



Request for Information

Organic Waste Processing

Issued: September 9, 2016

Submission Deadline: November 14, 2016 by 4:00 p.m. (PST)

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Section 1 Background

The Sonoma County Waste Management Agency (SCWMA) is a Joint Powers Authority formed in 1992 and comprised of ten Member Agencies including Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor, and the County of Sonoma. SCWMA operates under a Joint Exercise of Powers Agreement that is currently set to expire in February 2018. SCWMA provides cost-effective outreach and education, planning and reporting, and household hazardous waste (HHW) disposal to Member Agencies with the ultimate goal of meeting and exceeding a minimum of 50 percent diversion as mandated by California State Law, AB 939.

SCWMA also provides for the transfer, transport, and processing of approximately 83,000 tons of curbside and self-hauled organic waste (yard/green waste and residential food waste) and 5,500 tons of wood waste collected annually by franchised solid waste haulers and self-hauled to County transfer stations, from which the waste is out-hauled to four out-of-County compost facilities under contract with SCWMA.¹ These contracts are anticipated to expire in February 2017, and may be extended for limited durations.

SCWMA is in the position of considering the short and long term organic waste processing needs of its Member Agencies, and is distributing this Request for Information (RFI) in order to better understand the availability and range of potential alternatives for providing organic waste processing services in the future. In particular, SCWMA is interested in organic waste processing options for yard/green waste (with comingled residential food waste), wood waste, commercial food waste,² biosolids and manure. Table 1 below details the amount of green and wood waste collected by franchised haulers, delivered to County transfer stations, and out-hauled to organic waste processing facilities from each Member Agency in 2015.

Table 1: 2015 Green and Wood Waste Tonnages		
Member Agency	Tons of Green Waste (including comingled residential food waste)	Tons of Wood Waste
Cloverdale	1,639	113
Cotati	1,397	111
Healdsburg	3,518	525
Petaluma (Self-haul only)	3,646	729
Rohnert Park	5,983	117
Santa Rosa	25,253	1,322
Sebastopol	2,228	211
Sonoma	7,124	963
Windsor	5,293	285
Unincorporated County of Sonoma	26,706	1,087

¹ Not including the City of Petaluma, whose franchised solid waste hauler direct-hauls organic waste to Redwood Landfill’s compost facility, totaling 10,331 tons in 2015. Table 1 only includes self-hauled material from Petaluma to Sonoma County facilities.

² Commercial food waste is currently handled by Republic Services through their Master Operating Agreement with the County of Sonoma. The SCWMA does not control the flow of this material, but Republic Services may consider the use of alternative facilities from the information provided in this RFI.

Sonoma County Waste Management Agency | Organic Waste Processing RFI

Total	82,790	5,467
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Table 2 below details the amount of garbage collected by franchised haulers and delivered to the County Landfill from each Member Agency in 2015. The percentage of organic waste is estimated based on a waste composition study conducted in 2014, and used to calculate the estimated tons of organic waste remaining in the garbage stream.³

Table 2: 2015 Garbage Tonnages and Estimated Uncaptured Material Remaining					
Member Agency	Tons of Garbage	Estimate of Uncaptured Material Remaining			
		Green/Yard Waste	Residential Food Waste	Commercial Food Waste	Other Organics (Textiles, Manure, Composite)
Cloverdale	4,969	181	333	473	360
Cotati	5,054	184	338	481	366
Healdsburg	13,013	473	871	1,239	942
Petaluma	8,452	307	566	804	612
Rohnert Park	23,447	852	1,569	2,232	1,697
Santa Rosa	98,087	3,565	6,563	9,337	7,101
Sebastopol	9,111	331	610	867	660
Sonoma	15,895	578	1,064	1,513	1,151
Windsor	13,081	475	875	1,245	947
Unincorporated County of Sonoma	70,067	2,547	4,688	6,670	5,072
Total	261,176	9,492	17,476	24,861	18,907

There may be opportunities for respondents to this RFI (Respondents) to work in partnership with SCWMA member agencies and/or local waste water treatment plants in developing organic waste processing services. Respondents are encouraged to consider mutually beneficial partnerships with local agencies and waste water treatment plants and to explore potential synergies that could result in co-benefits related to proposed organic waste processing services (e.g. utilizing excess heat from waste water treatment plants, etc.).

Section 2 Request for Information

SCWMA desires information regarding potential organic waste processing services that could be utilized by SCWMA now or in the immediate future. SCWMA is seeking the best organic waste processing services for the most competitive price. This RFI is intended to inform future planning toward that objective, and Respondents are highly encouraged to submit information to assist the SWCMA shape

³ Organic material was 30.7% of the disposal waste stream in the SCWMA-commissioned 2014 Waste Characterization Study. Additional detail, including percentages of specific waste types, can be found at http://www.recyclenow.org/pdf/sonoma_county_waste_characterization_study_2014.pdf.

Sonoma County Waste Management Agency | Organic Waste Processing RFI

the future of organic waste processing for its Member Agencies. Although no contracts or selections are anticipated to result from this RFI, Respondents will automatically be added to a list for future organic waste procurement processes, when they occur.

Information is requested for organic waste processing services meeting the following conditions:

- Delivered SCWMA organic waste must be processed and diverted at per ton dollar rates ranges, for a specific contract duration, and with minimum/maximum tonnage available capacity;
- Organic waste must be diverted in a manner that guarantees diversion credit under the requirements of AB 939 and AB 1594 – material must be processed for diversion from landfill disposal and is not to be used as Alternative Daily Cover (ADC) at a landfill;
- Access must be provided during reasonable times for the delivery of material from collection routes and/or transfer stations;
- The amount of material accepted for processing shall be reported monthly using certified scales located at the facility or elsewhere;
- Respondent shall be responsive to the needs of the SCWMA and Member Agencies; and
- Respondent shall maintain full compliance with local, state and federal regulations.

The responses provided in this RFI will help SCWMA staff and Member Agency participants determine the best course of action for securing long term organics capacity. Member Agencies will decide whether to continue handling organics collectively through the SCWMA, through sub-regional arrangements with haulers and organics processors, or individually through their franchised haulers, but in all cases, the information provided through these RFI responses will assist the decision-making process. SCWMA staff will analyze the responses received, present findings to the SCWMA Board, and may hold additional meetings with City, County, and consultant staff in an effort to develop solutions for long term organics processing capacity.

Section 3 Schedule and Questions

All Respondents must carefully examine this RFI document. Any ambiguities or inconsistencies must be brought to the attention of the SCWMA in writing as soon as possible. Questions regarding this RFI are due by Friday, September 30, 2016 at 4:00 p.m. (PDT), to be submitted by email to Patrick Carter at **Patrick.Carter@sonoma-county.org**. The information provided during this RFI will help guide the discussion on the feasibility and form of future SCWMA organic material processing, potentially resulting in a future procurement process for organic waste processing services. SCWMA intends to review submissions within ten (10) weeks of the submission deadline. At SCWMA's discretion, it may contact any or all Respondents to request additional information, ask questions, request facility tours, and conduct informational interviews. All qualified respondents will also automatically be added to a list for possible future organics waste procurement processes.

Table 3: Timeline	
Activity	Date
RFI Issued	September 9, 2016
Question Deadline	September 30, 2016 at 4:00 p.m. (PDT)
Submission Deadline	November 14, 2016 at 4:00 p.m. (PST)
SCWMA Review Period	November 15, 2016 to January 24, 2017

Section 4 Submittal Guidelines

Responses must be delivered to the SCWMA representative, Patrick Carter, by email only at: **Patrick.Carter@sonoma-county.org**. The email shall have the subject, "Response to RFI for ORGANICS WASTE PROCESSING." All submitted attachments shall be clearly labeled with the Respondent's company name and a description of the document. Responses must be less than 15MB in size, in PDF, Word or Excel file formats. The Response, including the cover letter and required attachments, shall not exceed 25 pages on 8.5 x 11 inch, double-sided, 1.5 line-spacing, Arial (or similar) font, no smaller than size 11 point. Pages in excess of the page limitation will not be reviewed. Responses must include the following items:

1. **Transmittal Letter:** The transmittal letter on the Respondent's letterhead must accompany the Response. The letter must be signed by an officer or employee having the authority to bind the Respondent by signature and give an overview of the Respondent's general ability to perform the scope of work described in this RFI, as well as a general overview of the proposed project in 1,000 words or less.
2. **Experience and Qualifications (Form A):**
 - a. Respondent Information (Form A, Section 1);
 - b. Conflict of Interest Statement (Form A, Section 1);
 - c. Site Information (Form A, Section 2);
 - d. Operational Information (Form A, Section 3); and
 - e. Financial Qualifications (Form A, Section 4).
3. **Tonnage Information (Form B);**
4. **Cost Information (Form C);** and
5. **Supplemental Information:** Brief relevant attachments.

Conflict of Interest

All Respondents must disclose, with their response, the name of any officer, director, agent, or any relative of an officer, director, or agent who is an employee, elected official or appointed official of the SCWMA. Furthermore, all Respondents must disclose, to the best of their knowledge, the name of any SCWMA employee, elected official or appointed official who has any direct or indirect financial interest in the Respondents' firm or any of its branches or subsidiaries. "Financial interest" shall have the same meaning as that term is defined in Government Code section 87103.

Section 5 RFI Considerations

SCWMA's Rights

In issuing this RFI, the SCWMA retains, but is not limited to, the following rights:

- Issuing addenda to the RFI, including extending or otherwise revising the timeline for submission;
- Withdrawing, reissuing, or modifying the RFI;

Sonoma County Waste Management Agency | Organic Waste Processing RFI

- Requesting clarification and/or additional information from responding entities at any point in the review process; and
- Commencing discussions with other entities that do not submit a response.

SCWMA shall not be obligated to respond to any response submitted nor be bound in any manner by the submission of a response. The cost of investigating, preparing, and submitting a response to this RFI is the sole responsibility of the responding entity and shall not be chargeable in any manner to the SCWMA. The SCWMA will not reimburse any responding entity for any costs associated with the preparation, submission, or discussion of responses.

Responses will Become Public Record

All correspondence with SCWMA including responses to this RFI will become the exclusive property of SCWMA and will be made available to the public after SCWMA staff has evaluated the proposals and presentation to the SCWMA Board of Directors has been agendaized. All documents that are sent to SCWMA in response to this RFI will be public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) and subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement. Therefore, any response which contains language purporting to render all or significant portions of the response “Confidential”, “Trade Secret” or “Proprietary” and fails to provide the exemption information required as described below will automatically be considered a public record in its entirety and shall be disclosed to the requesting party without further consideration or notice. **Do not mark your entire response as “confidential”.**

If you believe that there are portion(s) of your response which are exempt from disclosure under the Public Records Act, you must mark it/them as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as “Trade Secret” and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, SCWMA may not be in a position to establish that the information that a Respondent submits is a trade secret. If a request is made for information marked “Trade Secret” or “Proprietary”, SCWMA will provide Respondent(s) who submitted the information with reasonable notice to give Respondent(s) the opportunity to seek protection from disclosure by a court of competent jurisdiction. If the Respondent(s) choose not to seek such protection or are unsuccessful in doing so, SCWMA will provide the requested information in accordance with the California Public Records Act. As is set forth in this RFI, SCWMA will make reasonable efforts, but makes no representation that it will be able to maintain total confidentiality of Respondent’s financial information. A Respondent that submits financial information that it asks to have treated as confidential must submit a statement justifying the request, reference it in the response and label it as a separate attachment, clearly identifying it as confidential. At all times, SCWMA will comply with the provisions of the California Public Records Act. Additionally, information such as facility location, technology type, expected date of capacity availability, available capacity tonnage, and cost per ton range are material to SCWMA staff analysis, and therefore cannot be marked as confidential.

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FORM A EXPERIENCE AND QUALIFICATIONS

Respondents must submit the following form responses and attachments to support those responses. Please be as specific as possible.

PART 1 RESPONDENT INFORMATION

1.1) Company name, type of company (corporation, partnership, joint venture, or other), and mailing address:

1.2) Principal contact person(s) and their information (title, email address, phone number, etc.):

1.3) Key staff and responsibilities of these staff:

1.4) Conflict of interest statement:

Sonoma County Waste Management Agency | Organic Waste Processing RFI

1.5) Regulatory compliance background and qualifications, including number of areas of concern and notices of violation for facility operation over the past five years of operating history, cease and desist orders from any regulatory agency:

1.6) Reference relevant, equivalent projects currently in operation, current contracts, and other general qualifications:

PART 2 SITE INFORMATION

2.1) Facility is: Planned Existing Planned expansion to existing

2.2) Starting date of operation, if new facility:

2.3) Facility location:

2.4) Current and future ownership of facility:

2.5) Permitting Status (attach site, operating, environmental, and Local Enforcement Agency permits, if available). If not currently permitted, please indicate whether a facility using an equivalent technology has been permitted within the United States and California, please list what permits are necessary to operate this facility, and please list the expected date for receipt of all necessary permits:

PART 3 OPERATIONAL INFORMATION

3.1) Detailed description of technology that will be utilized and/or processing operating plan, and business plan/model including flow necessary to operate:

3.2) Subcontractors/operators, if applicable:

PART 4 FINANCIAL QUALIFICATIONS

4.1) Statement of financial qualifications (access to capital, methods for financing, financial commitment by the SCWMA if requested, and/or other information as deemed relevant):

4.2) Description of taxes or fees that might be applicable to the receipt of SCWMA's material stream:

4.3) Material marketing plan for end products. Will compost material be made available to Member Agencies for no cost or at a reduced cost?

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FORM B TONNAGE INFORMATION

In the table below, please enter estimated minimum and maximum available material flow capacity and material flow requirement (daily and yearly).

Respondents are not required to accept all materials listed. Unless indicated otherwise, it will be assumed that these tonnages are additive (minimum daily availability of capacity for 10,000 tons of wood waste and 5,000 tons of food waste means that a total of 15,000 tons of capacity is available). If other types of materials will be accepted, fill in the last line of the table with the type of material and maximum and minimum material flow capacity.

Please note that 88,500 tons of organic waste from the SCWMA service area are currently being processed through contracts arranged by SCWMA.

Table 4: Daily and Annual Tonnage Capacity and Contamination Thresholds			
Material Type	Material Flow Availability/Requirement (Tons)		
	Approximate Daily Flow Needed	Approximate Yearly Capacity Needed	Maximum Contamination Level Accepted
Length of Material Flow Availability			
Source-Separated Plant Materials (e.g. yard and green waste)			%
Source-Separated Food Waste			%
Source-Separated Wood Waste, Tree, Logs and Branches			%
Commingled Organic Waste (Plant Materials and Residential Food Waste)			%
Biosolids			%
Manure			%
Other _____			%

Enter additional notes below:

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FORM C COST INFORMATION

In the table below, per ton rates for organic waste processing by type of organic waste material delivered to proposed facility(ies). If rates for longer-term commitments of organic waste delivery affect per ton rates offered, please indicate those in the columns provided and/or use the notes section to provide additional details.

The baseline costs of transport and disposal of green and wood wastes through the SCWMA are currently \$58/ton.

Table 5: Cost Per Ton (Delivered)			
Material Type	Rates per Ton		
Term Length	5 Years	10 Years	Other Term (Please Define)
Source-Separated Plant Materials (e.g. yard and green waste)	\$	\$	\$
Source-Separated Food Waste	\$	\$	\$
Source-Separated Wood Waste, Tree, Logs and Branches	\$	\$	\$
Commingled Organic Waste (Plant Materials and Food Waste)	\$	\$	\$
Biosolids	\$	\$	\$
Manure	\$	\$	\$
Other _____	\$	\$	\$

Enter additional notes below:

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