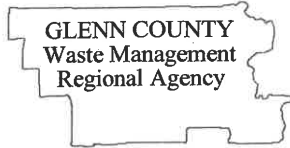


**GLENN COUNTY**  
**WASTE MANAGEMENT REGIONAL AGENCY**  
A JOINT POWERS AUTHORITY



GLENN COUNTY  
Waste Management  
Regional Agency

P.O. Box 1070  
Willows, CA 95988  
Tel: 530-934-6530  
Fax: 530-934-6533

**M E M B E R S**

CITY OF ORLAND  
CITY OF WILLOWS  
COUNTY OF GLENN

**GOVERNING BOARD OF  
DIRECTORS**

Glenn County Supervisors

Tom Arnold	Dist. 3
Grant Carmon	Dist. 1

City Council Members

Mathew Romano	Orland
Jeffery Tolley	Orland
Chris Dobbs (Alt)	Orland
Jeff Williams	Willows
Gary Hansen (Alt)	Willows

Vacant

**CHAIR**

Grant Carmon  
**VICE CHAIR**

**AGENDA**

**January 26, 2023 - 10:30 a.m.**

**MEMORIAL HALL  
BOARD OF SUPERVISORS CHAMBERS  
525 W. SYCAMORE  
WILLOWS, CA 95988**



- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**  
Member Arnold  
Member Carmon  
Member Romano  
Member Tolley  
Member Williams
- 4. ELECTION OF CHAIRMAN/VICE-CHAIRMAN 2023**
  - 4.1 Nominate 2023 Chairman**
  - 4.2 Nominate 2023 Vice-Chairman**
- 5. MINUTES**
  - 5.1 Approve the Minutes of July 28, 2022**
- 6. UNSCHEDULED ITEMS**  
Receive comments from audience, staff and committee members and, if deemed necessary, refer the subject matter for follow-up and/or schedule the matter on a subsequent Agenda if required.
- 7. ACTION ITEMS**
  - 7.1 Make formal recommendation to the Board of Supervisors to proceed with RFQ for Solid Waste Master Plan**
- 8. REPORTS AND DISCUSSION ITEMS**
  - 8.1. Solid Waste Operations Update**
  - 8.2. Solid Waste Site – Storm Damage and Flooding**

**8. NEXT MEETING**

April 27, 2023, 10:30 a.m.  
Willows Memorial Hall, Board of Supervisors Chambers  
525 W Sycamore Street, Willows, CA

**9. ADJOURN**

***In compliance with the Americans with Disabilities Act, Glenn County will make available to disabled members of the public disability-related modification or accommodations. Notification two days prior to the meeting will enable the County to make arrangements to provide reasonable accommodations. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act. Contact the Clerk of the Board Office with your request for accommodations at (530) 934-6400.***

## Glenn County Waste Management Regional Agency

**Members:**

Thomas Arnold, Board of Supervisor  
Grant Carmon, Board of Supervisor, Vice-Chair  
Jeff Williams, Willows  
Gary Hansen, Alternate Willows

**Members: (continued)**

Mathew Romano, Orland  
Jeffery Tolley, Orland  
Chris Dobbs, Orland **Alternate**

**Additional:**

Andrew Parrish, Cal Recycle Local Asst.  
Diana Ramirez, Waste Management  
Cahill Chavers, Waste Management  
Teri Ard, Johns Manville  
Local Enforcement Agency, Environmental Health  
Marti Brown, City of Willows, City Manager  
Pete Carr, City of Orland, City Manager

**Additional: (continued)**

Donald Rust, Director PW  
Talia Richardson, Deputy Director PW  
Jolene Swanson, Clerk PW

**Press/FAX List:**

Valley Mirror, FAX 934-9208

**Posted:**

Willows Memorial Hall, 525 W. Sycamore St., Willows, CA 95988

**Also Posted:**

Glenn County Website at:

<http://www.countyofglenn.net/committee/waste-management-regional-agency-governing-board-glenn-county/resources>

**GLENN COUNTY**  
**WASTE MANAGEMENT REGIONAL AGENCY**  
A JOINT POWERS AUTHORITY

**MINUTES**  
July 28, 2022

**\*\*\*THIS MEETING WAS RECORDED AND FURTHER DETAIL CAN BE HEARD ON THE GLENN COUNTY WEBSITE\*\*\* THIS MEETING WAS NOT RECORDED AS THERE WERE TECHNICAL PROBLEMS**

**1. CALL TO ORDER**

Vice-Chair Carmon called the meeting to order at 10:36 a.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**MEMBERS:**

Paul Barr, County of Glenn  
Grant Carmon, County of Glenn  
Billy Irvin, City of Orland - Alternate

Robert Griffith, City of Willows  
Jeff Williams, City of Willows

**ABSENT:**

Dennis Hoffman, City of Orland

**COUNTY STAFF PRESENT:**

Don Rust, PW Director  
Talia Richardson, PW Deputy Director  
Jolene Swanson, PW Clerk

**OTHERS PRESENT:**

Diana Ramirez, Waste Management  
Anthony Prochaska, Waste Management

**GLENN COUNTY**  
**WASTE MANAGEMENT REGIONAL AGENCY**  
A JOINT POWERS AUTHORITY

**4. MINUTES**

**MATTER 4.1: APPROVE MINUTES OF APRIL 28, 2022**  
Documents: Minutes of April 28, 2022  
Proceedings: Chair Carmon introduced the item, calling for corrections or comments. Hearing none, Chair Carmon asked for a motion.  
Motion/Second: Member Barr / Member Williams  
Order: Approve minutes of the April 28, 2022 meeting, as presented.  
Vote: Unanimous

**MATTER 4.2: APPROVE MINUTES OF JUNE 8, 2022 – SPECIAL MEETING**  
Documents: Minutes of June 8, 2022 Special Meeting  
Proceedings: Chair Carmon introduced the item, calling for corrections or comments. Hearing none, Chair Carmon asked for a motion.  
Motion/Second: Member Barr / Member Williams  
Order: Approve Minutes of June 8, 2022 Special Meeting, as presented  
Vote: Unanimous

**5. UNSCHEDULED ITEMS**

None

**6. ACTION ITEMS**

**MATTER 6.1: WASTE MANAGEMENT FINANCIAL STATEMENT**  
Documents: Waste Management Letter – First Amendment to Master Franchise Agreement.  
Proceedings: Chair Carmon introduced the item. Talia Richardson reported Waste Management’s request to table item for further review. All members agreed to move this item to a future meeting.

**7. REPORTS AND DISCUSSION ITEMS**

**MATTER 7.1 SOLID WASTE OPERATIONS UPDATE**  
Documents: Glenn County Solid Waste (GCSW) Update - 7/28/22  
Hamilton City Clean Up Day Event Results  
Proceedings: Chair Carmon introduced the item.  
Mrs. Richardson went over the GCSW Update and touched on the following:  
**Tonnage** - through June 30, 2022 sent to Anderson Landfill for disposal was 13,653 and 659 tons of recycled materials picked up.

**GLENN COUNTY**  
**WASTE MANAGEMENT REGIONAL AGENCY**  
A JOINT POWERS AUTHORITY

**Beverage Contain Recycling City/County Payment Program** – Last year \$7,000 of \$20,000 used. Trying to work with schools for water refresh stations this year.

**Household Hazardous Waste Discretionary Grants** – Mrs. Richardson expanded on recycling of small propane cylinders of 1 lb. Member Williams inquired if Walmart recycled. Mrs. Richardson replied they do not, nor does Willows Hardware, as they too declined. We are to meet with Mar Val and ACE Hardware to see if they are interested.

**Local Government Waste Tire Amnesty Grant** – The Transfer Station location was very successful.

**Used Oil Payment Program (OPP)** – Cities agreed to join in. Available centers are listed on our website and CalRecycle’s website. Transfer Station takes up to 55 gallons, as you can’t transport more than 55 gallons at one time.

**MATTER 7.2**

Documents:  
Proceedings:

**COMMUNITY CLEAN UP EVENT UPDATE**

Hamilton City Community Clean-Up Results

Chair Carmon introduced the item. Anthony Prochaska, of Waste Management, reported on the successful results. He announced that the Willows Community Clean Up Day will be September 24, 2020, held at the Waste Water Treatment Plant and the Orland Community Clean Up Day will be October 1, 2020, held at the Fairgrounds. There will be a third event for the County but, they haven’t settled on a location yet. Mrs. Richardson stated they had looked into Butte City but, unfortunately, they don’t have a location that would work. Glenn Codora agreed but, traffic was brought up as an issue on State Route 45. Possibly looking into the Transfer Station.

8. NEXT MEETING

Date: October 27, 2022 10:30 a.m.  
Location: Willows Memorial Hall, Board of Supervisors Chambers  
525 W Sycamore Street, Willows, CA.

9. ADJOURN

Meeting adjourned at 10:49 a.m.



# REQUEST FOR QUALIFICATIONS

GLENN COUNTY  
PUBLIC WORKS AGENCY

## COUNTYWIDE SOLID WASTE MASTER PLAN

PUBLICATION DATE: XX XX, 2023

STATEMENT OF QUALIFICATIONS SUBMISSION DEADLINE DATE: XX XX, 2023 BY 3:00 P.M.

ISSUED BY:  
DONALD RUST  
PUBLIC WORKS DIRECTOR  
GLENN COUNTY PUBLIC WORKS AGENCY  
P.O. BOX 1070  
WILLOWS, CA 95988  
(530) 934-6530

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## **1 INTRODUCTION**

The Glenn County Public Works Agency (County) is seeking Statement of Qualifications (SOQs) from a firm or team of firms under a lead consultant whose combination of resources, experience and expertise will provide capable and timely delivery of professional services for development of a Countywide Solid Waste Master Plan (Plan).

### **1.1 Project Description**

The Glenn County Public Works Agency owns and operates the Glenn County Solid Waste Site located at 5700 County Road 33, Artois, CA 95913. Main offices are located at Glenn County Public Works Agency, 777 North Colusa St. Willows, CA 95988. With the ongoing changes to regulations on recycling, monitoring, reporting, and material diversion, Glenn County is seeking a Countywide Solid Waste Management Plan or other similar document that will provide long-term guidance for the site's development.

Components of the Master Plan should include (at minimum):

- **Summary Report** – Summary of existing technical information, reports and studies related to the site's physical conditions. Summary of current and foreseeable regulatory requirements for future operations. Summary of potential technologies that may be considered for future operations. Identification of opportunities and challenges in the development of the solid waste site.
- **Strategic Plan (SP)** – Analysis of alternatives and efficiencies for future solid waste site operations.
- **Site Development Plan (SDP)** – A plan of how the solid waste can be developed to support future facilities and programs identified in the SP.
- **Capital Improvement Plan (CIP)** – Identify and assess the cost of improvements needed to meet minimum operational and regulatory requirements. Identify and assess value of emerging technologies that may be necessary for future site operations. Identify improvements to reduce costs, improve safety, increase performance measures, and enhance public interaction and customer service. Schedule costs for inclusion in the SP.
- **Rate Analysis (RA)** – Perform financial assessment of solid waste site operations that includes alternatives identified in the SP, CIP and RMP. Develop a rate analysis and alternatives with comparison to similar facilities and present alternatives for future operations in the SP.
- **Residuals Management Plan (RMP)** – Consider programs, equipment, and facilities to maximize potential for recovery and/or reutilization of residuals generated from disposal operations, including recyclables, hazardous waste, leachate, landfill gas, and septage. The RMP should also include a benefit-cost analysis to determine the validity of these options.

The Master Plan should present a strategy of optimizing the remaining development of the solid waste site which reflects the County's current and emerging needs and space allocation. It will serve as a communication tool with regulators, the County Board of Supervisors, neighbors, employees, and other stakeholders in answering questions, making decisions on site utilization, preparing and identifying future capital improvement needs, providing guidelines for orderly expansion and assisting with future permit requirements.

## **1.2 Background**

The Glenn County Solid Waste Site is owned and operated by the Glenn County Public Works Agency as an Enterprise Fund. The County operates a large-volume (greater than 100 tons per day) solid-waste transfer station located within the property of the closed Glenn County Class III solid waste landfill.

The existing landfill and transfer station facility both operate under separate Solid Waste Facility Permit (SWFP) and solid-waste information system (SWIS) numbers, as issued by the Glenn County Environmental Health Department.

The transfer station receives industrial and municipal wastes from Glenn County. The waste is transported to the most cost-effective facility that is permitted to accept waste from out-of-area sources (Anderson Landfill). The facility was selected through a competitive-bid process. The current SWFP for the transfer station (11-AA-0036) allows a maximum of 200 tons per day for transfer/processing.

The Glenn County Solid Waste Site encompasses 356.39 acres of land located in a rural setting bordered by land zone for agricultural use (see Figure 1).

Facilities include an office, scale house, maintenance shop, recycling area, transfer station.

The current hours of operation are as follows: the gate is opened for franchised waste haulers at 7:30 A.M., and the public is admitted at 8:00 A.M.; waste loads are not accepted after 4:30 P.M., and operations cease with gate closure at 5:00 P.M. The transfer station is currently closed on Sundays. The site is also closed on the Federal Holidays of New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

Glenn County has been operating without an updated Solid Waste Master Plan since March 1998.



## **2 SCOPE OF SERVICES**

Submitting firm will be expected to perform the items of work listed below at a minimum. This scope of work is considered a baseline of the direction the County envisions for the Master Plan. The Respondent may choose to present a different direction using this baseline. In addition, the County is open to alternative (but similar) approaches successfully implemented in other agencies with similar needs to Glenn County.

### **2.1 Master Plan**

The Master Plan will be a composed of summaries, plans and analyses as follows:

#### **2.1.1 Summary of Current and Future Operations**

Provide a comprehensive report that summarizes in detail the existing operations of the solid waste site and provides alternatives and guidance for future site development based on changing regulations and technologies that include the following considerations:

- Estimated future waste generation, confirm site capacity and operating life expectancy.
- Estimate long term annual operating costs, closure and post closure liability costs.
- Summarize regulatory requirements that includes (but it not limited to) organic waste reduction.
- Summarize other anticipated technologies or regulatory requirements that should be considered in creating a Master Plan.
- Identify opportunities and challenges in the development of the solid waste site.

#### **2.1.2 Strategic Plan (SP)**

Develop strategies to successfully plan for the future. The SP will present alternative plans based on CIP, RA and RMA analyses, and make recommendations, when appropriate. Consider the following in preparing the SP:

- Regulatory requirements with consideration of SB 1383 in particular.
- Recommendations from the CIP.
- Recommendations from the RA.
- Recommendations from the FMA.
- Emerging technologies.
- Market conditions from new regulations and competing disposal sites.
- Operational efficiencies.
- Waste diversion and disposal alternatives.

#### **2.1.3 Site Development Plan (SDP)**

- Develop a site plan(s) that includes facilities and operations. The SDP will visually present alternatives identified in the SP. Consider the following in developing a site plan:
  - Improvements in operational efficiencies.
  - Existing limitations with regard to topography, property boundaries and infrastructure.

- Alternative recommendations from the SP may require multiple SDP's.
- The SDP shall be a well labeled map/figure of facilities and traffic movements.
- The SDP map/figure shall include a narrative to explain operational efficiencies, cost savings, safety features, public interface enhancements, and other benefits associated with the improvement.

#### **2.1.4 Capital Improvement Plan (CIP)**

Identify required improvements to meet operational and regulatory requirements and consider improvements to increase operational efficiencies, cost savings, safety and public enhancement. Identify emerging technological improvements. Estimate cost of capital improvements. Develop a plan to prioritize the types of improvements. Prepare a long-term capital improvement schedule/cost based on SP alternatives.

Improvements to assure continued operations in compliance with regulations that may consider:

- Design and construction of additional lined modules.
- Installation of landfill gas collection wells.
- Replacement of worn vehicular equipment.
- Facilities in compliance with SB 1383.
- Improving storm water containment.
- Improving leachate containment.
- Installation of a material recovery / resale facility.

Improvements to reduce costs, improve efficiency.

### **2.1.5 Rate Analysis (RA)**

Analyze the enterprise fund balance and determine necessary revenues and reserves to maintain operations. The revenue analysis shall consider SP, CIP and RMP alternatives. The reserves analysis shall consider closure/post-closure liabilities.

- Prepare a financial model to calculate and evaluate the present and future costs of solid waste operations.
- Complete an asset inventory and prepare a life cycle analysis/schedule.
- Prepare rate analysis and comparison based on SP, CIP and RMP alternatives.
- Compare proposed rates with comparable facilities.
- Prepare impact analysis for gate fees and commercial haulers.

### **2.1.6 Residuals Management Plan (RMP)**

The State of California has approved regulations (SB 1383) which requires the County to implement organic waste (food, green waste and some wood waste) recycling / diversion programs. The County currently has programs for recycling and hazardous waste as well as contracts to convert landfill gas to electricity and collect septage for transfer to a treatment facility. The RMP will summarize the existing programs and identify opportunities to improve efficiencies and reduce costs. The RMP will consider future potential regulations that may mandate installation of facilities. Possible facilities may include:

- Conversion of septage to bio-solids facility.
- Material recovery / resale facility.
- California Reduction Value (CRV) facility.
- Hydrogen plant energy conversion facility.
- Other emerging technologies.

### **2.2 Timeliness to Perform**

Please provide a discussion that addresses your firm's approach and the perceived timeline to start work, the available resources to accomplish the task, and anything else that can deliver sound results promptly.

### **2.3 Miscellaneous Items**

Please provide a discussion that addresses other miscellaneous items not necessarily included in the aforementioned scope of services but may be applicable for project completion. This may include – but is not limited to – the following topics:

- The need for environmental analysis or documentation (CEQA).

- Considerations for public outreach and community workshops to gather public input and feedback.
- Project milestone discussions with the Board of Supervisors.
- Project messaging and branding discussion.
- Potential grant opportunities (if applicable).
- Discussion or blueprint for implementation of elements of this Master Plan.
- Feasibility for near-term property acquisition based on findings from this Master Plan.
- Financing options and opportunities to implement elements of this Master Plan.

DRAFT



### **3 STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT**

Responses to the Request for Qualifications (RFQ) must follow the requirements set forth in this section. Failure to adhere to these requirements or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal.

#### **3.1 Respondent Admonishment**

Respondents are considered any firm, team of firms, or individuals that are responding to this solicitation. Respondents are reminded that it is their responsibility to:

- ✓ Read carefully all of the content of this entire document and address all requirements and follow all procedures of this Request for Qualifications (RFQ).
- ✓ Ask for clarification before the final due date of questions.
- ✓ Immediately inform the County of any problems with this Solicitation.
- ✓ Be complete in response.
- ✓ Submit all responses by the required dates and times.

#### **3.2 County Notices**

##### **3.2.1 Miscellaneous**

All Respondents responding to this RFQ shall note the following:

- a. All work performed for Glenn County, including all documents associated with the project, shall become the exclusive property of Glenn County.
- b. The selected firm is expected to perform and complete the project in its entirety.
- c. Any and all costs including travel, arising from development and delivery of a response to this RFQ incurred by any proposing firm shall be borne by the firm without reimbursement by Glenn County.
- d. The selected Respondent shall remain an independent Contractor, working under his/her own supervision and direction and is not a representative or employee of Glenn County. The Respondent agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
- e. The opening of submittals in response to this Solicitation is not subject to attendance by the general public.
- f. The successful Respondent must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.
- g. Issuance of this Solicitation in no way constitutes a commitment by the County to award a contract. If the County determines it is in its best interest to do so, no Respondent may be selected and no contract may be executed.

- h. Upon acceptable negotiations and contract award, the Respondent shall be required to execute the standard County Contract and comply with County insurance requirements. The County may modify the contractual requirements of the contract prior to execution of a contract for services.
- i. The County reserves the right to request additional information from Respondents that have submitted a response to this Solicitation and to enter into negotiations with more than one Respondent should a contract be awarded or to award a purchase order or contract to the Respondent(s) with the most favorable quotation without conducting negotiations. The County reserves the right to award more than one contract if it is in the best interest of the County.
- j. The County reserves the right to reject any or all submittals received if the County determines that it is in its best interest to do so. Further, the County may cancel or amend this Solicitation at any time and may submit similar solicitations in the future.
- k. The County may reject any submittal that does not meet all of the mandatory requirements of this Solicitation, is conditional or is incomplete.
- l. The County may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.
- m. Firms that submitted an SOQ in response to an RFQ but were unsuccessful in their attempt to obtain a contract or recommendation for contract award may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to the Public Works Agency 777 North Colusa Street, Willows, CA 95988. Debriefings may be conducted via telephone, Email or during a face-to-face meeting at the County offices in Willows, California.
- n. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to the Director of Public Works. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest: citing the law, rule, regulation or procedure on which the protest is based. Respondent's capabilities, project characteristics and/or pricing features that were not included in the firm's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved firm knows or should have known of the facts giving rise thereto or within seven working days following the debriefing.

### **3.2.2 Model Contract**

The firm selected shall be expected to execute a contract substantially as attached hereto as Appendix A. However, County reserves the right to substitute this agreement with a different agreement if deemed necessary.

### **3.2.3 Disclosure of Information**

All information and materials submitted to the County in response to this RFQ may be reproduced by the County for the purpose of providing copies to authorized County personnel involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Once a Contract is executed, the California Public Records Act limits the County's ability to withhold data relating to proprietary information or trade secrets, as defined by statute. If a firm's proposal contains any such proprietary information or trade secret that the firm does not want disclosed to the public, subsequent to the execution of the Contract, each sheet of such information SHALL be marked by the firm as "proprietary information" or "trade secret." If, after the Contract is executed, a third party requests a copy of any firm's proposal and such documents contain material marked "proprietary information" or "trade secret," the County shall withhold that information if it meets the statutory definition of proprietary information or trade secret and the firm agrees to defend, indemnify, and hold harmless the County, its officers, volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopyrighted composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this Solicitation and any potential subsequent purchase order or contract. Your submission of a response is considered your consent to the County's disclosure of the submitted information.

### **3.3 Submittal Requirements**

Use 8-1/2" x 11" sheets (11x17" landscape format fold outs are acceptable for charts, images etc.). Type size must be large enough to be easily legible, but shall not be smaller than 10 point. Type of font is unregulated.

Submissions shall contain two (2) signed, bound hard copies, printed material on 8-1/2" x 11" paper and one (1) electronic copy provided in CD or thumb drive format.

Signature of someone authorized to sign an agreement for the firm or entity submitting the proposal shall sign the cover letter.

Submissions may also include color and fold out charts and graphs, if Respondent feels needed to adequately present material.

While page numbers are not limited in the proposals, evaluations will account for efficient and succinct prose and diction.

Statement of Qualifications are to be submitted by mail to the following address by the submittal deadline:

**DONALD RUST  
PUBLIC WORKS DIRECTOR  
RFQ – SOLID WASTE MASTER PLAN  
P.O. BOX 1070  
777 NORTH COLUSA STREET  
WILLOWS, CA 95988**

**3.4 Submittal Deadline**

Statement of Qualifications shall be submitted on or before XX XX, 2021 by 3:00 PM.

**3.5 Minimum Mandatory SOQ Contents**

Submitted SOQs must include the following materials and information. The order or sequence of this material is not regulated, but rather is left to the discretion of the Respondent to provide in a format and sequence that is believed to best communicate the information.

**3.5.1 Cover Letter**

Provide a maximum two-page Cover Letter and introduction, and shall include the name and address of the Respondent submitting the SOQs, together with the name, address and telephone number of the contact person who will be authorized to make representations for the Respondent, the Respondent's federal tax ID number and a list of subcontractors, if any.

**3.5.2 Table of Contents**

Provide a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.

**3.5.3 Consultant Firm Capabilities, and Organization**

Provide a description of the Respondent's firm or team of firm's history and range of services and resources for successfully developing and completing similar projects. Please include the following:

- Name, location and size of firm
- An organizational chart showing management staff
- Examples of landfill-related experience and contract person for each example.
- If applicable, provide a list of subconsultants you expect to utilize for this project and the work they would perform.

**3.5.4 Experience Summary**

Describe related past projects completed along with a discussion comparing similarities with this proposed project. Please include:

- Number and nature of staff to be used
  - Fully describe experience in providing services at it relates to this type of project.
  - Submit the resumes of key staff, including the project manager(s) and technical staff, noting who will be responsible for what aspects of the work and explaining their experience in those specific areas.
  - For firms utilizing multiple offices, indicate the office location of each key staff.
- Experience on similar projects within the last 3 years.
- Experience with landfill planning.
- Experience in the public sector.

### **3.5.5 Project Understanding/Approach**

Provide a brief discussion clarifying the firm(s)'s approach for development of a Master Plan. This may include, but is not limited to:

- How your firm would communicate with County staff.
- How your firm manages projects.
- Your firm's understanding of current and future regulations and how it impacts the Master Plan.
- Your firm's knowledge of alternative technologies with regard to energy and residuals management.
- Your firms' vision of what the Master Plan would look like and how alternatives would be presented.
- Your firm's approach to making recommendations based on its analyses.
- Any limitations in context to the scope of services for this proposal.

### **3.5.6 References**

Include a minimum of three (3) references for whom this type of work has been or is being performed. At a minimum, the following information must be included for each client reference:

- Client name, address, contact person name, telephone number, fax number and email address.
- Detailed description of services provided similar to the services outlined in the Scope of Work.

### **3.5.7 Proposed Schedule**

Include a proposed schedule coinciding with your firm's approach for development of a Master Plan.

#### **4 SELECTION PROCESS**

The selection committee may include representatives from the Public Works Department of the County. The criteria for selecting the firm may include but are not limited to: Experience, Capability, Understanding, Approach, Staff, and Schedule.

##### **4.1 Evaluation Criteria**

This is a qualifications based solicitation for professional services. Please do not provide cost or compensation rate tables with the SOQs. Costs will be discussed and negotiated with the highest ranked firm. If negotiations do not yield resolution with respect to cost and understood expected level of effort, then negotiations may commence with the next highest ranked firm until either successful negotiations prevail, or this solicitation is collapsed and resolicited.

Refer to the evaluation-scoring table below.

- a. Consultant Experience: Does the Respondent have sufficient similar experience in the kind of work required?
- b. Project Understanding: Does the Respondent demonstrate understanding of changing technologies and regulations and how they affect the direction of the landfill's Master Plan. Does the Respondent demonstrate knowledge of alternate means of energy and residuals management?
- c. Project Approach: Does the Respondent demonstrate a vision of changes that need to be made to meet the County's needs through closure/post closure of the landfill. Does the firm's approach meet the County's goals for presenting alternatives and recommending difficult decisions?
- d. Staff Experience: Does the Respondent employ quality personnel that will be directly involved in this project and possess the education and experience to successfully complete all tasks? What is their availability? Are references able to corroborate statements?
- e. Schedule: Does the Respondent have a reputation of being reliable, delivering on schedule and performing tasks to the satisfaction of its clients? Does the proposed schedule meet the County's timeline?

**Table 1: Evaluation Criteria**

CRITERIA	WEIGHT
Relevant Consultant Experience	20%
Project Understanding	15%
Project Approach	35%
Key Staff Experience and Expertise	20%
Schedule	10%
<b>Total:</b>	<b>100%</b>

Selection will involve evaluating the qualification for the purpose of establishing the most qualified Respondents. The highest ranked/most qualified respondent will be contacted to provide a draft scope of work, terms and conditions and pricing with the prospective Respondent.

## Tentative Procurement Schedule

EVENT/ ACTION	ANTICIPATED DATE (SUBJECT TO CHANGE)
Solicitation Publication	XX XX, 2023
Final Date to Submit Questions and Requests for Clarification	XX XX, 2023
Questions Answered via Addendum(s)	XX XX, 2023
Submittals Due	XX XX, 2023
Preliminary Evaluation Completed	XX XX, 2023
Evaluation Completion	October 15, 2021
Begin Negotiations with Highest Ranked Firm	October 18, 2021

### 4.1.1 County Contact Information

Any and all communication regarding this Solicitation shall be made via email to [solidwaste@countyofglenn.net](mailto:solidwaste@countyofglenn.net)

### 4.2 Questions:

Questions and requests for clarification may only be submitted via email. Questions and the corresponding answers will be available to all potential Respondents and other interested parties. Questions shall be submitted no later than **XX XX, 2023**. The County will provide answers and clarifications by posting an addendum(s) through addendum by **XX XX, 2023** so all Responders receive consistent information. It is the responsibility of all interested firms to access this information. **Questions received after XX XX, 2023 will not be answered.**

END OF REQUEST FOR QUALIFICATIONS



DRAFT

# Glenn County Solid Waste Update

Glenn County WMRA Meeting

January 26, 2023

<p><b>Tonnage</b></p>	<p>2022 Tonnage Received</p> <ul style="list-style-type: none"> <li>• 26,633 tons sent to Anderson Landfill for disposal</li> <li>• 6,633 tons recycled             <ul style="list-style-type: none"> <li>○ E-Waste</li> <li>○ Scrap Metal/Appliances</li> <li>○ Tires</li> <li>○ Cardboard/Beverage Containers/Paper</li> <li>○ Mattresses</li> <li>○ Carpet</li> </ul> </li> </ul>
<p><b>Beverage Container Recycling City/County Payment Program</b></p>	<p>FY 2021-22 Funding \$20,000            This Program can be used to fund the following activities in Glenn County and the Cities of Willows and Orland pertaining to beverage container recycling:</p> <ul style="list-style-type: none"> <li>• Bins/Litter Reduction</li> <li>• Advertising/Promotion</li> <li>• Litter Clean-Up Events</li> <li>• Education/Outreach</li> <li>• Water Re-Fill Stations</li> </ul>
<p><b>Household Hazardous Waste Discretionary Grants</b></p>	<p>\$100,000 Awarded</p> <ul style="list-style-type: none"> <li>• \$46,000 for Household Hazardous Waste Collection Events</li> <li>• \$53,400 for partnership with California Product Stewardship Council to create a multi-media public education campaign to inform the public of the best practices of HHW management. This will include specific materials often mishandled in the waste stream (specifically 1 lb propane cylinders and general HHW) as well as basic facility information, including days and hours of operation, common HHW materials accepted and options for reuse of these material</li> </ul> <p>The Household Hazardous Waste (HHW) grants are primarily competitive grants made available by the California Department of Resources Recycling and Recovery (CalRecycle) per Public Resources Code, Division 30, Part 7, Article 3.5, Section 47200 to help local governments establish or expand HHW collection programs.</p> <p>The October 29, 2022 event at the Glenn County Transfer Station collected 19 pallets of Household Hazardous Waste for disposal.</p>
<p><b>Local Government Waste Tire Amnesty Grant</b></p>	<p>\$50,000 Awarded</p> <p>Waste Tire Amnesty Grants include funds for date-specific events for the public and are not intended for the disposal of waste tires from waste tire generating businesses (PRC §42954(7)). Amnesty events 1) allow citizens to bring waste tires to convenient locations for proper management up to twice per month per location or 2) can consist of a coupon program that allows citizens to bring in waste tires on specified days.</p> <p>2022 Waste Tire Amnesty Events collected 2,831 waste tires for recycling.</p>
<p><b>Used Oil Payment Program (OPP)</b></p>	<p>\$10,000 Awarded</p> <p>The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for local governments/other eligible jurisdictions to receive payments for used oil and used oil filter collection/recycling programs.</p>
<p><b>Community Clean Up Day – Glenn County Transfer Station</b></p>	<p>Glenn County partnered with Waste Management to host a Free Community Clean Up Day at the Glenn County Transfer Station on November 5, 2022. Glenn County residents disposed of or recycled 30.76 tons of household trash, scrap metal, green waste, mattresses, wood, and bulky waste at no cost.</p>

<p><b>SB 1383 Local Assistance Grant Program</b></p>	<p>The Department of Resources Recycling and Recovery (CalRecycle) is administering a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021. This non-competitive grant program provides \$60,589.00 of funding to assist with the implementation of regulation requirements associated with SB 1383, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Capacity Planning</li> <li>● Collection</li> <li>● Edible Food Recovery</li> <li>● Education and outreach (includes: organic waste &amp; edible food recovery)</li> <li>● Enforcement and Inspection</li> <li>● Program Evaluation/Gap Analysis</li> <li>● Procurement Requirements</li> <li>● Record Keeping</li> </ul>
<p><b>Glenn County Waste Management Regional Agency 5-Year CIWMP</b></p>	<p>Glenn County Waste Management Regional Agency 5-Year Countywide or Regional Agency Integrated Waste Management Plan (CIWMP or RAIWMP) Review Report is due to the Department of Resources Recycling and Recovery (CalRecycle) by October 31, 2023</p> <p>Public Resources Code (PRC), Sections 41770 and 41822 and Title 14, California Code of Regulations (CCR), Section 18788 require that each CIWMP and RAIWMP, and the elements thereof, be reviewed, revised, if necessary, and submitted to CalRecycle every five years.</p>