



REQUEST FOR QUALIFICATIONS

TO PROVIDE ON-SITE COMPOSTING WORKSHOPS IN SONOMA COUNTY

**Qualifications and a proposed scope of work are due
12:00 p.m. on Thursday June 4, 2026**

Submit proposal to:
Xinci Tan, Organics Program Manager
Xinci.Tan@sonomacounty.gov
Zero Waste Sonoma

1. INTENT AND BACKGROUND

1.1 Definitions

This section contains definitions that are used throughout this RFQ.

AGENCY: Zero Waste Sonoma (also known as the Sonoma County Waste Management Agency) is a joint powers authority composed of the County of Sonoma and the nine incorporated jurisdictions within Sonoma County: Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor.

COUNTY: The County of Sonoma, a political subdivision of the State of California, primarily overseeing the unincorporated areas within Sonoma County.

Sonoma County: The geographical area of Sonoma County, encompassing all incorporated and unincorporated areas.

1.2 Overview of Requested Services

Zero Waste Sonoma (AGENCY) is seeking qualifications for an individual or entity (PROPOSER) to provide technical, on-site composting workshops to benefit orchards, vineyards, schools, community gardens, and other crop growers in Sonoma County. The purpose of this project is to encourage small to medium-scale local composting and reduce greenhouse gas emissions from transporting agricultural materials and/or food scraps out of the county for disposal or composting. Since growers must often pay to haul finished compost back into the county, empowering growers to make their own compost will also help reduce costs, increase compost use and local nutrient cycling, and increase community-resiliency.

Since SB 705 (2003 Florez) phased out agricultural burning in California, growers must pursue alternative methods to dispose of agricultural waste. SB 279 (2025 McNerney) went into effect on January 1, 2026, and allows more growers to compost agricultural wastes on-site without needing to apply for compostable material handling permits from the state. Under SB 279, growers may have a total amount of feedstock and compost on-site at any one time of up to 200 cubic yards, and they may give away or sell up to 5,000 cubic yards of compost product annually.

All data and information furnished by the AGENCY or referred to in this RFQ are furnished for the PROPOSER's convenience. The AGENCY does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to their accuracy or interpretation. PROPOSERS shall satisfy themselves as to the accuracy or interpretation of all such information or data.

2. BUDGET

The AGENCY will select one proposal to award a \$45,000 agreement to provide technical, on-site composting workshops. The term of the agreement is suggested to be June 19, 2026 – June 1, 2027. PROPOSERS may propose a shorter term but not longer. The awarded PROPOSER will enter into a professional services agreement (Exhibit A) with the AGENCY for the project. The PROPOSER's scope of work will be negotiated and finalized with the AGENCY before inclusion into the agreement for execution.

3. SUBMISSION AND SCHEDULE

3.1 Content of Submission

PROPOSERS must include the following in their submission:

- a. Qualifications to provide technical, on-site composting workshops. If there is a project team, include each team member's name, skills, and experience, and their project role.
- b. Proposed scope of work, budget breakdown, and timeline. Please include a breakdown of material costs and personnel hours.
- c. Proposal Authorization and Acknowledgement Form (Exhibit C) signed by the project lead or signature authority of the entity submitting the proposal.
- d. Any additional information, examples of prior work, outreach material, or supporting materials the PROPOSER believes would assist Zero Waste Sonoma in evaluating the proposal.
- e. Two references from similar projects

3.2 Submittal Rules

All submissions must be done in writing, e-mailed to Xinci.Tan@sonomacounty.gov by the deadline of **12:00 p.m. on Thursday, June 4, 2026**. The e-mail subject line must clearly state "**Qualifications to Provide Technical, On-Site Composting Workshops,**" and the e-mail content must include the name of the individual(s) and/or the entity submitting the proposal. No mailed or hand-delivered proposals will be accepted. Proposals received after the required submittal date and time will be rejected. The AGENCY will not, in any manner, be liable or responsible for any late delivery of proposals.

PROPOSERS are notified that the costs of preparing and submitting proposals and the risks associated therewith shall be borne solely by the PROPOSER. No compensation will be provided to PROPOSERS for work performed or costs incurred during the preparation, submittal, or evaluation of Proposals, nor for the negotiation or execution and delivery of an agreement awarded as a result of this RFQ.

3.3 Schedule

<u>Date</u>	<u>Action</u>	<u>Responsible Party</u>
May 22, 2026	Distribution of RFQ	AGENCY
May 27, 2026	Submit Written Questions (12:00 p.m.)	PROPOSER
May 29, 2026	Answers to Written Questions are published	AGENCY
June 4, 2026	Proposals Due (12:00 p.m.)	PROPOSER
June 18, 2026	Award of Agreement (tentative)	AGENCY
June 1, 2027	Work completed	PROPOSER

3.4 Questions

All questions about this RFQ must be directed to:

Xinci Tan, Organics Program Manager
Zero Waste Sonoma
195 Concourse Blvd, Suite B
Santa Rosa, CA 95403
Phone: (707) 837-6134
E-mail: Xinci.Tan@sonomacounty.gov

Questions must be submitted no later than **12:00 p.m. on Wednesday, May 27, 2026**; no response will be made to questions submitted after this date. An addendum to this RFQ will be published on the AGENCY's webpage (<https://zerowastesonoma.gov/agency/requests-for-proposals>) in response to any questions received. The PROPOSER is solely responsible for providing their email address by **12:00 p.m. on Wednesday, May 27, 2026**, to the contact above so that the addendum can be circulated as soon as available. The AGENCY cannot assure that every entity receiving an RFQ will receive the addenda. All addenda shall become part of the Agreement documents, and all PROPOSERS are bound by such addenda, whether or not received by the PROPOSER.

All requests for additional information regarding this RFQ should be directed to the AGENCY's Program Manager noted above. Do not directly contact other AGENCY staff or members of the Board of Directors. Individuals or organizations that do so may be disqualified from further consideration. AGENCY will recognize only those responses to inquiries issued in writing by AGENCY in Addendum form as binding modifications to this RFQ.

4. EVALUATION

The AGENCY shall evaluate each proposal. All determinations about the evaluation of proposals will be at the sole discretion of the AGENCY. Each proposal shall first be evaluated for completeness and for compliance with the requirements of this RFQ. The AGENCY will then evaluate the benefit of the proposed services described in the proposal to the AGENCY, its member agencies, and their citizens.

5. ATTACHMENTS

Exhibit A: Draft Agreement for Professional Services
Exhibit B: Proposal Scoring Rubric
Exhibit C: Proposal Authorization and Acknowledgement Form

Agreement for Professional Services to Provide Technical, On-Site Composting Workshops

1. CONTRACTOR INFORMATION

Contractor:

Address:

Telephone:

2. AGENCY INFORMATION

Agency: Sonoma County Waste Management Agency (also known as Zero Waste Sonoma)

Attention: Xinci Tan, Organics Program Manager

Address: 195 Concourse Blvd, Suite B

Santa Rosa, CA 95403

Telephone: (707) 837-6134

Project: Technical, On-Site Composting Workshops

3. SCOPE OF WORK

Detailed by PROPOSER. Will be negotiated and finalized with AGENCY staff.

4. PAYMENT FOR SERVICES

Agency agrees to pay Contractor an amount not to exceed \$45,000 for services rendered in accordance with tasks detailed in Section 3 Scope of Work. Contractor shall invoice Agency monthly for services rendered. Travel, if requested, will be reimbursed at cost with mileage reimbursed at the current federal rate at the time of travel.

5. INDEPENDENT CONTRACTOR

Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative of the Agency.

6. TERM

This agreement will go into effect on June 19, 2026 and expire on June 1, 2027.

7. INSURANCE

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described below:

7.1 Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California.

7.2 General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount of One Million Dollars (\$1,000,000.00) combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

- a. The Sonoma County Waste Management Agency, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
- c. The insurance provided herein is primary coverage to the Sonoma County Waste Management Agency with respect to any insurance or self-insurance programs maintained by the Agency.
- d. This policy shall not be cancelled without first giving thirty (30) days prior written notice to the Sonoma County Waste Management Agency.

7.3 Automobile Liability Insurance. Automobile liability insurance covering bodily injury and damage in a form acceptable to the Agency, in an amount of One Million Dollars (\$1,000,000) per accident.

8. INDEMNIFICATION

Contractor agrees to accept responsibility for loss or damage to any person or entity, including but not limited to Agency, and to defend, indemnify, hold harmless, reimburse and release Agency, its officers, agents and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation incurred in the defense of claims as to which this indemnity applies or incurred in an action by Agency to enforce the indemnity provisions herein, whether arising from personal injury, or property damage, that may be asserted by any person or entity, including Contractor, to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the Agency, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of the Agency, upon Contractor obtaining a final adjudication by a court of competent jurisdiction, Contractor's liability for such claim, including the cost to defend, shall not exceed the Contractor's proportionate percentage of fault. If there is a possible obligation to indemnify, Contractor's duty to defend exists regardless of whether it is ultimately determined that there is a duty to indemnify. Agency shall have the right to approve legal counsel selected by Contractor, at the expense of Contractor, which approval shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or

type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

9. CHANGES TO THE AGREEMENT

Changes to this Agreement must be approved in writing by the Agency's Executive Director and Contractor.

10. CONTRACTOR'S STANDARD OF CARE

Agency has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Contractor's work by Agency shall not operate as a waiver of release.

11. COMPLIANCE WITH LAWS

Contractor and Agency shall comply with all applicable federal, state, and local laws, rules and regulations relating to performance of the scope of work under this Agreement.

12. APPLICABLE LAW AND FORUM

This Agreement shall be construed and interpreted according to California law and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

13. UNCONTROLLABLE CIRCUMSTANCES. Provided that the requirements of this Section 13 are met, neither party shall be considered in default in the performance of its obligations under this Agreement (not including the obligation to make payments) to the extent that such performance is prevented or impaired by the occurrence of Uncontrollable Circumstances. If, as a result of an event of Uncontrollable Circumstances, either party is wholly or partially unable to meet its obligations under this Agreement, then it shall give the other party prompt written notice of such event, describing it in reasonable detail. The obligations under this Agreement of the affected party shall be suspended, other than for payment of monies due, but only with respect to the particular component of obligations affected by the event and only for the period during which the event of Uncontrollable Circumstances exists; provided, however, that Contractor shall have a reasonable time during which to assess the impacts caused by an event of Uncontrollable Circumstances and sole discretion to determine whether it will continue operations or whether it will terminate all operations.

14. TERMINATION; DEFAULT. Either party shall have the right to terminate this Agreement upon giving the other party written notice if the other party: (i) fails to make any payment required hereunder, not disputed in good faith, within thirty (30) days after receiving notice of nonpayment from the non-defaulting party; (ii) materially fails to comply with any federal, state or local laws, rules, orders or ordinances, or regulations that pertain to the handling of the waste hereunder; or (iii) breaches any other material obligation under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice thereof from the non-defaulting party, provided, that in the event the party shows good cause why it should be entitled to reasonable additional time to cure the breach, the non-breaching party shall allow such reasonable additional time.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized in that behalf.

SONOMA COUNTY WASTE MANAGEMENT AGENCY

By: _____
Leslie Lukacs, Executive Director

Date: _____

Reviewed as to form:

Ethan Walsh, Agency Counsel

_____ (PROPOSER)

Signature: _____

Title: _____

Date: _____

Exhibit B: Proposal Scoring Rubric

Criteria 1 (40 points): Scope of work, budget, and timeline

Submit a proposed scope of work and budget specific to this project, which includes budget allocations and lists in detail the services proposed to be provided in connection with this project. Include personnel time, materials, reporting, etc. Please include a timeline with expected milestones and the date of project completion.

Preference will be given to proposals that contain equity components, e.g., a strategy to identify and prioritize workshops for small and/or BIPOC-owned growers, non-profit farms, public schools, community gardens, or growers who primarily speak a language other than English or serve low-income communities. Collaborating with other individuals or organizations is not required, but it may make a proposal stronger. Preference will be given to geographically diverse proposals that positively impact a larger number of individuals, and/or maximize environmental benefit.

Criteria 2 (40 points): Experience with providing technical, on-site composting workshops

Provide any certifications, experience, and/or references that speak to the PROPOSER's ability to complete the project. Identify any skills, networks, or connections that may indicate the PROPOSER is uniquely suited to complete the project.

Criteria 3 (15 points): Assistance expected of AGENCY staff

Detail any information, reports, or support that may be needed to successfully complete the project. If applicable, please specify when the information or assistance is needed (e.g., before project start, during/ongoing). Preference will be given to PROPOSERS who require less assistance from AGENCY staff.

Criteria 4 (5 points): Exceptions or changes to the requested services or agreement language

Does the PROPOSER have any exceptions or changes to the requested services or agreement language? An excessive number of requested changes to the agreement language will be disfavored and may be a basis for disqualification.

Exhibit C: Proposal Authorization and Acknowledgement Form

NAME OF PROPOSER _____

ORGANIZATION _____

1. The undersigned is a Proposer under this RFQ and possesses the legal authority to submit this Proposal.
2. The undersigned is authorized to conduct all negotiations for and legally bind the Proposer in all matters relating to this Proposal submittal.
3. The undersigned has reviewed, understands, is able to comply with and agrees to be bound by the conditions described in the Agreement for Professional Services (Exhibit A) and this RFQ.
4. The undersigned certifies that this Proposal is irrevocable until _____ (date must be a minimum of 120 days from submittal).
5. The undersigned acknowledges that the Agency reserves the following rights and options related to proposals submitted in response to the RFQ:
 - Award an agreement for services described in this RFQ.
 - Reject all proposals and not award an agreement.
 - Reject any proposal.
 - If during the course of negotiations with a selected PROPOSER, the AGENCY determines in its sole discretion that an acceptable Agreement cannot be negotiated, the AGENCY reserves the right to suspend negotiations with that PROPOSER and begin negotiations with another PROPOSER. Also, the AGENCY reserves the right to undertake simultaneous negotiations of the final Agreement with more than one PROPOSER.
 - Waive defects and/or irregularities in any proposal.
 - Request from any PROPOSER at any time during the evaluation process, clarification of any information contained in the proposal.
 - Conduct interview(s) with any PROPOSER(s).
 - Negotiate terms and conditions that are different from those described in this RFQ and Agreement.
 - Contact references provided and seek information from any client with which the PROPOSER has done business.
 - Take other such action that best suits the needs of the AGENCY and/or its citizens.

_____ The undersigned has carefully reviewed the forms of Agreement contained in the RFQ and is prepared to agree to the terms and conditions stated therein.

_____ The undersigned has carefully reviewed the forms of Agreement contained in the RFQ and is prepared to agree to the terms and conditions of the forms with the proposed modifications attached hereto. (Proposer must attach any proposed modifications to the forms of Agreement.)

Print Name:

Title:

Organization:

Telephone:

E-Mail Address:

Signature:

Date: