr x Rate) \$ _____
- 2. Non-personnel (Supplies, etc.) \$ _____
- 3. Other, if applicable (Specify) \$ _____

Task Q: Technical Review of Articles \$ _____

- 1. Labor (Person Hr x Rate) \$ _____
- 2. Non-personnel (Supplies, etc.) \$ _____
- 3. Other, if applicable (Specify) \$ _____

General Project Overhead (should not exceed 15% of bid) \$ _____

TOTAL BID PRICE \$ _____

Travel required to meet the scope of this project shall be included in the total bid. Applicable travel costs will be charged at the state approved rate and will be pre-authorized by the Board contract manager.

Submitted By:

Company Name

Company Address

Telephone Number

E-mail Address

Authorized Official and Title

Signature of Official

Date

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 subcontractor 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
Baseline Infrastructure Inventory and Information Framework
IWM07024

Name of Firm _____

Proposers must score a minimum of 70 percent of the possible points of the Experience and Methodology categories (minimum score of 70 points in each category) in order to qualify for further consideration.

DEMONSTRATED EXPERIENCE (Maximum 100 points)	POINTS POSSIBLE	POINTS EARNED
<p>(3) Project Manager demonstrates at least seven (7) years of combined experience in solid waste management and business-related issues and possesses a comprehensive understanding of material flow and markets for solid waste, used oil and tire materials in California.</p> <ul style="list-style-type: none"> • Education and experience in solid waste issues (10) • Experience/knowledge of CA solid waste/oil/tire infrastructure (10) • Experience in managing complex research projects (10) 	30	
<p>(2) Project manager and principal members of consulting team demonstrate appropriate background and professional consulting experience in the areas identified in the RFP.</p> <ul style="list-style-type: none"> • Education and experience in RFP task issues (data collection, modeling, analysis, preparing technical specifications, etc.) (10) • Similarity between previous projects and tasks in RFP (10) • Completion and success of past projects and related work and evaluation of references (10) • Opinion of Project Review Panel of previous work (10) 	40	
<p>(3) Project manager and principal members of consulting team demonstrate a depth and breadth of education and practical experience in the areas identified in the RFP.</p> <ul style="list-style-type: none"> • Proposal is clear, detailed and knowledgeable (15) • Outcomes are feasible with proposed staffing and timeline (10) • Proposal addresses all tasks in RFP (5) 	30	
Demonstrated Experience Section Subtotal		

METHODOLOGY (Maximum of 100 points)		
(4) Overall approach and understanding of problems, issues, required tasks.	5	
(5) Approach to conducting a comprehensive assessment and needs analysis for infrastructure and markets stakeholders.	15	
(6) Approach to collecting the data and insuring participation of stakeholders. <ul style="list-style-type: none"> • Methodological soundness of data collection techniques (10) • Effectiveness of data supplier cooperation/confidentiality plan (10) 	20	
(7) Approach to providing a technical model of the California waste infrastructure system. <ul style="list-style-type: none"> • Current waste model (5) • Waste forecasting and scenario modeling (10) • Plan for keeping data current over time (10) • Developing material generation/facility relationship algorithms (10) 	35	
(8) Approach to providing program and technical specifications for database, web and GIS systems. <ul style="list-style-type: none"> • Database design/development/integration with Board system (10) • Development of technical specifications for Web/GIS (10) • Coordination with Board staff implementation of specifications (5) 	25	
Methodology Section Subtotal		
BUDGET/COST (Maximum of 100 points)		
(8) Cost proposal – maximum score 90	90	
(9) Thoroughness and quality of proposed budget	10	
Budget Section Subtotal		
GRAND TOTAL POINTS		

 Evaluator's Signature

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.

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. See the DGS website at <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx> to search for certified SBs/DVBEs. **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. See the DGS website at http://www.pd.dgs.ca.gov/smbus/sbainternet.htm for a list of agency SB/DVBE advocates.						
Agencies Contacted: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 50%;"><u>Name of Agency</u></th> <th style="text-align: center; width: 25%;"><u>Person</u></th> <th style="text-align: center; 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 at least one trade paper and one at least one trade or focus paper focusing on SB/DVBE firms. Bidders must publish advertisements in trade and focus publications at least 14 calendar days before the date the bid or proposal is due. Attach a copy of each advertisement. Placeholder lists are not acceptable. Go to http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf and http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf to see a list of DVBE Trade and Focus paper resources.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: center; 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: center; width: 33%;"><u>FIRM</u></th> <th style="text-align: center; width: 33%;"><u>CONTACT</u></th> <th style="text-align: center; width: 33%;"><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>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	

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 Product Categories (11)	Minimum content requirement
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.

-
- Cover Letter with contact information and statements as required in the RFP.
 - Organizational information and Personnel Information (Resumes)
 - Proposal (detailed Work Plan)
 - Cost Proposal Sheet
 - Samples of Written Work
 - Client References
 - Copy of Required License(s) (Secretary of State)
 - Contractor Status Form
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). If participation levels are under the required levels, the Demonstration of Good Faith Efforts form must also be submitted (see below).*
 - 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.*
-

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 for small/micro business?

YES – Attach approval letter from Office of Small Business Certification and Resources
 NO

Are you claiming preference for DVBE?

YES – Attach approval letter from Office of Small Business Certification and Resources
 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: