Alameda County Waste Characterization Study 2017

Request for Proposals

November 7, 2016

StopWaste

1537 Webster Street

Oakland CA 94612

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StopWaste is the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board operating as one public agency.
Introduction

This Request for Proposals is being issued by StopWaste to identify qualified consultants to perform and produce a Waste Characterization Study for Alameda County with an anticipated start date in Spring, 2017.

Objectives

The objectives of the Waste Characterization Study are to:

1. Quantify flow of waste to landfill for Alameda County.
2. Provide data and analyses to measure possible impacts of current programs, providing comparability with previous studies conducted by the agency: the 1990 Brown & Caldwell Study (hereinafter the 1990 study), the 1995 Waste Characterization Study for Alameda County conducted by EMCON Associates (hereinafter the 1995 study), and the 2000 and 2008 Waste Characterization Studies by R.W. Beck (hereinafter the 2000 and 2008 studies). The 2008 study can be found on the Agency’s website at: http://www.stopwaste.org/sites/default/files/Documents/acwcs-2008r.pdf
3. Provide data and analyses that allow the Alameda County Waste Management Authority to readily use and/or adapt and apply the data to local conditions.
4. Identify waste streams to be targeted for future waste reduction programs.
5. Be consistent with California statutory and regulatory requirements for performing waste characterization studies, understanding that material types are condensed for the Alameda County study as compared to the state study.

Scope of Services

The consultant shall recommend and implement methodologies that meet the following objectives of this study. Proposers shall prepare separate cost figures for the main project as well as the sub-projects. The Authority will select one or more projects, depending primarily on optional participation by member agencies in Sub-Project #1 and cost for Sub-Projects #2 and #3.

Main Project

1. Gather total disposed waste flow information by single family, multifamily, commercial, roll off, self-haul sectors on a countywide level, including post processing residuals.
2. On a countywide basis, estimate by sampling waste composition for commercial, roll off and self-haul streams according to 25+ proposed material categories in two seasons of 2017. (See the proposed material types in Attachment A.) The final list to be determined in consultation with successful bidder, taking into consideration cost and special handling issues. Alameda County waste flow involves four transfer stations and two landfills.
3. Apply results from existing ACWMA Benchmark Study to the single family and multifamily residential streams to estimate waste composition. (See Attachment B for information on the Benchmark Study.)


5. Compare to recent statewide Waste Characterization Study.

6. Measure progress to the <10% by 2020 goal.

**Sub-Project #1: Individual Jurisdiction Characterizations**

Concurrently with Project #1, provide additional sampling and related tables for individual jurisdictions who wish to supplement countywide study with data from their jurisdiction only. Benchmark data will be available for the single family sector only. Bid on a per jurisdiction basis, according to the number of samples per jurisdiction. The final list of jurisdictions to be sampled (if any) will be determined before contract award. Please refer to the 2008 study as a reference point for number of samples used previously.

**Sub-Project #2: Sample Recycling and Organics Diversion Stream**

Concurrently with Project #1, calculate total capture rate of targeted, covered materials (dry recyclables, plant debris, food scraps and compostable paper) through sampling of the recycling and organics diversion streams for the single family, multifamily and commercial sector. One additional transfer station will be added to the sites requiring sampling under Main Project. In addition to calculating total capture rate, profile predominant types of contamination.

**Sub-Project #3: MRF residuals**

Concurrently or separately from Project #1, provide sampling on residuals from four MRFs. Apply results to the overall countywide tables as appropriate.

**General Requirements**

1) Identify and explain potential error sources. Precision should be similar to that resulting from the 2008 study. Methods yielding lesser margins of error may be considered.

2) Explain all methodologies, calculations, formulas and assumptions in reports submitted, including provision of corroborating documents and references.

3) Submit preliminary and final reports documenting the findings and result of this project as follows:
   a) Five preliminary reports and documents.
   b) Twenty copies each of a stand-alone executive summary and a final report.
   c) One camera-ready reproducible copy
d) Complete copy of the executive summary and final report in electronic format compatible with the agency software. All reports submitted in hard-copy shall be double sided and printed on recycled paper with post-consumer content.

e) Raw data in compatible software in an agency-approved format.

The consultant shall:

- Be consistent with California statutory requirements contained in Public Resources Code 41030, et. seq. and regulatory requirements of the CIWMB for performing waste characterization studies, including use of the CIWMB Uniform Waste Characterization Study Methodology, with the exception of the identified material types.
- Identify and resolve inconsistencies within the data and develop sensitivity analyses for possible errors.

Response Requirements

Responses to the RFP should consist of one reproducible original and five double-sided copies on recycled paper with post-consumer content. Original may be submitted single sided, but copies shall be double sided.

Proposals shall include the following:

1) A cover letter identifying the consultant team, including the name of the applicant, and the applicant’s principal place of business. The letter is to be signed by an officer of the firm authorized to contract with the Authority.

2) A description of the abilities, qualifications, and experience of all of the persons who would be involved in providing the requested service, including resumes for key individuals.

3) A list of contracts completed by the proposer under which services similar to the required services were performed, the dates the services were provided and the name and telephone number of a reference familiar with the services provided.

4) An outline description of the scope of services to be provided, including a list of work products to be developed.

5) If subcontractors are to be used, please provide detailed information on the particular individuals or firms and the part of the contract they will perform.

6) A description of the proposer’s management structure and how this contract will be managed within that structure, including an organizational chart indicating key individuals and lines of responsibility.

7) A cost proposal listing the hours and hourly rates of personnel, cost by task, total project costs, and estimate of monthly billings.

8) A schedule for the work. Sampling period is one year, with an estimated start date in Spring, 2017.
9) A conflict of interest statement noting financial interest in projects or companies doing business in Alameda County or in other counties which may raise a conflict.

10) Proof of the following insurance coverage:
   a) Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least $2,000,000.
   b) Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall at least $1,000,000.
   c) Statutory workers' compensation and employer's liability insurance as required by state law with a limit of at least $1,000,000 per accident for bodily injury or disease.
   d) Professional Errors and Omissions Liability Insurance. The limit of liability shall be at least $1,000,000.

Proposers are encouraged to contact staff or visit the agency website at www.stopwaste.org in order to obtain pertinent information to respond to the RFP. The appropriate contact person is Meghan Starkey, Senior Program Manager, 510-891-6500; or via email at mstarkey@stopwaste.org.

**Review Process**

Selection of consultant will be on the basis of the proposal submitted and interviews. Responses to this RFP will be reviewed using criteria developed by the Authority.

Staff may request additional clarifying information from any or all proposers and request interviews at its discretion. Proposers should reserve Tuesday, December 20, as a possible interview date.

**Contract and Payment Process**

The consultant will enter into a written agreement for services with the Authority. Upon successful execution of a written agreement for services, the consultant will be paid upon regular submission of an invoice and acceptable project progress reports in an agreed to format.

**Action by StopWaste**

This Request for Proposals does not commit or obligate StopWaste to fund any proposals received. The Agency reserves the right to cancel this Request for Proposals in whole or in part at its sole discretion, and/or to accept or reject any proposal received based upon the review of proposals. Each proposer understands in submitting a proposal that the decision of the Agency will be final. In addition, proposals submitted become the property of StopWaste and will not
be returned. StopWaste reserves the right to request additional clarifying information and to meet with any or all proposers at its discretion.

**Schedule**

**Submittal Deadline**
The deadline for receipt of proposals at the StopWaste office is **5:00 p.m. Thursday, December 1.** *Postmarks and late submittals are not accepted.*

**Interview Date**
Applicants should reserve Tuesday December 20 as a potential interview date.

**Study Start Date**
It is anticipated that the study will commence in Spring, 2017, and will be completed pursuant to a schedule and final scope of work developed jointly by the selected proposer and the Authority. Final approval by the Alameda County Waste Management Authority and execution of a signed contract shall take place before the study start date.
About the Agency

StopWaste is a public agency responsible for reducing waste in Alameda County.

We help local governments, businesses, schools and residents with projects and initiatives that:

• Increase recycling and reduce waste
• Develop and expand markets for recycled materials
• Provide technical and implementation assistance to increase recycling
• Motivate people to make recycling and waste reduction part of their everyday routines
• Increase community resilience to climate change and reduce energy wastes

We are governed by three Boards: the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

About The Recycling Board

The Alameda County Source Reduction and Recycling Board was created in 1990 by the voters of Alameda County through a County Charter Amendment ballot initiative, Measure D. The eleven-member board includes six citizen experts appointed by the Alameda County Board of Supervisors and five elected officials from the Alameda County Waste Management Authority.

The Recycling Board is responsible for projects that promote source reduction, recycling, recycled product procurement, market development, and grants to non-profit waste reduction enterprises. Project funding is provided from a per-ton disposal surcharge at the Altamont and Vasco Road landfills.

About the Authority

The Alameda County Waste Management Authority is a public agency formed in 1976 by a Joint Exercise of Powers Agreement among the County of Alameda, each of the fourteen cities within the county, and two sanitary districts that provide refuse and recycling collection services. The Authority has a seventeen-member board composed of elected officials appointed by each member agency.

The Authority is responsible for preparation of the Alameda County Integrated Waste Management Plan and Alameda County Hazardous Waste Management Plan. It manages a long-range program for development of solid waste facilities and offers many projects in the areas of source reduction and recycling, market development, technical assistance and public education. Funding is provided by per-ton disposal and waste import mitigation fees.

About the Energy Council

The Energy Council was formed in spring 2013 as a Joint Powers Agency to seek funding on behalf of its member agencies to develop and implement programs and policies that reduce energy demand, increase energy efficiency, advance the use of clean, efficient and renewable resources, and help create climate resilient communities. The Energy Council aims to secure funds to implement local sustainable energy strategies on behalf of its 15 member agencies, comprised of the fourteen cities and the County of Alameda.
## Appendix A: Proposed Material Categories
### (Commercial, Roll Off, Self-Haul Disposal)

<table>
<thead>
<tr>
<th>Material Group</th>
<th>Material</th>
<th>Previous WCS Material Number</th>
<th>Previous Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Uncoated Corrugated Cardboard</td>
<td>1</td>
<td>Uncoated Corrugated</td>
</tr>
<tr>
<td></td>
<td>Recyclable Paper</td>
<td>2, 3, 4</td>
<td>High Grade Paper, Newspaper, Mixed Recyclable Paper</td>
</tr>
<tr>
<td></td>
<td>Compostable Paper</td>
<td>5</td>
<td>Compostable paper</td>
</tr>
<tr>
<td>Plastics</td>
<td>Bottles and Plastic Containers</td>
<td>7, 8, 9</td>
<td>HDPE #2, PETE #1, Other Plastic Containers</td>
</tr>
<tr>
<td></td>
<td>Plastic Bags</td>
<td>10</td>
<td>Plastic Bags</td>
</tr>
<tr>
<td></td>
<td>Other Film</td>
<td>11</td>
<td>Other Film</td>
</tr>
<tr>
<td>Glass</td>
<td>Recyclable Glass Bottles/Containers</td>
<td>15</td>
<td>Recyclable Glass Bottles/Containers</td>
</tr>
<tr>
<td>Metals</td>
<td>Aluminum Cans</td>
<td>17</td>
<td>Aluminum Cans</td>
</tr>
<tr>
<td></td>
<td>Steel Food and Beverage Containers</td>
<td>19</td>
<td>Steel Food and Beverage Containers</td>
</tr>
<tr>
<td>Compostable Organics</td>
<td>Yard Waste</td>
<td>22, 23</td>
<td>Leaves/Grass/Chips; Branches/Stumps/Prunings/Trimmings</td>
</tr>
<tr>
<td></td>
<td>Food Waste</td>
<td>24</td>
<td>Food Waste</td>
</tr>
<tr>
<td>Compostable Organics - Wood</td>
<td>Untreated lumber</td>
<td>26</td>
<td>Untreated lumber</td>
</tr>
<tr>
<td></td>
<td>Pallets*</td>
<td>27</td>
<td>Pallets</td>
</tr>
<tr>
<td>Textiles/Other</td>
<td>Textiles/Leather</td>
<td>29</td>
<td>Textiles/Leather</td>
</tr>
<tr>
<td></td>
<td>Carpet*</td>
<td>30</td>
<td>Carpet</td>
</tr>
<tr>
<td>Inerts</td>
<td>Crushable Inerts</td>
<td>34</td>
<td>Crushable Inerts</td>
</tr>
<tr>
<td></td>
<td>Gypsum Boards</td>
<td>36</td>
<td>Gypsum Boards</td>
</tr>
<tr>
<td></td>
<td>Treated Wood Waste</td>
<td>28</td>
<td>Treated Wood Waste</td>
</tr>
<tr>
<td>HHW</td>
<td>Paints/Adhesives &amp; Vehicle/Equipment Fluids</td>
<td>38, 39</td>
<td>Paints/Adhesives; Vehicle/Equipment Fluids</td>
</tr>
<tr>
<td></td>
<td>Universal Hazardous Waste</td>
<td>40</td>
<td>Universal Hazardous Waste</td>
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<tr>
<td></td>
<td>Medical Waste</td>
<td>41, 42</td>
<td>Medical waste; Medicine</td>
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<tr>
<td></td>
<td>Other hazardous waste</td>
<td>45</td>
<td>Other hazardous waste</td>
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<tr>
<td></td>
<td>Covered E Waste; Other E Waste</td>
<td>43, 44</td>
<td>Covered E Waste; Other E Waste</td>
</tr>
<tr>
<td>Special</td>
<td>Brown Goods</td>
<td>46</td>
<td>Brown Goods</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>----</td>
<td>-------------</td>
</tr>
<tr>
<td>Other</td>
<td>Materials not specified above</td>
<td>See list below of discontinued material categories</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other plastic containers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Expanded polystyrene blocks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Mixed rigid plastics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Other plastics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Other Glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Other non-ferrous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Other ferrous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>White Goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Tires</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Diapers</td>
<td></td>
<td></td>
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<tr>
<td>32</td>
<td>Manure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Other organics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Other inerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Asphalt Roofing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Composite bulky items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Other special waste</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purpose: to provide the residential and commercial rate payers of Alameda with an annual picture of their progress towards "Less than 10% good stuff in the garbage."

- Collect between 1,600- 2,000 samples from residential accounts annually
- Collect at least 1,000 samples from commercial accounts representing selected sectors.

Residential Sampling Protocol:
The sampling protocol for the residential component of the project aligns closely with the sampling protocol followed by the RSR Contest- minus the bin labels and lid flips at adjacent addresses.

1. Select random number "x" for day
2. Go to the "xth" address on the route
3. Note the set out- if nothing is set out skip and go to the next "xth" address
4. If just organics and recycling bins or just organics or just recycling bins are set out (no garbage) flip lids of set out bins to check for contamination. Note size of set out bins and note "zero good stuff in garbage" on the data sheet.
5. If all three bins are set out, note size of bins, check recycling and organics for contamination, and pull garbage for sorting
6. If just garbage bin is set out pull sample and note absence of recycling and organics bins.
7. Garbage sample should be whatever is present in trash bin up to 96 gallons.
8. Sort sample into five categories: trash, recyclable, plant debris, compostable paper, food scraps. Weigh categories and record.

Commercial Sampling Protocol:
1. Go to nearest address on route
2. Confirm business type at the address
3. Once business type has been confirmed locate waste bin/cart
4. If waste bin/cart is not present, if access to bin is denied, or if there is less than 96 gallons available to sample go to the next address
5. If waste bin/cart is present locate recycling and organics bins/carts and check for contamination
6. Pull 96 gallon sample from waste bin (if material is loose in bin/cart load into labeled bags)
7. Sort sample into five categories, trash, recyclable, plant debris, compostable paper, food scraps, weigh categories and record.
- Commercial Business “Types”
- Office/Professional (125 samples)
- Shared Office Settings (125 samples)
- General Retail (100 samples)
- Strip Mall/Shared (100 samples)
- Restaurants (at least 150 samples with potential to split into fast food vs. sit down establishments)
- Schools, Community Colleges, Universities (100 samples)
- Industrial/light manufacturing (100 samples)
- Shipping/receiving (100 samples)
- Grocery (100 samples)