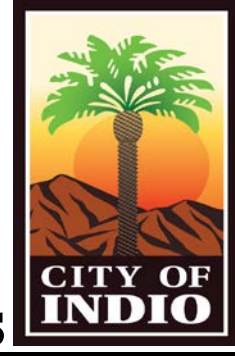




# **Request for Proposals**



Site Selection and Evaluation for New Transfer Station

Project JPA021518

## **REQUEST FOR PROPOSALS**

### **Introduction**

The Joint Powers Authority Coachella/Indio Waste Transfer Station (JPA) has numerous governing agreements that are approaching their life term. The Master Lease Agreement between the County and JPA expires December 31, 2024. The Sublease Agreement between the JPA and Burrtec (Transfer Station Operator) expires June 30, 2021. On June 19, 2021, both the following waste disposal agreements (WDA) expire: 1) WDA between the JPA and County and 2) WDA between the JPA and Burrtec. Both Coachella and Indio also contract with Burrtec for solid waste collection and those agreements expire respectively in 2023 (Coachella) and 2019 (Indio). Finally, the JPA Agreement between the two jurisdictions will expire on December 23, 2022 or when Authority contracts expire.

Coachella Valley Transfer Station Tonnage History						
Calendar Year	2011	2012	2013	2014	2015	2016
Total Tonnage	114,387	115,869	126,734	132,821	126,581	127,030

The objective of this RFP is to identify preliminary new location(s) for the Coachella/Indio Waste Transfer Station in one of the governing cities, identify permitting requirements for the site, identify ways to increase waste flow, and identify corresponding benchmarks needed to operate a new facility at the recommended site. Operator of the future site is to be determined.

### **Scope of Work Expectations**

The selected firm should anticipate that the scope of work for this project will include consideration of the following:

1. Develop and establish site qualifications;
2. Identify and recommend future site location;
3. Identify environmental process and CEQA requirements to develop recommended site;
4. Compare benefits of new site in comparison to current site;
5. Assist in negotiating purchase of recommended site;
6. Identify all necessary permits JPA would need to obtain;
7. Identify all necessary permits to be obtained by future operator;
8. Development of project financing options;
9. Construction and operation timeline with critical benchmarks identified;
10. Participate in presentations before the JPA Board and other public bodies as requested;
11. Development of project financing options, including bond planning and assistance in bond issue preparation and assistance in identifying possible grant and/or loan opportunities.

## **Proposal Requirements**

Excessively elaborate or lengthy proposals are not desired. Proposals should be limited to no more than twenty (20) single sided pages. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project. The cover letter should be limited to no more than two single sided pages.

The proposal should contain the following elements:

- A. Project Approach. Provide a clear concise statement of the general approach to be undertaken on the project.
- B. Scope of Work Task Breakdown. Based on the generalized scope of work outlined above, provide a step by step breakdown of the tasks and subtasks to be performed. Any tasks or subtasks that you assume to be accomplished by JPA staff or supported by JPA staff. Identify the general level of participation expected from the JPA on tasks or subtasks.
- C. Level of Effort. The Consultant shall prepare a separate Level of Effort spreadsheet that contains line items for each major task and subtask to be performed with the estimated man hours per classification to be expended in that effort.
- D. Schedule of Work. Provide a schedule identifying the time allowed for all tasks and critical path items.
- E. Consultant Qualifications. Consultant qualifications should include detailed information regarding the Consultant's experience on similar projects. The Consultant's qualifications should include at a minimum the following information:
  - a. List no more than five projects of similar complexity and magnitude undertaken in the past five years and provide references and a phone number for each reference;
  - b. Provide resumes of key members of the proposed project team – should be a maximum of two pages in length; and
  - c. List sub consultants and specify their involvement on the project. List no more than five projects of similar complexity and magnitude undertaken by the sub consultant in the past five years and provide references and a phone number for each project.
- F. Affirmation as to Form of Agreement. Provide a statement to the effect that the JPA/City Standard Professional Services Agreement is acceptable to the proposer or state exceptions taken. The Agreement is attached hereto as Exhibit A.

## **Selection Procedure**

Subsequent to the deadline for acceptance of proposals, the JPA will evaluate the Proposals and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the JPA) using the selection criteria and weights indicated below. The JPA will contact the

firm with the highest ranked Proposal. The level of effort will be used as a basis to negotiate a contract fee. If an agreement cannot be reached with the top ranked firm, the JPA will contact the firm with the next ranked Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. Aside from eventually announcing the successful consultant, the rankings and levels of effort will be kept confidential.

### **Selection Criteria**

The Consulting Team selected for this project should have demonstrated experience in solid waste facility design, and regulatory compliance. Selection shall be based on the following:

1. Consultant's understanding of the JPA's desires and general approach to the project as demonstrated in the project description and Scope of Work (20 points);
2. Completeness of the work elements included in the Proposal (20 points);
3. Consultant's experience with projects of similar complexity and function (20 points);
4. Qualifications of the Consultant's staff being assigned to this project (20 points);
5. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules (20 points).

Should the JPA determine that interviews are desirable; up to 25 additional points may be granted based on those interviews. Rankings will be on total point basis.

### **Submittal Deadline**

Six (6) hardcopies and one (1) electronic copy of the Proposal should be forwarded to the attention of Ms. Maritza Martinez, Public Works Director, at the following address by 5pm on Wednesday, March 21, 2018.

City of Coachella Corporate Yard  
53462 Enterprise Way  
Coachella, CA 92236

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the JPA. Postmarks will not be accepted.

### **Proposal Contact Person**

All questions regarding this solicitation should be directed to Maritza Martinez, Public Works Director at [mmartinez@coachella.org](mailto:mmartinez@coachella.org).

### **Exhibits to this Request for Proposals**

Exhibit A – Professional Services Agreement

Exhibit B – Existing JPA Agreements