

Town of Hillsborough

California

Request for Proposals for Professional Consulting Services for the Town of Hillsborough Solid Waste Rate Study

Submit Proposal to:

Town of Hillsborough
Attention: William Li, Senior Management Analyst
1600 Floribunda Avenue
Hillsborough, CA 94010

Email: wli@hillsborough.net

Phone: (650) 375-7438

Due Date:

Thursday, February 18, 2021

Time: 4:00 p.m. PST

Proposals will not be accepted after this date & time



Town of Hillsborough Request for Proposals Solid Waste Rate Study

i. Introduction

The Town of Hillsborough (Town) is requesting proposals (RFP) from qualified consultants to conduct a solid waste rate study that meets the Town's requirements. The objective of the study is to determine solid waste rates that will adequately fund solid waste collection and disposal for the next five years.

ii. Background

The Town of Hillsborough is an entirely residential city located in San Mateo County, California. The Town's population is approximately 10,900 with an area of approximately 6.25 square miles.

Solid waste and recycling services are provided within the Town by Recology, pursuant to a franchise agreement. Recology/South Bayside Waste Management Authority (SBWMA) annually puts forth compensation and revenue requirements to the service area cities. The SBWMA Board approved the contractor compensation at the October 2020 Board meeting (Attachment B). The Town is responsible for setting customer rates to cover the cost of the solid waste and recycling services. The Town reviews its revenue requirement and rates each year to determine any necessary changes to rates. The Town then communicates any changes by the end of November to Recology each year.

Rates are developed to generally cover costs for the following components:

- Recology's compensation
- Tipping (disposal and processing) fees
- Agency franchise fees (franchise fees are levied by the Town on utilities at various rates allowed by law. The Town levies 10% franchise fees on solid waste collection.)

Through the Proposition 218 notice, customers are notified of the maximum rate adjustment being considered for that community, giving residents the opportunity to review all the information. Customers are also provided instructions on how to provide public input and testimony on the rates being considered. A public hearing date is set during a City Council or other governing board meeting to allow the public the opportunity to provide input, and based on the outcome, the governing body will consider adoption of the proposed rate adjustments. Once approved, the new rates are effective on or after January 1 of each year.

iii. General RFP Information

The Town's designated team will evaluate the proposals. During the review process, the Town reserves the right to clarify information and allow for corrections of errors and omissions. All proposals are due no later than 4:00 p.m. PST on February 18, 2021.

(continued on next page)



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Please mail or deliver four (4) hard copies and one electronic copy of your proposal. Mail or deliver hard copy proposals in a sealed envelope with the name of your company and the title “RFP- Solid Waste Rate Study” to: Town of Hillsborough, Attention: William Li, Senior Management Analyst, Town of Hillsborough, 1600 Floribunda Avenue, Hillsborough, CA 94010; Email electronic proposals to wli@hillsborough.net. **Both the electronic and hard copies must be delivered by the proposal due date and time – NO EXCEPTIONS.**

iv. RFP Questions

Jan Cooke, Finance Director, will be the Town’s project manager and will have overall responsibility and accountability for the project. Rich Santiago, Assistant Finance Director, Paul Willis, Public Works Director and William Li, Senior Management Analyst, will work directly with the consultant during the study.

Please submit questions by email to wli@hillsborough.net by 4:00 p.m. PST on Monday, February 8, 2021. Please indicate the corresponding Section number if the question pertains to a certain part of the RFP. Questions received after this deadline will not be answered unless deadlines are extended through subsequent Addendums.

v. Schedule

The Town of Hillsborough reserves the right to make changes to the below schedule but plans for the RFP to proceed, as follows. The Town of Hillsborough reserves the right to reject any and all proposals for any reason deemed appropriate for the Town.

Deliverable	Estimated Date
RFP Posted	January 28, 2021
Questions Due	February 8, 2021 by 4:00 p.m.
Clarification Addendum	February 11, 2021 by end of day
Proposals Due (4 Hard Copies, 1 Electronic)	February 18, 2021 by 4:00 p.m.
Panel Review and Interview	February 25, 2021
Award and Agreement Routing	March 2021
City Council Approval	March 9, 2021

vi. Proposal Format

The proposal will contain the following:

Technical Proposal – Limit thirty (30) pages

- a. **Title Page.** Should include the subject of the proposal, the proposing company’s name and postal address, the name, email address, and telephone numbers of a contact person, and the date of the proposals.
- b. **Executive Summary/Cover Letter.** Include information on the company’s background and history. Also state the company’s ability to accept the Town’s standard agreement and insurance requirements (Attachment C).



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- c. **Approach to the Project.** Describe your firm's approach to this project and any special ideas or suggestions that you think might make the project proceed efficiently.
- d. **Schedule.** Describe your plan/schedule for completing the work.
- e. **Qualifications and Experience.** Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Include a copy of a rate study performed that most closely fits the scope of work outlined for this project.
- f. **References.** Provide at least three (3) recent references for projects of a similar nature to this project. Please provide name, address, telephone number and email address.
- g. **Resumes** (does not count towards page limit). Include single page resumes of the engineers, technicians, key personnel, and sub-consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the Town.

Cost Proposal – Limit ten (10) pages. A separate cost proposal provided in a separate sealed envelope shall include an estimate of hours and costs to complete the services as described in the RFP. The estimate should be an itemized staff breakdown in spreadsheet form, indicating personnel classification, hours, and costs for each consultant team member.

vii. Evaluation of Proposals

Proposals are evaluated using the criteria outlined in this document. Contract award is based on qualifications and a combination of factors that are in the best interest of the Town. The Town reserves the right to make investigations, as it deems necessary to determine the ability of the proposed to provide these services meeting a satisfactory level of performance in accordance with the Town's requirements. The adequacy, depth and clarity of the written proposal will influence the evaluation. The Town of Hillsborough reserves the right to reject any and all proposals for any reason deemed appropriate by the Town.

viii. Scope of Work

The following are the types of services that the consultant may need to perform; however, if additional services are needed, the consultant needs to indicate them in the proposal. The study shall provide a financial and rate plan which includes an evaluation of revenue required to meet operating and capital needs. Rates must be in conformance with the requirements related to fees found in the California Constitution, Article XIID., Section 6(b) (added by Proposition 218 in 1997).

1. **Planning.** Work with the Town to establish a project team, determine roles and responsibilities, and establish a schedule and timeline of deliverables.
2. **Investigation and Data Collection.** Assemble the information necessary to understand and describe the Town's current solid waste enterprise finances and rates. The objectives of investigation and data collection are to develop a complete understanding of the solid waste enterprise and its finances, and to reach an agreement on basic assumptions to be used in the study. General information needs will include: (continued on next page)



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- i. Adopted and historical solid waste service charges;
 - ii. Adopted and historical rate studies and methodologies; (continued on next page)
 - iii. Town's Franchise Agreement with Recology;
 - iv. Financial information regarding solid waste revenues and expenditures; and
 - v. Considerations of current and/or potential laws and regulations, including SB 1381.
3. **Regional Rate Survey.** Conduct a survey of other applicable regional solid waste rates and summarize findings.
 4. **Evaluation of Current Rate Structure.** Review the Town's existing solid waste rates and discuss advantages and disadvantages compared to other approaches. Summarize and discuss findings with the project team.
 5. **Alternatives.** Identify at least two (2) alternative rate structures or modifications to current structure for consideration. Include pros and cons for each alternative and their potential impacts.
 6. **Develop Cost of Service Rate Analysis.** Allocate costs of service to the various customer classes and rate categories to support the recommended rate structure and demonstrate that proposed rates reasonably reflect the cost of providing service and are fair and equitable to all customer classes.
 7. **Develop Recommendation for Solid Waste Rates.** Develop draft recommendations based on analysis of alternatives, impacts and projections to proceed for Town consideration. Work with the Town to incorporate revisions, as needed.
 8. **Financial Advisory Committee (FAC) Meeting.** Present findings to the FAC and answer questions. Incorporate input into final recommendation, as needed.
 9. **City Council Study Session.** Develop a presentation for a City Council Study Session summarizing key findings, alternatives, and the recommendation. Receive input and answer questions from the City Council and public and incorporate into final recommendations, as needed.
 10. **Prepare Proposition 218 Notice.** Assist the Town in drafting the required Proposition 218 notice to the public.
 11. **Submit Final Draft Report.** Complete a final draft report for review and comments. Incorporate comments to complete a final report.
 12. **Attend Public Hearing on Solid Waste Rates.** Attend the Public Hearing on the solid waste rate recommendation. Be available to answer questions from the City Council and public.

The services to be provided by the Town of Hillsborough include, but are not necessarily limited to the following:

1. Furnish all reasonably available records and information, including financial reports, budgets, master plans and capital improvement plans. The Town's most recent budget and financial report can be found on the Town's website at:
<https://www.hillsborough.net/179/Financial-Information>
2. Provide staff and assistance as required.
3. Partner with SBWMA and other providers to retrieve data and financial information relevant to the Town's costs.



ix. **Town Requirements**

- a. **General Requirements.** The successful Proposer must comply with all relevant Town requirements, such as obtaining a business license, providing proof of insurance for at least the minimum required amounts, and executing the Town's professional services agreement. Business license requirements can be found on the Town's website at <https://www.hillsborough.net/180/Business-Residential-Services>.
- b. **Public Records and Proprietary Information.** Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Government Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for Town Council consideration, and/or following award of contract, if any, by the Town Council.
 - i. If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California 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, the Town may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", the Town will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.
- c. **Agreement; Exceptions Certification to this RFP.** The successful Proposer awarded a contract pursuant to this RFP will execute the Town's professional services agreement, a copy of which is attached hereto as Attachment C and incorporated herein by this reference. In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the professional services agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the attached professional services agreement and, in particular, the insurance and indemnification provisions therein.
- d. **Amendments to Proposals.** No amendment, addendum or modification will be accepted after a proposal has been submitted to Town. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to Town prior to the proposal due date and time.



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- e. **Cancellation of RFP.** Town reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.
- f. **Price Validity.** Prices provided by Proposers in response to this RFP are valid for 180 days from the proposal due date. The Town intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.
- g. **No Commitment to Award.** Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. Town expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or any part of this RFP.
- h. **Right to Negotiate and/or Reject Proposals.** Town reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of Town, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and Town intends to negotiate only with the Proposer(s) whose proposal most closely meets Town's requirements at the lowest estimated cost.
- x. **Attachments**

Attachment A: SBWMA 2021 Garbage Setting Rate Process Letter and Attachments – July 23, 2020

Attachment B: Excerpt from October 15, 2020 SBWMA Special Board Meeting Agenda Packet – Item 5A

Attachment C: Town of Hillsborough Standard Professional Services Agreement