



Request for Qualifications for On-Call CEQA Services

Introduction

Recology is issuing this Request for Qualifications (RFQ) to solicit experienced environmental consulting firms who can assist with the preparation of documentation in compliance with the California Environmental Quality Act (CEQA). Depending on the project and the jurisdiction, Recology is allowed to directly hire consultants to assist with CEQA compliance. As such, we are looking to create a preferred consultant list to contact when projects arise.

Background

Recology is an integrated resource recovery company headquartered in San Francisco, California. The company collects and processes municipal solid waste, reclaiming useful materials that would have otherwise been buried in a landfill. The company also operates transfer stations, materials recovery facilities (MRFs), a number of landfills, and compost facilities. Recology is the largest organics compost facility operator by volume in the United States.

Recology Inc. is the parent to approximately 40 operating companies, including Recology San Francisco, Recology King County (Seattle), and Recology Portland. These subsidiaries partner with approximately 132 communities in California, Washington, and Oregon, helping over 700,000 residential and 100,000 commercial customers divert material from landfills. This RFQ is solicited for potential work across all California Recology locations.

For more company information, please visit www.recology.com.

Proposal Content Requirements

Recology welcomes a response to the RFQ in any format that best expresses the qualifications of the respondent. Recology will particularly focus on qualification packets that exhibit strong experience and expertise with solid waste related projects. It is highly encouraged to showcase any expertise with landfill, recycling, and compost projects, as well as experience with the many jurisdictions in which our facilities are located.

Interested firms shall submit copies of their qualifications packet electronically. Packets should be as comprehensive as possible, however, please do not include pre-prepared stock promotional or marketing materials, brochures, or fliers in or with the qualifications packet. All packets should include the following minimum information:

1. *Cover Letter*. A statement or cover letter summarizing the key points of the consulting firms' interests and qualifications, pertinent areas of expertise, and the individual or individuals responsible for the work to be performed.
2. *Firm Profile*. A profile of the firm, including information regarding the key person or persons involved, detailing their qualifications, areas of expertise, past experience performing similar

work, the firm's office location(s), and staffing, including assignments and sub-consultants (if any).

3. *Industry Understanding.* A description of the consulting firm's understanding of the solid waste industry or related fields, and any understanding of the solid waste permitting processing in California.
4. *Experience.* A description of the consultant's pertinent project experience, including a list of recently performed relevant projects, past performance, individual or team accomplishments, and examples of similar experiences working for similar companies or industries, including the names and contact information of references, including at least two (2) relevant examples located within California.
5. *Fees.* A clear and comprehensive fee schedule, including a detailed statement of hourly rates for all positions and classifications of individuals involved, including rates for subconsultants and reimbursable expenses. The schedule should clearly explain all billable costs related to the services provided. Work progress estimation and billing methodology should also be clearly described.

Selection Criteria and Process

Recology will evaluate qualifications based upon these criteria:

- Responsiveness to the RFQ.
- Experience and demonstrated success of the Respondent in assisting similar entities with the CEQA process.
- Experience with projects in the various jurisdictions Recology is located and in comparable industries will be given greater weight. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.
- Fee schedule.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to assisting staff.

As a part of its evaluation, Recology may request additional information or data from Respondents and may request Respondents to make video presentations of their qualifications to a panel of Recology staff.

To Submit a Proposal

Proposals are due electronically by 5:00 p.m., August 21, 2020. Proposals must be sent to:

Christine Borghei
Environmental Planning Manager
cborghei@recology.com
415.439.3975

Leana Sossikian
Environmental Planner
lsossikian@recology.com
415.215.7231

Registration of Intent to Submit Qualifications

Interested parties are requested to contact Leana Sossikian at Lsossikian@recology.com to register their intent to respond to the RFQ. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFQ, please contact Leana Sossikian at 415-215-7231.

It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if Recology has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from Recology staff shall not be considered binding on Recology. Qualifying consultants will be entered into a consultant directory with Recology for future projects, and a contract for services will be negotiated and executed when contacted in the future for upcoming work. The consultant will be expected to commence its services immediately upon contract execution.

General Conditions

1. A master contract will not be issued at this time. Rather, consultants will be selected for an internal consultant inventory, and as work becomes available, they will be contacted for additional RFPs specific to a project.
2. Recology prefers to collaborate with the selected consultant in the identification of necessary sub-consultants on a project-by-project basis.
3. Any material clarifications or modifications to the RFQ or the selection process will be made in writing and provided to all recipients of the RFQ.
4. Recology reserves the right to:
 - a. Waive minor irregularities.
 - b. Modify or cancel the selection process or schedule at any time.
 - c. Reject any and all proposals, and to seek new qualifications when it is in the best interest of Recology to do so.
 - d. Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
 - e. Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' work cited as relevant experience.
 - f. Contract with separate entities for various components of the services.
5. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the RFQ is underway, are the sole obligation and responsibility of that Respondent. Recology will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.