



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

BOARD OF DIRECTORS

Jill Duffy, County of Humboldt
Shane Brinton, City of Arcata
Sherman Schapiro, City of Blue Lake
Larry Glass, City of Eureka, **Chair**
Michael Moreland, City of Ferndale, **Vice Chair**
Melissa Marks, City of Rio Dell

AGENDA

Board Meeting

Thursday, July 8, 2010 6:30 PM

Eureka City Council Chambers

531 K Street, Eureka, CA

Copies Available: Copies of the agenda materials are available through individual HWMA member agencies or by calling HWMA at 707-268-8680. There may be a charge for copies.

Accessibility: Accommodations and access to HWMA meetings for people with special needs must be requested in advance of the meeting at 268-8680. This agenda and other materials are available in alternative formats upon request.

1) Call to Order and Roll Call

2) Approve the Agenda

3) Closed Session/Report Out

4) Board Member Reports

5) Oral and Written Communications

This time is provided for people to address the Board or to submit written communications concerning matters not on this agenda. Board Members may respond to statements, but any request that requires Board action will be referred to staff for review. Reasonable time limits may be imposed on both the total amount of time allocated for this item, and on the time permitted to each individual speaker. Such time allotment or portion thereof shall not be transferred to other speakers.

6) Consent Calendar

All matters listed under the Consent Calendar are considered to be routine by the HWMA Board and will be enacted upon by one motion, unless a specific request for review is made by a Board Member or a member of the public. The Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately

- a. Approve Minutes from Previous Meeting(s).
- b. Receive May FY09/10 Financials.
- c. Authorize the Executive Director to Sign Agreement with the City of Eureka for Provision of Compliance and Waste Reduction Services.

7) Review and Take Action on Request from County Division of Environmental Health Concerning Fees.

July 8, 2010

Printed on 100% Recycled Paper

- 8) Authorize Staff to Distribute an RFP for Recyclables Processing.**
- 9) Authorize Staff to Distribute an RFP to Prepare a Waste Characterization Study.**
- 10) Authorize Staff to Apply for \$500,000 through US EPA Climate Showcase Communities Grant.**
- 11) Executive Director's Report.**
- 12) Adjourn.**



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

BOARD OF DIRECTORS

Jill Duffy, County of Humboldt
Shane Brinton, City of Arcata
Sherman Schapiro, City of Blue Lake
Larry Glass, City of Eureka, **Chair**
Michael Moreland, City of Ferndale, **Vice Chair**
Melissa Marks, City of Rio Dell

MINUTES

Thursday, June 10, 2010 6:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

Present: Shane Brinton, Sherman Schapiro, Larry Glass, Michael Moreland,
Melissa Marks, Jill Duffy
Staff: Jim Test, Susan Rigge, Patrick Owen, Tyler Egerer
Legal Counsel: Nancy Diamond (Absent)

1) Call to Order and Roll Call

Chairman Glass called the meeting to order at 6:32 p.m. A quorum was present and acting.

2) Approve the Agenda

Motion Duffy/Brinton to Approve the Agenda 6 Ayes/0 Noes/0 Abstentions

The Board Adjourned to Closed Session at 6:35 p.m.

3) Closed Session/Report Out

a. Real Estate, California Government Code Sec. 54956.8: Review Price and Terms of Lease on 949 West Hawthorne Street.

The Board Returned from Closed Session at 6:40 p.m.

Executive Director Test reported that the lease and proposed amendment had been discussed, and that a final decision on the subject would be presented during discussion of Item 8.

4) Board Member Reports

There were No Board Member Reports.

5) Oral and Written Communications

a. Letter from Friends of the Dunes.

6) Consent Calendar

- a. Approve Minutes from Previous Meeting(s).
- b. Receive April FY09/10 Financials.
- c. Approve a Two Year Contract Extension with Phillips Service Company (PSC) to Provide HHW Services.

Boardmember Schapiro Pulled Item 6a).

Motion Schapiro/Duffy to Approve Items 6b) and 6c) of the Consent Calendar 6/0/0.

Item 6a): Boardmember Schapiro requested that where Items are divided into sub-sections (such as Items pulled from the Consent Calendar), those Items be clearly delineated to eliminate possible confusion in review of the minutes. Boardmember Marks requested that where dissenting votes had been cast, the names of those Boardmembers

which dissented be listed. Boardmember Brinton requested that the same action be taken on future votes in which the decision is split.

Motion Schapiro/Duffy to Approve Item 6a) of the Consent Calendar with Amendments 6/0/0/.

7) Adopt Resolution 2010-03 Authorizing HWMA to Enter into the Used Oil Payment Program with CALRECYCLE.

Executive Director Test reviewed the basics of the Used Oil Payment Program. He noted the change from a three- to two-year cycle for the upcoming grant, and continued by pointing out that few changes beyond that were expected. In response to a question from Boardmember Moreland, Executive Director Test did confirm that the City of Fortuna would no longer be included in the upcoming cycle, and that used oil collection sites in Fortuna (with, potentially, the exception of Eel River Disposal's collection site) would be removed from the list of available collection centers. Executive Director Test further noted that the City of Arcata is not included under the Authority's application for grand funds; having applied for their program at roughly the same time, Arcata staff feels the program is going well in their city, and there are few incentives to change that setup on either side.

Chairman Glass Opened the Floor to Public Comment. No one spoke.

Motion Duffy/Brinton to Adopt Resolution 2010-03 Authorizing HWMA to Enter into the Used Oil Payment Program with CALRECYCLE 6/0/0.

8) Real Estate, California Government Code Sec. 54956.8: Review Price and Terms of Lease on 949 West Hawthorne Street and Take Appropriate Action.

Executive Director Test reviewed the information discussed in closed session, which proposes to increase the base monthly rent for the facility at 949 W. Hawthorne to \$9000 per month, adjusted annually by CPI. The base rent will be re-evaluated every ten years to account for changes in the value of the property over time.

Chairman Glass Opened the Floor to Public Comment. No one spoke.

Motion Duffy/Schapiro to Approve Lease on 949 West Hawthorne Street as Amended in Closed Session 6/0/0.

9) Authorize Staff to Solicit Bids for the Tip-Floor Office/Breakroom Remodel.

Executive Director Test discussed the details of the proposed changes, noting that the much-needed updates to the Tip Floor break room have been budgeted for the last two years. Budget estimates originally placed the work at \$40,000, however the architect working on the plans proposed the use of additional space in the break room area to develop offices for both the Tip Floor Supervisor and the Operations Manager. The final estimate for the work to be completed is approximated \$64,000, and as such Staff recommends putting the work to bid to find the best price for the job to be performed.

Susan Rigge, Controller, confirmed for Boardmember Schapiro that the new building would be a capital improvement and depreciated over its assumed useful life.

Chairman Glass Opened the Floor to Public Comment. No one spoke.

Motion Brinton/Duffy to Authorize Staff to Solicit Bids for the Tip-Floor Office/Breakroom Remodel 6/0/0.

10) Elect Officers for FY10/11

The Board, with the agreement of Chairman Glass and Vice Chair Moreland, decided to wait to elect new officers until December, when elections would be completed and replacements found for exiting Boardmembers.

Chairman Glass Opened the Floor to Public Comment. No one spoke.

Motion Schapiro/Brinton to Continue Current Officers for up to Six Months, Pending Changes to Member Agency Representation 6/0/0.

11) Executive Director's Report.

Executive Director Test expects the RFP for recycling processor, being put together by Intelliwaste, to be ready for Board review in July. In addition, the Regional Reporting Analysis being performed by Sweetser and Associates will be ready for presentation.

The Landfill Closure plan review continues. Staff is waiting for comments and edits from the Regional Water Board, who expects to respond in the coming month. Comments from the LEA and CalRecycle have been reviewed and both agencies are satisfied with the responses they received.

Executive Director Test reviewed the most recent mobile Household Hazardous Waste event, noting an impressive turnout despite rain being present for the entire event. He further noted the benefits being provided to outlying areas, as many of the participants in the Arcata event had never used the Transfer Station site for hazardous waste drop-off.

Boardmember Marks commented on the progression of pulling reusable goods (such as bikes, furniture, etc.) for donation to organizations that could use such things for themselves or their patrons. Executive Director Test stated that no reuse in that respect had been started, however HHW personnel continue to reuse various paints and cleaners, to the benefit of property owners and renters throughout the County.

12) Adjourn.

Motion Brinton/Duffy to Adjourn the Meeting at 7:04 p.m.

Next Meeting: July 8, 2010 at 6:30 p.m. at Eureka City Council Chambers.



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Susan Rigge, Controller

SUBJECT: Item 6)b
Review May 2010 Financial Reports

RECOMMENDED ACTION: Comment.
Review and Comment on the May 2010 Financial Reports.

DISCUSSION:

Attached for Board review are the May Financial Statements

- Activity & Expense Reports
- Balance Sheet
- Disbursements
- Department and Authority-wide Income Summaries.

For the month of May, the change in net assets was \$67,479. Year to date change in net assets is \$361,235. Revenue is \$9,039,204, which is higher than the budget of \$8,801,809. Operation and payroll expenses are \$5,301,138 and indirect expenses are \$974,895. The year-to-date budget for operating expenses is \$6,800,866. Expenses are lower than budgeted because the tonnage transported and disposed is less than budgeted as shown in the Activity Report. Other Revenue and Expense is higher than budgeted because some items such as gain or loss on investments, interest earned, and landfill closure costs are not budgeted.

The Activity Report shows a drop in tonnage and revenue for the year to date over the previous year. ERD tonnage and revenue is also lower than the prior year to date. Greenwaste revenues have increased from the prior year to date by 15.54% and Household Hazardous Waste revenues have increased by 1.74%.

Total cash disbursements for the month of April were \$831,677.93 of which \$115,856.17 were related to payroll and other employee compensation. Transportation and disposal of solid waste and Greenwaste totaled \$307,994.97. Recycling and other programs (including HHW and payment of county-wide fees) consumed \$170,329.87 and Landfill activities (including closure plan activities) used \$112,830.19 which includes a loan payment of \$50,000.00. The transfer station bond payments were \$109,420.00

Activity Report
July 1, 2009 - May 31, 2010

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	40,706.27	42,288.71	96.26%	\$5,243,150.59	\$5,166,193.52	101.49%
Self Haul	15,059.80	17,929.17	84.00%	\$2,452,182.94	\$2,797,341.57	87.66%
Subtotal	55,766.07	60,217.88	92.61%	\$7,695,333.53	\$7,963,535.09	96.63%
ERD	6,606.24	8,215.66	80.41%	\$668,102.17	\$775,963.08	86.10%
TOTAL.	62,372.31	68,433.54	91.14%	\$8,363,435.70	\$8,739,498.17	95.70%
Greenwaste	2,125.24	1,951.01	108.93%	\$198,758.65	\$172,027.34	115.54%

Household Hazardous Waste

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	387	432	89.58%	\$68,353.73	\$56,693.69	120.57%
Residential	2,618	3,244	80.70%	\$16,889.99	\$20,100.16	84.03%
Fortuna Residential	43	30	143.33%	\$2,036.80	\$2,065.50	98.61%
Revenue from Countywide Fee				\$361,608.59	\$362,343.83	99.80%
TOTAL.	3,048	3,706	82.25%	\$448,889.11	\$441,203.18	101.74%

Traffic Count	Average Daily		Average Daily		% of Prior (ADC)
	Count FY10	Exceptions	Count FY09	Exceptions	
July	283	None	359	None	78.93%
August	269	None	382	None	70.42%
September	270	None	362	1	74.59%
October	235	None	329	None	71.43%
November	236	None	297	None	79.46%
December	231	None	272	None	84.93%
January	249	None	281	None	88.61%
February	242	None	236	None	102.54%
March	241	None	251	None	96.02%
April	242	None	261	None	92.72%
May	250	None	269	None	92.94%
June			281	None	0.00%

Expense Report
Administration & Transfer Station
July 1, 2009 - May 31, 2009

	Actual, May			Actual, Year to Date		
	Current	Prior	% of Prior	Current	Prior	% of Prior
Total Revenues	\$656,660.86	\$676,827.20	97.02%	\$7,030,108.78	\$7,488,581.86	93.88%
Transportation and Disposal	\$251,269.41	\$236,176.30	106.39%	\$3,045,058.57	\$3,182,182.93	95.69%
Payroll	\$63,582.21	\$71,192.04	89.31%	\$716,121.81	\$774,809.76	92.43%
Misc. Direct Expenses	\$0.00	\$126.00	0.00%	\$1,271.69	\$2,699.88	47.10%
Total Direct Expenses	<u>\$314,851.62</u>	<u>\$307,494.34</u>		<u>\$3,762,452.07</u>	<u>\$3,959,692.57</u>	
Gross Margin	\$341,809.24	\$369,332.86		\$3,267,656.71	\$3,528,889.29	
Indirect Expenses	<u>\$21,247.03</u>	<u>\$27,957.47</u>	76.00%	<u>\$337,416.51</u>	<u>\$353,730.14</u>	95.39%
Income from Operations	<u>\$320,562.21</u>	<u>\$341,375.39</u>		<u>\$2,930,240.20</u>	<u>\$3,175,159.15</u>	
Capital Expenditures	\$62,918.00	\$260,418.00	24.16%	\$687,098.00	\$1,238,281.00	55.49%
Depreciation	\$22,052.00	\$26,151.00	84.33%	\$242,572.00	\$287,662.00	84.33%
Other Revenues & Expenses	<u>(\$99,891.68)</u>	<u>(\$119,478.48)</u>	83.61%	<u>(\$1,158,455.87)</u>	<u>(\$1,189,554.42)</u>	97.39%
Net Income (Loss)	<u>\$135,700.53</u>	<u>(\$64,672.09)</u>		<u>\$842,114.33</u>	<u>\$459,661.73</u>	

Humboldt Waste Management Authority
Statement of Assets and Liabilities
For the Month Ending May 31, 2010

ASSETS	May 31, 2010	June 30, 2009
Current Assets		
Cash and Cash Equivalents	\$3,412,946.57	\$2,046,493.00
Accounts Receivable	\$695,513.28	\$805,726.00
Prepaid Items	\$4,104.96	\$0.00
	<hr/>	<hr/>
Total Current Assets	\$4,112,564.81	\$2,852,219.00
Restricted Assets		
Investment with Bond Trustee	\$2,074,270.11	\$2,188,463.00
Closure and post Closure care Trust Fund	\$8,093,352.45	\$7,749,993.00
Environmental Trust Fund	\$0.00	\$300,597.00
Article Five Trust Fund	\$73,193.96	\$75,477.00
Accrued Interest Receivable	\$72,702.85	\$75,237.00
	<hr/>	<hr/>
Total Restricted Assets	\$10,313,519.37	\$10,389,767.00
Other Assets		
Property, Plant, & Equipment	\$5,388,984.74	\$5,675,233.00
Deferred Charges	\$350,892.89	\$378,431.00
Waste Authority Permit	\$221,171.00	\$221,171.00
Covenant not to Compete	\$8,333.29	\$100,000.00
Contract with Anderson Landfill	\$258,766.05	\$316,856.00
Goodwill Depreciable - Purchase of WSG	\$3,473,270.32	\$4,043,509.00
	<hr/>	<hr/>
Total Other Assets	\$9,701,418.29	\$10,735,200.00
Total Assets	\$24,127,502.47	\$23,977,186.00
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable	\$356,638.11	\$470,554.00
Deferred Revenue	\$271,758.33	\$271,758.00
Current Portion of Bonds Payable	\$42,902.00	\$725,000.00
Current Portion of Leases Payable	\$84,035.50	\$51,908.00
Current Portion of Loan Payable	\$50,000.00	\$50,000.00
Accrued Wages and Payroll taxes payable	\$47,819.26	\$92,751.00
Accrued Interest Payable	\$94,000.00	\$94,000.00
Other Accrued liabilities	\$2,100.00	\$1,550.00
	<hr/>	<hr/>
Total Current Liabilities	\$949,253.20	\$1,757,521.00
Long Term Liabilities		
Loans Payable - CIWMB Closure	\$363,655.40	\$363,655.00
Equipment Leases Payable		\$98,254.00
Estimated closure and post closure costs	\$13,150,000.00	\$13,150,000.00
Bonds payable, long-term portion	\$11,600,000.00	\$11,600,000.00
	<hr/>	<hr/>
Total Long Term Liabilities	\$25,113,655.40	\$25,211,909.00
Total Liabilities	\$26,062,908.60	\$26,969,430.00
Net Assets		
Equity Reserved	(\$3,039,619.00)	(\$3,039,619.00)
Unrestricted	\$2,015,606.10	\$2,015,606.00
Investment in Capital assets	(\$1,968,231.00)	(\$1,968,231.00)
Increase (Decrease) in Net Assets	\$1,056,837.77	
	<hr/>	<hr/>
Total Net Assets	(\$1,935,406.13)	(\$2,992,244.00)
Total Liabilities and Net Assets	\$24,127,502.47	\$23,977,186.00

July 8, 2010

Printed on 100% Recycled Paper

HWMA Disbursements - May 2010

Paid To	Cleared	Paid To	Cleared
ACRC	\$38,000.00	Nancy Diamond	\$5,853.21
Air & Lube Systems, Inc	\$161.76	Network Management Services	\$4,614.40
Anderson Landfill	\$64,683.54	North Coast Laboratories	\$734.00
Applied Industrial Tech-CA LLC	\$1,274.78	Northcoast Exterminators	\$210.00
Asbury Environmental Services	\$45.00	Northern California Gloves	\$134.54
AT & T	\$619.37	Northern California Safety	\$101.65
Bank of New York	\$109,420.00	Oak Harbor Freight Lines	\$700.00
Bettendorf Enterprises, Inc.	\$192,931.69	Occupational, Environmental Health	\$269.00
Bob's Sign Shop	\$54.50	P G & E	\$2,192.41
California Integrated Waste Mgmt	\$50,000.00	Pacific Paper Co.	\$48.08
Cardmember Service	\$1,054.26	Peterson Tractor	\$3,654.00
Caterpillar Financial Services	\$2,179.67	Picky Picky Picky Store	\$117.14
City of Eureka	\$193.30	Pierson Building Center	\$118.46
CMRS-FP	\$1,000.00	PSC-Philip Services Corporation	\$49,093.00
County Environmental Health	\$18,438.62	Recology Humboldt County	\$112.50
County Public Works	\$9,684.73	Redwood Infrared	\$400.00
Crystal Springs Bottled Water	\$34.75	Redwood Teen Challenge	\$165.00
Cynthia Evans	\$48.50	Rogers Machinery Company	\$131.84
David Kasakove	\$5.50	RWS Services	\$560.00
DLSE - Redwood Challenge	\$111.91	Safety Environmental Control	\$142.85
ECS Refining	\$336.20	Scrapper's Edge	\$221.58
Eel River Disposal	\$23,903.13	SCS Field Services	\$2,045.00
Ellis Art & Engineering Supplies	\$145.44	SETCO	\$1,187.43
Eureka Humboldt Fire Extinguisher	\$411.90	Sierra Instruments	\$3,619.05
Eureka Napa	\$48.45	Staples Credit Plan	\$86.78
Eureka Rubber Stamp Co.	\$562.74	Stericycle	\$189.00
Federal Licensing Inc	\$119.00	Steve Morris Logging	\$1,656.71
FedEx	\$12.52	Stewart Telecommunications	\$98.00
Gess Environmental	\$20,720.70	Suddenlink	\$89.00
Golder Associates	\$45,041.65	Sweetser & Assoc.	\$10,620.00
Hajoca Corporation	\$21.48	Taylor Made Organizing	\$2,096.78
HCSD	\$20.55	Thumper's Mechanical Service	\$958.00
Humboldt Bay Forest Products	\$8,801.72	Times Standard	\$393.75
Humboldt Plastics	\$2,600.00	Uline Shipping Supply Speciali	\$213.10
Intelliwaste, Inc	\$11,920.00	United Rentals Inc.	\$141.05
J.J. Keller & Assoc, Inc	\$484.49	Verizon Wireless	\$218.42
James A. Test	\$42.50	WBCO Electric Service	\$211.92
Jay West	\$720.00	Xerox Corp.	\$275.67
L & M Renner, Inc	\$2,790.18		
Lawrence & Associates	\$6,941.82	Subtotal	\$715,821.76
Lighting Resources, LLC	\$2,861.10		
Mad River Hardwood Co., Inc	\$3,099.20	Deferred Comp	\$2,020.00
Mainstay Business Solutions	\$173.70	CalPERS On Line	\$13,180.76
MAPLESERVICE	\$205.73	Payroll	\$100,655.41
Mission Uniform & Linen	\$110.60		
Myrtle town Lumber	\$111.76	Total	\$831,677.93

Humboldt Waste Management Authority
Summary Statement of Operations
For the Month Ending May 31, 2010
Actual vs Budget

	May Actual	YTD Total	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD of Total Budget
Operations							
Total Revenues	838,933	9,039,204	8,801,809	237,396	102.70%	9,601,973	94.14%
Operational Expense	336,649	4,070,088	4,627,669	(557,581)	87.95%	5,048,366	80.62%
Payroll	117,543	1,231,050	1,314,360	(83,310)	93.66%	1,433,847	85.86%
Indirect Expense	115,314	974,895	858,837	116,058	113.51%	936,913	104.05%
Subtotal Expenses	569,506	6,276,033	6,800,866	(524,833)		7,419,126	
Net Operations	269,427	2,763,172	2,000,943	762,229		2,182,847	
Capital Expenditures	65,518	758,519	783,750	(25,231)	96.78%	855,000	88.72%
Non-Operational Expense	32,970	362,670	376,896	(14,226)	96.23%	411,159	88.21%
Other Revenues & Expenses	(103,460)	(1,343,665)	(826,298)	(517,367)	162.61%	(901,416)	149.06%
Net Change in Assets	67,479	298,317	13,999	284,318		15,272	

July 8, 2010

Printed on 100% Recycled Paper

Humboldt Waste Management Authority
Summary Statement of Operations
For the Month Ending May 31, 2010
by Department

	YTD Total	Admin	Transfer Station	ERD	Recycling	Programs	HHW	Compost Facility	Cummings Landfill
Operations									
Total Revenues	9,039,204	412,214	5,946,911	670,984	259,124	172,235	486,317	298,346	793,072
Operational Expense	4,070,088	0	2,698,657	347,673	422,573	105,034	215,750	207,014	73,386
Payroll	1,231,050	209,151	506,971	0	8,271	188,982	157,006	9,936	150,733
Indirect Expense	974,895	96,000	241,417	0	173,248	135,623	45,960	32,724	249,924
Subtotal Expenses	6,276,033	305,150	3,447,045	347,673	604,092	429,639	418,717	249,674	474,043
Net Operations	2,763,172	107,063	2,499,866	323,311	(344,967)	(257,404)	67,601	48,672	319,030
Capital Expenditures	758,519	0	687,098	0	9,750	2,600	46,079	0	12,992
Non-Operational Expense	362,670	42,097	200,475	0	22,407	26,675	31,779	16,247	22,990
Other Revenues & Expenses	(1,343,665)	9,353	(1,167,809)	0	0	0	0	0	(185,210)
Net Change in Assets	298,317	74,319	444,485	323,311	(377,124)	(286,679)	(10,257)	32,425	97,838

July 8, 2010

Printed on 100% Recycled Paper

Humboldt Waste Management Authority
Statement of Operations with Budget
For the Month Ending May 31, 2010
Administration & Transfer Station

	May Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD Total Budget
Total Revenues	656,661	7,030,109	6,895,268	134,842	101.96%	7,522,110	93.46%
Direct Expenses	314,852	3,762,452	4,370,193	(607,741)	86.09%	4,767,483	78.92%
Gross Margin	341,809	3,267,657	2,525,075	742,582		2,754,627	
Indirect Expenses	21,247	337,417	385,851	(48,434)	87.45%	420,928	80.16%
Income from Operations	320,562	2,930,240	2,139,224	791,016		2,333,699	
Capital Expenditures	62,918	687,098	673,750	13,348	101.98%	735,000	93.48%
Depreciation	22,052	242,572	246,924	(4,352)	98.24%	269,372	90.05%
Other Revenue & Expense	(99,892)	(1,158,456)	(826,298)	(332,158)	140.20%	(901,416)	128.52%
Net Income (Loss)	135,701	842,115	392,252	449,863		427,911	

July 8, 2010

Printed on 100% Recycled Paper

Humboldt Waste Management Authority
Statement of Operations with Budget
For the Month Ending May 31, 2010
Programs Department

	May Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD Total Budget	YTD 91.67% of Total Budget
Total Revenues	118,042	1,216,023	1,337,485	(121,461)	90.92%	1,459,074	83.34%	
Direct Expenses	118,573	1,314,567	1,337,153	(22,586)	98.31%	1,458,712	90.12%	
Gross Margin	(531)	(98,544)	332	(98,875)		362		
Indirect Expenses	52,008	387,555	227,700	159,855	170.20%	248,400	156.02%	
Income from Operations	(52,539)	(486,098)	(227,368)	(258,730)		(248,038)		
Capital Expenditures	2,600	58,429	50,417	8,013	0.00%	55,000	0.00%	
Depreciation	8,828	97,108	104,216	(7,108)	93.18%	113,690	85.41%	
Other Revenue & Expense	0	0	0	0	0	0	0	
Net Income (Loss)	(63,967)	(641,635)	(382,001)	(259,635)		(416,728)		

July 8, 2010

Printed on 100% Recycled Paper

Humboldt Waste Management Authority
Statement of Operations with Budget
For the Month Ending May 31, 2010
Landfill Includes Trust Funds

	May Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD Total Budget	YTD 91.67% of Total Budget
Total Revenues	64,230	793,072	569,057	224,016	139.37%	620,789	620,789	127.75%
Direct Expenses	20,767	224,119	234,683	(10,564)	95.50%	256,018	256,018	87.54%
Gross Margin	43,464	568,953	334,373	234,580		364,771		
Indirect Expenses	42,059	249,924	245,286	4,637	101.89%	267,585	267,585	93.40%
Income from Operations	1,404	319,030	89,087	229,942		97,186		
Capital Expenditures	0	12,992	59,583	(46,591)	21.80%	65,000	65,000	19.99%
Depreciation	2,090	22,990	25,756	(2,766)	89.26%	28,097	28,097	81.82%
Other Non-Operational Expenses	(3,569)	(185,210)	0	(185,210)		0	0	
Net Income (Loss)	(4,254)	97,838	3,748	94,090		4,089		

July 8, 2010

Printed on 100% Recycled Paper



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Jim Test, Executive Director

SUBJECT: Item 6)c
Authorize the Executive Director to sign Agreement with the City of Eureka for provision of Compliance and Waste Reduction Services.

RECOMMENDED ACTION: Voice vote.
Authorize the Executive Director to sign an Agreement between the City of Eureka and HWMA for provision of Compliance and Waste Reduction Services.

DISCUSSION:

Background

The purpose of this Agreement is for HWMA and the City of Eureka to jointly operate Waste Reduction Programs and Used Oil Programs. City and HWMA staffs believe that region-wide programs are better serviced by HWMA. Regional management of combined solid waste and waste reduction activities is more cost effective and should encourage regional solutions. This Agreement will supplement the programs that we currently operate for the County and is an additional step in regionalizing waste management issues. This Agreement was originally adopted in July of 2008 and the proposed Amendment will extend the term until June 30, 2012. The Amendment is attached.

The programs which HWMA has agreed to assist the City with include annual outreach, advertising and promotional efforts (including annual phone book recycling campaign, Christmas tree recycling, e-waste events, recycling guide.), and the Regional Food Waste Digester/Diversion project (currently in planning). The only new project for HWMA will be preparing the City's Annual Report to the CA Integrated Waste Management Board (CIWMB).

Financial Impact

The activities included in this Agreement are part of the Programs AB939 budget. Under this Agreement, the City will forward funds to HWMA at the beginning of the fiscal year to better enable HWMA to schedule, budget and complete these programs in coordination with other local jurisdictions. The contract amount is \$10,000 per fiscal year.

**AMENDMENT TO AGREEMENT BETWEEN
HUMBOLDT WASTE MANAGEMENT AUTHORITY
AND
CITY OF EUREKA
TO PROVIDE CALIFORNIA INTEGRATED WASTE MANAGEMENT ACT
COMPLIANCE SERVICES**

This is an Amendment to that certain Agreement made and entered into January 14, 2009 by and between the City of Eureka (“CITY”) and the Humboldt Waste Management Authority (“AUTHORITY”) (“Agreement”), which shall be effective _____, 2010.

WHEREAS, the CITY and AUTHORITY have established a professional relationship over the past two years of the Agreement and wish to extend the term of the Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants, and representations recited herein and made a material part hereof, the parties agree as follows:

1. **Ratification of Agreement.** The terms and conditions of the Agreement, including all Exhibits and Attachments are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

2. **Section 3.** Section 3 is amended as follows:

AUTHORITY shall perform those services described in the attached Scope of Work (Exhibit A), incorporated herein, and CITY shall pay AUTHORITY as compensation in full for those services an amount not to exceed **\$10,000 per fiscal year**, payable as specified in the attached Terms and Conditions.

3. **Section 4.** The term of the Agreement is extended to June 30, 2012, unless sooner terminated as provided in the Agreement. The term of the Agreement may be further extended with written consent of the parties.

4. **Exhibit A, Scope of Work.** Exhibit A, Scope of Work, is amended at Section 4 as follows:

“4. **Reports**

The AUTHORITY shall submit to CITY by July 1 of each year for CITY approval a project/program list outlining the selected activities for the upcoming fiscal year. All reports required to be submitted to CITY as indicated in this section shall be provided to:

Miles Slattery
Special Projects Manager
City of Eureka
Office of the City Manager
531 K Street, Eureka, CA 95501
707-441-4165

mslattery@ci.eureka.ca.gov”

A copy of the amended Exhibit A is attached hereto and incorporated herein.

IN WITNESS WHEREOF, the parties have executed this Amendment effective on the day and year set forth above.

CITY OF EUREKA:

HUMBOLDT WASTE MANAGEMENT AUTHORITY:

By: _____
DAVID W. TYSON
City Manager

By: _____
JIM TEST
Executive Director

Date: _____

Date: _____

Approved as to form:

Approved as to form:

Sheryl Schaffner, City Attorney

Nancy Diamond, General Counsel, HWMA

EXHIBIT A
SCOPE OF WORK

1. The AUTHORITY agrees to assist with administration of CITY waste reduction programs as follows:

A. AB939 Implementation and Compliance.

The AUTHORITY shall assist the CITY in providing California Integrated Waste Management Act (CIWMA) compliance services on behalf of the CITY in conformity with the requirements of AB939, as codified in Public Resources Code Division 30 Integrated Waste Management Act and Title 14 California Code of Regulations, Division 7, Chapter 9, Section 18700 et.seq. Such compliance services shall include the following activities:

1. Local Task Force. As required by PRC Section 40950, the AUTHORITY shall convene the Local Task Force every five years or as necessary to assist in coordinating the update of CITY source reduction and recycling elements, the county source reduction and recycling element, and to assist in updating of the countywide siting element. The membership of the task force shall be determined in conformity with the requirements of Section 40950. The AUTHORITY shall ensure that the task force carries out its statutory responsibilities.
2. Annual Reporting to CIWMB. The AUTHORITY shall prepare an annual report as required by PRC Section 41821, according to the procedures and requirements of Title 14, CCR, Sections 18794.0 through 18794.5. The report shall be due to CIWMB by August 1 of each year and shall encompass the previous calendar year, January 1 to December 31, inclusive. The report shall provide a thorough and comprehensive summary of CITY progress in reducing solid waste as required by PRC Section 41780.

The AUTHORITY shall submit a draft report to CITY at least one month prior to submittal to the CA Integrated Waste Management Board (CIWMB) for CITY review. The CITY may request or stipulate AUTHORITY revisions to the report during this review process. The AUTHORITY shall submit the final report to CIWMB on behalf of CITY by August 1 of each year or, in the case of postponement by CIWMB, by the due date required by CIWMB, and shall provide copy of same to CITY.

B. Outreach and Promotional Activities.

The AUTHORITY shall continue to assist the CITY in providing coordinated and cooperative regional outreach and promotional activities including but not limited to new and ongoing waste reduction programs, annual phone book

recycling, annual Christmas tree recycling, e-waste collection events, and other waste reduction events and programs as needed.

C. Food Waste Diversion Project.

The AUTHORITY shall assist the CITY in coordinating efforts with the CITY on developing a food waste diversion facility located in Eureka. The AUTHORITY will coordinate with consultants and other jurisdictions as needed to explore the feasibility of such a facility.

2. In addition, should funding remain or additional funding become available, the AUTHORITY agrees to assist with administration of the following CITY waste reduction programs as follows:

A. California Beverage Container Recycling Fund Activities.

The AUTHORITY may assist the CITY in providing waste reduction activities, as approved by the CITY, and in compliance with the provisions of California Public Resources Code Section 14581. Eligible activities may include, but are not necessarily limited to, support for new and existing curbside recycling programs, public education promoting beverage container recycling, waste audits, cooperative regional efforts among two or more cities or counties, or both, or other beverage container recycling programs.

B. Construction and Demolition Debris Facility.

The AUTHORITY may assist the CITY in coordinating efforts to develop a construction and demolition debris diversion facility for Eureka and the region. The AUTHORITY will coordinate with consultants and other jurisdictions as needed to explore the feasibility of such a facility, and may develop a model ordinance to assist Eureka and other jurisdictions.

3. Used Oil Program

The AUTHORITY shall continue to act as the lead agency authorized to secure grant funds and implement the regional Used Oil Block Grant Program in coordination with the CITY and other local jurisdictions.

4. Reports

The AUTHORITY shall submit to CITY by July 1 of each year for CITY approval a project/program list outlining the selected activities for the upcoming fiscal year. All reports required to be submitted to CITY as indicated in this section shall be provided to:

Miles Slattery
Special Projects Manager
City of Eureka
Office of the City Manager
531 K Street, Eureka, CA 95501
707-441-4165
mslattery@ci.eureka.ca.gov



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Jim Test, Executive Director

SUBJECT: Item 7
Review and Take Action on Fees

RECOMMENDED ACTION: Voice Vote
Review and Take Action on Request from County Division of Environmental Health Concerning Fees.

DISCUSSION:

HWMA collects a pass through fee on each ton of solid waste that funds the Local Enforcement Agency (LEA), a branch of the County Division of Environmental Health. Among other things, the LEA inspects public and private solid waste transfer stations and recycling centers, monitors illegal dump sites, responds to citizen complaints about refuse issues, and enforces state and local solid waste regulations.

The County budget schedule lags behind HWMA's budget by a couple of months. Even though we worked with the LEA during our budget process, they were not able to provide final figures until after we had adopted our budget.

Staff recommends that we guarantee pass through revenue of \$204,000 for FY 2010/2011 but not change the Countywide Enforcement fee of \$2.66. If we do need to make up for a tonnage shortfall, we can take the \$4,500 out of reserves. In addition to a revenue commitment we should also suggest that the LEA increase its internal solid waste facility fee and project review fee to generate at least \$120,000 for FY 2011/2012. HWMA staff feels that funding for the program should be more equitably distributed between those requiring the inspection services and the general public complaint driven services.



Humboldt County Department of Health and Human Services
DIVISION OF ENVIRONMENTAL HEALTH

100 H Street - Suite 100 - Eureka, CA 95501
 Voice: 707-445-6215 - Fax: 707-441-5699 - Toll Free: 800-963-9241
 envhealth@co.humboldt.ca.us

June 10, 2010

Mr. Jim Test, Executive Director
 Humboldt Waste Management Authority
 1059 West Hawthorne Street
 Eureka, CA 95501

Dear Mr. Test:

I have received your tonnage projections for the 2010/2011 fiscal year as it relates to LEA tipping fees. Enclosed is a copy of the Local Enforcement Agency's (LEA) budget for the upcoming fiscal year. The proposed LEA budget indicates a shortfall should Humboldt Waste Management Authority (HWMA) meet your FY 10/11 tonnage projection of 75,000.

Our current proposed LEA budget indicates needed revenue of \$204,197 for the waste tipping fees collected by HWMA. A projected 75,000 tons tipped at the transfer stations at \$2.66 per ton leaves the LEA short by \$4,697. In order to make up the possible projected shortfall for this upcoming fiscal year, we request that HWMA increase the LEA portion of tipping fee to \$2.72 per ton.

In the current budget year (09/10), a guarantee was made to help the LEA balance the budget. We will report our final expenditure to you in July. Pursuant to Public Resources Code section 43213, the designated Enforcement Agency requires funds sufficient to cover the costs of running the program. Next year we hope to have the opportunity to analyze our budget and make our recommendation prior to review and approval of the HWMA budget and fees by your Board.

The LEA continues to carry its charge of assisting facilities in maintaining compliance with the state laws and regulations at the local level, as well as providing services to the community at large in resolving solid waste handling and disposal issues.

We thank you and the HWMA Board for your consideration and assistance. Please feel free to contact me (268-2204) or Cynthia Chason (268-2229), if we can provide any additional information.

Sincerely,

Melissa Martel, Director
 Division of Environmental Health

Cc: Jill Duffy, Humboldt County Supervisor, HWMA Board Member
 Susan Buckley, Director, Public Health Branch
 Leslie Abbott, Budget Specialist, Public Health Branch
 Carolyn Hawkins, Supervising Environmental Health Specialist

Encl.

Department: 430 Local Enforcement Agency
1175 - Public Health Fund

<u>Budget item</u>	<u>Total Request 2010-11</u>
2120 Rents & Leases - Equipment	
2121 Rents & Leases - Structures	16,151.00
2122 Small Tools	100.00
2123 Special Departmental Expense	0.00
2125 Transportation & Travel	8,368.00
2126 Utilities	500.00
2148 Computer Software	400.00
2194 Recruiting and Employment Cost	100.00
2201 Telephone Capitalization	0.00
2217 Books & Periodicals	500.00
2225 Transportation-Out of County	2,150.00
2317 Office Expense - Equipment	225.00
2713 Enforcement Assistance Grant	19,248.00
2614 Staff Development & Training	<u>450.00</u>
Total 02 Services & Supplies	57,605.00
03 Other Charges	
3125 Information Services Charges	2,961.00
3137 A-87 Overhead Charges	553.00
3144 Farm and Ranch Cleanup	200,000.00
3513 Communication/Utility	112.00
3940 Central Service Charges	29.00
Admin Enforcement Assessment	<u>10,000.00</u>
Total 03 Other Charges	213,655.00
Total Department Revenue	<u>519,701.00</u>
Department Expenses for fund 1175	519,701.00
Department net budget for fund 1175	0.00

Projected Budget for Fiscal Year 2010-11
Department: 430 Local Enforcement Agency
1175 - Public Health Fund

Budget item	Total Request 2010-11
Revenue Description	
50 Other Governmental Agencies	
514022 Enforcement Assistance Grant	19,248
514023 Farm and Ranch Cleanup	200,000
TOTAL 50 Other Governmental Agencies	<u>219,248.00</u>
60 Charges for Current Services	
631179 Solid Waste Facilities - Fees	58,836
631182 Project Review Fees	4,315
631184 Local Enforcemnt Agcy-Fees IWM	204,197
6000x Admin Enforcement Assessment	10,000
TOTAL 60 Charges for Current Services	<u>277,348.00</u>
70 Other Revenues	
707800 Trust Fund Transfer	<u>23,105.00</u>
TOTAL 70 Other Revenues	23,105.00
Department Revenue for fund 1175	<u>519,701.00</u>
Expenditures	
Staff	
Regular Salaries and benefits	<u>248,441.00</u>
02 Services and Supplies	
2105 Clothing / Inmate	60.00
2106 Communications	1,800.00
2107 Duplicating	500.00
2109 Household Expense	100.00
2110 Insurance	1,322.00
2112 Equipment Maintenance	150.00
2113 Maintenance - Structures	200.00
2115 Memberships	200.00
2116 Postage	700.00
2117 Office Supplies	1,000.00
2118 Professional & Special Services	3,381.00



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Jim Test, Executive Director

SUBJECT: Item 8
Authorize Staff to Distribute an RFP for Recyclables Processing

RECOMMENDED ACTION: Voice Vote
Authorize Staff to Distribute an RFP for Recyclables Processing

DISCUSSION:

At its meeting on April 8, 2010 the Board directed Staff to meet with the relevant HWMA member agencies to prepare a Request for Proposals to process recyclables collected by member agencies.

HWMA and member agency staffs have worked with Intelliwaste to develop a proposal to help HWMA manage the RFP process. The attached Draft RFP is a collective effort that represents the ideas and concerns of our member agencies. The main points of the RFP include:

- Term-five (5) years with a five (5) years renewal option;
- Estimated recyclable tonnage comes from Arcata, Blue Lake, Eureka and surrounding unincorporated County;
- Contractor is responsible for receiving, processing and marketing recyclables;
- Contractor should be able to process dual stream, single stream and source separated materials;
- There is both a cost component and a revenue sharing component;
- There will be a proposal review team drawn from member agency staffs;
- The program should be up and running by February 2011.

We are still looking at details on the scheduling and will have additional information at the Board meeting. The draft RFP is attached.

REQUEST FOR PROPOSALS

FOR

TRANSPORTATION
AND
PROCESSING OF RECYCLABLES

ISSUED BY:



Humboldt Waste Management Authority

1059 West Hawthorne Street
Eureka, CA 95501

July X, 2010

TABLE OF CONTENTS

1 GENERAL INFORMATION.....4

1.1 Humboldt Waste Management Authority4

1.2 Organization of the RFP5

2.0 PROPOSAL CONSIDERATIONS6

2.1 Rights of the Authority.....6

2.2 Consequence of Submission of Proposal.....6

2.3 Proposal Costs7

2.4 Proposal Schedule7

2.5 Anti-Collusion Statement8

2.6 Conflict of Interest8

2.7 Limits on Disclosure of Proposal8

2.8 Proposer Code of Conduct9

3.0 BACKGROUND INFORMATION10

3.1 Recyclable Material Tonnage from Authority Member Agencies12

4.0 SCOPE OF SERVICES.....12

4.1 Recyclable Materials Receiving and Loading Facility13

4.2 Transportation of Recyclables to the Processing Facility13

4.3 Processing of Authority’s Recyclables14

5.0 AGREEMENT ARRANGEMENTS14

6.0 PROPOSAL SUBMITTAL INSTRUCTIONS15

6.1 Qualifications Response.....15

6.1.1 Company Information.....15

6.1.2 Key Personnel.....16

6.1.3 Litigation History.....16

6.1.4 Environmental Compliance17

6.2 Financial Response.....17

6.3 Operations Response17

6.3.1 Recyclables Receiving, Reloading, and Transportation Facility17

6.3.2. Transportation to Processing Facility18

6.3.3 Processing of Authority’s Recyclables19

6.3.4 Marketing of Authority’s Recyclables19

6.4 Agreement Acceptance Response19

7.0 COST PROPOSAL AND COST FORM20

7.1 Contractor’s Compensation.....21

8.0 PROPOSAL EVALUATION AND CONTRACTOR SELECTION.....22

8.1 Proposal Evaluation Procedures22

8.2 Proposal Evaluation Criteria.....22

9.0 PROPOSAL SUBMITTAL INSTRUCTIONS26

9.1 Authority Contact and Address 26

9.2 Submittal of Written Questions.....26

9.3 Proposal Submittal Format.....26

9.4 Clarification of Proposal Information26

9.5 Presentation to HWMA Board27

9.6 Selection of Recommended Proposers27

9.7 Schedule27

9.8 Proposal Content.....27

Attachment 1 – Agreement30

Attachment 2 – Cost Forms31

**Attachment 3 – Distance from Each Member Agency to the Contractor’s Proposed
Receiving/Transfer Facility Form33**

Attachment 4 - Anti-Collusion Form34

1.0 General Information

The Humboldt Waste Management Authority (“HWMA or Authority”) is issuing this Request for Proposals to select a qualified Contractor to transport and process recyclable materials from Member Agencies. The Agreement will be between the HWMA and the selected Proposer for a five (5) year period with the option for renewing the Agreement for one five (5) year period. The term of the Agreement will commence 60 days from the date of approval by the HWMA Board. The Contractor will be responsible for locating a building within the Authority’s jurisdictions to receive the recyclable materials and load the material for transportation to the Contractor’s facility for processing, marketing, and disposal of residual materials.

The Authority has retained IntelliWaste, Inc. (IntelliWaste), a solid waste management consulting company, to assist in the procurement process including developing the RFP, coordinating responses, and providing technical and financial review as needed. Proposals are being solicited from qualified Contractors or from a group of qualified Contractors that form a team arrangement for purposes of this solicitation. In the event a teaming arrangement is proposed, the Contractors should recognize that the team must be represented by a single prime Contractor that will be responsible for entering into this Agreement and will serve as the primary contact and responsible party. The Agreement specifying the Terms and Conditions for the requested services is located in Attachment 1.

The Proposal from a Contractor shall be submitted in accordance with the guidelines presented in this RFP. All data and information furnished by the HWMA or referred to in this RFP are provided for the Proposer’s convenience. The HWMA does not guarantee that such information or data is accurate and assumes no responsibility as to the accuracy of the information. Proposers are encouraged to independently verify the accuracy and interpretation of all such information or data.

1.1 Humboldt Waste Management Authority

The Humboldt Waste Management Authority is a Joint Powers Authority (JPA) consisting of the Member Agencies of the jurisdictions of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and Humboldt County. The cities of Fortuna and Trinidad are not members of the HWMA JPA, although Trinidad has expressed interest in joining. The HWMA has been in operation since 1999 and has acted as a regional focus point in a diverse waste management system. The primary goals of the HWMA are to provide program support for cost-effective waste reduction, recycling, and solid waste programs to Member Agencies through their franchised collection providers and the public recyclers to meet and exceed the minimum 50% diversion mandated by California State Law, AB 939.

The HWMA operates the Hawthorne Street Transfer Station located at 1059 Hawthorne Street in the city of Eureka. The Hawthorne Street Transfer Station serves as a hub and central location in the area for drop off of solid waste from the public and local collection haulers. Solid waste collected at the Transfer Station is loaded and hauled by transfer trailer trucks to the Anderson Landfill in Redding, California and the Dry Creek Landfill in Medford, Oregon.

The Hawthorne Street Transfer Station also accepts recyclable materials at its drop-off location from the public and commercial businesses. Household hazardous waste, E-waste, and Universal materials are also received and managed within this complex, as well as through off-site programs in the Humboldt County area. The HWMA also owns and manages the closed Cummings Road Landfill in Eureka. The Authority also manages through contractual means composting of organic materials at the Mad River Compost Facility owned and operated by third-party contractors.

1.2 Organization of the RFP

General information regarding the RFP purpose, process, and schedule are provided in the following.

- ❑ Section 1 contains General Information that will assist proposers in understanding the current and proposed services required including general information about HWMA member agencies.
- ❑ Section 2 contains Proposal Considerations such as the rights of the Authority, consequence of Contract's submission of their proposal, costs to prepare a proposal, and the proposal schedule.
- ❑ Section 3 presents Background Information regarding recyclable material types to process and estimated quantities to be shipped and processed under this Agreement.
- ❑ Section 4, Scope of Services, defines the work and services covered by this RFP.
- ❑ Section 5 details the Agreement Arrangements and contractual terms and conditions for the requested services.
- ❑ Section 6 discusses the RFP Proposal Requirements to be submitted by the Contractor.
- ❑ Section 7 describes the Cost Proposal and Contractor Compensation required to be submitted for this RFP and the Contractor's compensation and payment method to be employed by the Authority.
- ❑ Section 8 describes the Proposal Evaluation and Contractor Selection process to be followed by the Authority.
- ❑ Section 9 presents the Proposal Submittal Instructions to be followed by Proposers for submittal of their RFP.

Attachment 1 contains the Agreement and contractual arrangements binding by the Contractor. Attachment 2 and 3 contain the Proposal Cost Forms required to be filled out by the Contractor.

2.0 Proposal Considerations

2.1 Rights of the Authority

The Authority's rights include but are not limited to the following conditions:

- Reissuing or modifying the RFP.
- Withdrawing the RFP at any time during the procurement process
- Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- Requesting clarification or additional information from the Contractor at any time during the procurement process.
- Executing an Agreement with a Contractor on the basis of the original proposals and/or any other information submitted by the Contractors during the procurement process.
- Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or part of any proposals, and waiving any requirements of the RFP, as may be deemed in the best interest of the Authority.
- Negotiating with more than one Contractor.
- Accepting a proposal that does not offer the lowest cost but offers the best overall proposal, which the Authority determined is in the best interest of the Member Agencies based on the Contractor's qualifications, operations proposal, financial strength, and willingness to accept the Agreement terms as well as its cost proposal.
- Discontinuing negotiations after commencing negotiations with a selected Contractor if progress is unsatisfactory in the sole judgment of the Authority, and commencing negotiations with another qualified Contractor.

2.2 Consequence of Submission of Proposal

- Submission of a proposal will constitute an incontrovertible representation and warranty by Contractor that the Contractor has investigated all aspects of the RFP.
- Contractor is aware of the applicable facts pertaining to the RFP process, its procedures and requirements.
- Contractor has read and understands the RFP and has complied with every requirement.
- Without exception the proposal is premised upon performing and furnishing the services and equipment required by this RFP and Agreement and as such means, methods, techniques as may be indicated in or requires by this RFP and Agreement.

- ❑ Contractor's submittal of an RFP and/or any addendums are sufficient in scope and detail to indicate and convey understanding of all the terms and conditions for performance and furnishing services of the project.

The submission of a proposal shall not be deemed an agreement between the Contractor and the Authority, and the following conditions apply:

- ❑ Authority shall not be obligated to respond to any proposal submitted nor is bound in any manner by the submission of a proposal by a Contractor.
- ❑ Acceptance of a proposal by the Authority obligates the Contractor to enter into good faith Agreement negotiations on the proposal submitted.
- ❑ The Agreement shall not be binding or valid against the Authority unless and until it is executed by the Authority Board and the selected Contractor, and the Contractor's performance bond or other surety has been accepted.

2.3 Proposal Costs

The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the Proposer and shall not be chargeable in any manner to the HWMA. The HWMA will not reimburse any Proposer for any costs associated with the preparation and submission of proposals or expenses incurred in making an oral presentation, participating in an interview, or negotiating an Agreement with the HWMA.

2.4 Proposal Schedule

The HWMA intends to adhere to the schedule provided in Table 1 during the selection process. This schedule may change at the HWMA's sole discretion.

Table 1: Proposal Procurement Schedule

Procurement Activity	Date
HWMA release RFP.	July XX, 2010
Deadline to submit written questions and comments by Proposers.	July XX, 2010
HWMA will issue to Proposers: response to written questions and RFP addendum if necessary.	August X, 2010
PROPOSAL DUE	August XX, 2010, 2:00 P.M.
HWMA may request clarification of proposal information.	August XX, 2010
HWMA interviews shortlisted Proposer(s).	August XX, 2010
HWMA Board selects Contractor.	September XX, 2010
Member Agencies approve selected Contractor (1).	September XX-XX,2010
HWMA conducts and completes negotiations with Contractor.	October XX, 2010
Contractor commences providing services.	December XX, 2010

(1) JPA Agreement requires approval of Contractor Agreement by simple majority of Member Agencies' governing boards.

2.5 Anti-Collusion Statement

A sworn anti-collusion statement is included as Attachment 2 as part of the proposal package. The HWMA has required that a non-collusion statement must be made as a sworn affidavit executed and sworn before a person who is authorized to administer oaths by laws of the State. This certification is required as important evidence in the event that collusion or bid rigging is discovered at a later date. If any Proposer submits a false statement, sanctions could then be taken against the firm.

2.6 Conflict of Interest

The Contractor must disclose any contractual relationship that exists or has existed between the Contractor and a predecessor organization of the Contractor, or a subcontractor included in the Contractor's response to this RFP, and the HWMA or its Member Agencies. Contractors also must disclose any existing business or personal relationship between the Contractor, its principals, or any affiliate or subcontractor, and the HWMA, its Member Agencies, or any other entity or person involved in the project that is the subject of this RFP.

Failure to disclose any such prior or existing contractual or personal relationship as described in this section may result in disqualification of the proposal. The HWMA will make the final determination regarding the existence of a conflict of interest.

2.7 Limits on Disclosure of Proposals

The HWMA has determined that the public interest will be best served if proposals submitted by Contractors in response to this RFP are not made available for review by other companies participating in the competitive selection process. For that reason, proposals submitted during the

RFP process will not be made available to other Proposers or the public earlier than the date on which the HWMA issues to Member Agencies a shortlist of a company or companies recommended for final negotiation. The HWMA may, at its sole discretion, release select portions of the proposal(s) of the recommended companies that have not been identified as entitled to confidential treatment as containing trade secrets.

Conversely, public release may be deferred until individual Member Agencies have limited their consideration to one preferred company. All materials received from that company (other than those entitled to protection under California Government Code Section 6254(k)) will be made available for public review by the Member Agencies no less than twenty (20) days prior to the date on which the governing board of each Member Agency will consider a staff recommendation to award the Agreement to a selected company.

The HWMA will implement the following procedures to the aforementioned policy:

1. All materials which a Proposer believes to contain trade secret information entitled to protection from disclosure under Government Code Section 6254(k) must be clearly marked on each page as “CONFIDENTIAL”;
2. Prior to the date on which HWMA issues a final list of recommended Proposer(s) to its Member Agencies, if HWMA receives a request to review and/or copy materials submitted by any Proposer, the Authority will decline to release those materials;
3. If the person submitting the request files a legal action against HWMA seeking its release, the HWMA will notify the affected Proposer(s) and will not oppose a motion by such Proposer(s) to intervene in the action. The Proposer(s) must either intervene or agree to pay HWMA’s and its agent(s) legal expenses in defending the action, including fees, if any, awarded to the plaintiff. Absent such an agreement, the HWMA will have no obligation to defend the action and may release the information sought without any liability whatsoever; and
4. Proposer will not seek damages against the HWMA, its agents, or any Member Agency for recovery of its attorneys’ fees from the HWMA or any Member Agency as a result of any dispute related to the release or withholding of information submitted in response to this RFP.

2.8 Proposer Code of Conduct

The Proposer is required to follow the Proposer Code of Conduct as a result of submitting an RFP. The Code of Conduct for Proposers includes the following provisions:

1. Prohibits ex parte communications with HWMA Board members or elected officials of Member Agencies;
2. Prohibits giving any gift or monetary compensation to an HWMA Board member, staff member or its agents; and

3. Prohibits collaboration or discussion with other Proposers of the content of the proposal or rates proposed.

3.0 Background Information

The HWMA through its Member Agencies has been tasked with the responsibility to contractually manage the recyclable materials collected within the respective jurisdictions to a recycling center or material recovery facility (collectively referred to herein as a “processing facility”) for processing of recoverable commodities, sale of the materials, and disposal of residuals. Recyclable materials within the Member Agencies are collected through a variety of generators including residential curbside collection programs in the cities of Arcata, Blue Lake, and Eureka, commercial recycling programs in some of the jurisdictions, drop-off materials at the Hawthorne Street Transfer Station, and from local public drop-off CRV centers.

Mandatory residential curbside recycling programs have been only recently implemented in the city of Arcata on January 1, 2010, and September, 2009 for the city of Eureka. A voluntary residential curbside recycling program has been initiated in satellite areas of unincorporated Humboldt County surrounding urban pockets of customers to nearby Arcata and Eureka and in the City of Blue Lake.

Residential recycling collection programs are set up as a dual-stream system; residents set out containers with a divider and then separate fiber materials (for example, mixed paper and cardboard) and container materials (glass, plastic, and metal). **For purposes of responding to this RFP, Contractors can expect to transport and receive for processing, dual-stream residential material, commingled single-stream materials from commercial collection activities and source-separated materials from drop-off centers.**

Recyclable Material Types

Table 2 below lists the various types of acceptable materials currently recycled from Member Agency jurisdictions.

Table 2: HWMA Member Agencies Recyclable Material Characterization

Recyclable Material Category	Subcategory
Cardboard	Corrugated cardboard, chip board.
Mixed paper	Office paper, computer paper, magazine, junk mail, envelopes, catalogs, brown paper bags, office paper, paper board, telephone books, paperback books, colored paper, construction paper, and cereal and food boxes.
Newspaper	Inserts, coupons, and advertisements.
Glass	Clear, brown, green (all colors).
P.E.T.	Containers identified as P.E.T.
Ridge Containers (HDPE)	Containers identified as HDPE.
Mixed Plastics 1-7	All containers stamped with the Society for Plastics Industry (SPI) code #1 through #7.
Other Plastics	Plastic bags
Aluminum	Food and beverage containers, foil, and foil containers.
Metal	Steel, tin, and bi-metal containers; small pieces of scrap metal weighing less than 10 pounds.

The types of recyclable materials collected are up to each individual Member Agency at this time. Franchise haulers operating in the cities of Arcata, Blue Lake, and Eureka have been directed to deliver recyclable items collected to the Arcata Community Recycling Center's Samoa Recycling Facility.

Table 3: HWMA Member Agencies Recycling Programs

Component/Program Name	Arcata	Blue Lake	Eureka	Ferndale	Humboldt, County	Rio Dell	Trinidad (1)
Recycling Programs							
Residential Curbside	●	●	●	●	●	●	
Residential Drop-Off	●		●	●	●	●	●
Residential Buy-Back	●	●	●	●	●	●	●
Commercial On-Site Pickup	●	●	●	●	●	●	●
Commercial Self-Haul	●	●	●	●		●	●
Government Recycling Programs			●	●	●	●	●
School Recycling Programs	●	●	●		●	●	●
Special Collection Seasonal (regular)	●	●	●	●	●	●	●
Special Collection Events	●	●	●	●	●	●	●
Other Recycling	●						

The Samoa Recycling Center is located in Samoa, California approximately 3 miles north of the city of Eureka and 7 miles south of the city of Arcata. The Samoa Recycling Center operates

as a merchant facility and does not have contractual processing arrangements for processing of materials.

Recyclable materials from the city of Fortuna and the adjacent Humboldt County area are processed at the privately-owned Eel River MRF in Fortuna. Recyclable materials from Fortuna and its general area are not included within recyclables material tonnage estimates to be considered for the purposes of responding to this RFP. Humboldt Sanitation has a privately owned transfer station in McKinleyville that collects source-separated recyclables and CRV. The City of Trinidad operates a source-separated drop-off center partially supported with HWMA funding that is serviced by Humboldt Sanitation. The Humboldt Sanitation tonnage is not included in the RFP estimates.

3.1 Recyclable Material Tonnage from Authority Member Agencies

Since processing of recyclables in the Authority region are non-regulated, precise measurement of recyclable tonnages generated within the HWMA is dependent on voluntary submission of data to the HWMA. To the best of the Authority's knowledge as of January 2010, the total annual tonnage of recyclable materials the Contractor may expect to receive is presented in the Table 4. This tonnage is based on curbside collected materials from the cities of Arcata, Blue Lake, and Eureka, and satellite areas of unincorporated Humboldt County surrounding urban pockets of customers to nearby Arcata, Eureka, and Blue Lake. The Authority is projecting a 1.5% per year growth in incoming materials but does not guarantee any particular level of recyclable material delivery to the Contractors' material receiving facility.

Table 4 presents the future projected recyclable material tonnage from the Authority's member agencies over the next five (5) years or potential total term of the Agreement with the Contractor.

Table 4: Projected Material Tonnages Years 1 through 5 HWMA Member Agencies

Agreement Term (Year)	1	2	3	4	5
Total Annual Tons	13,169	13,366	13,567	13,770	13,976

4.0 Scope of Services

Section 4 describes the scope of services that the selected Proposer will be required to perform as part of the Agreement with the HWMA. The Contractors should carefully review the Agreement scope of services, terms, and conditions that will define the contractual arrangements between the HWMA and the Proposer selected in this RFP process. In the event of a conflict between the Agreement and this RFP, the language in the Agreement takes precedence. For all services required under the Agreement, the Contractor must provide all labor, supervision, equipment, and materials in conformance to all required permits and regulatory requirements.

The Authority intends to secure a Contractor to provide the following scope of services:

4.1 Recyclable Materials Receiving and Loading Facility

- ❑ Maintain a building with sufficient capacity to receive Authority's Member Agencies recyclable materials for loading and transfer to Contractor's facility for processing.
- ❑ Contractor is required to provide all necessary personnel, rolling stock equipment, and supplies necessary for operations of the facility, transporting the recyclables, and other obligations through the Term of this Agreement.
- ❑ Contractor's facility shall be open (business hours) to receive Authority's recyclable materials from 7:00 a.m. to 6:00 p.m., Monday through Saturday, including the holidays of Thanksgiving, Christmas, and New Year's Day. Member Agencies collection contractors shall have key-card access to the receiving facility after normal business hours, 24 hours per day, and 365 days per year. The hours of operation of the facility may be changed upon mutual agreement between the HWMA and the Contractor.
- ❑ Contractor shall ensure that the traffic into the facility flows smoothly, that there are no delays in unloading, and that the unloading area is clear to receive recyclable materials at all times during operating hours.
- ❑ Contractor shall provide loader equipment and move the unloaded dual-stream recyclable materials into the proper temporary storage area with fiber materials in an area separate from the container recyclable materials. Source-separated recyclable materials shall be kept separate from either of the dual-stream recyclable materials and stockpiled within a temporary storage area or container until ready to transport to the Contractor's processing facility
- ❑ Contractor shall load the respective type of recyclables (either fibers or containers) into a transfer trailer truck when sufficient volumes of material are available to fully load the trailer.

4.2 Transportation of Recyclables to the Processing Facility

- ❑ Contractor will have axle scales installed on all transfer trailers to ensure that the vehicles do not exceed the legal load limit defined by the State.
- ❑ All transfer trailers will have installed a cover trap system to ensure that recyclable materials do not exit the trailer during transportation to the processing facility.
- ❑ Contractor will provide sufficient (stockpile sitting in facility no longer than 48 hours before removal is required) back-up transfer trailer vehicle units to minimize disruption of service during established hours of operation due to unscheduled vehicle break downs or scheduled maintenance routines.

- ❑ Contractor will provide “BIT” inspection and citation records for the past two (2) calendar years, 2008 and 2009.

4.3 Processing of Authority’s Recyclables

- ❑ Maintain sufficient personnel and equipment to process at the Contractor’s facility all loads of recyclable materials from the Authority.
- ❑ Maximize cost-effective recovery of recyclable materials delivered to the Contractor’s processing facility.
- ❑ Sell recovered Authority’s recyclable materials at the Contractor’s processing facility at the highest and best price available in the competitive market.
- ❑ A complete record of all commodity sales transactions shall be kept by the Contractor and shall be submitted for review according to the reporting requirements of the Agreement.
- ❑ Contractor is responsible for securing markets for recovered materials and maintaining accurate accounting of material quantities, types, pricing, and payments received on all recovered materials.
- ❑ Contractor will market materials to obtain the highest gross revenue from commodity sales.
- ❑ Following separation and recovery of Authority’s recyclable materials, Contractor will dispose of residuals as approved by the sole discretion of the Authority. The disposal rate for residuals at no time will exceed the cost that would locally be provided by the HWMA.
- ❑ Contractor will provide monthly documentation in a form satisfactory to the Authority and as required by applicable law documenting the recyclable material tonnage transported and processed, and the disposal of residuals.

The Contractor selected will be expected to be flexible and proactive in working with the Authority in order to provide services in an efficient manner and to add or modify services as requested to improve such services throughout the Term of the Agreement.

Contractors are urged to provide options to the standard scope of services outlined in Section 4 if they can improve the efficiency, save monies, and/or reduce the disposal of residuals.

5.0 Agreement Arrangements

The procurement schedule in Table 1 designates the schedule to select a Contractor and to finalize the Agreement with the selected Contractor. In an effort to accomplish this objective, an Agreement is provided in Attachment 1. The Agreement provides Contractor required terms and conditions of the required services and the HWMA’s roles, responsibilities, and obligations.

The HWMA is interested in selecting a Contractor that is prepared to sign the Agreement in its existing form. Proposers may, if necessary, propose exceptions to the Agreement; exceptions must be accompanied by recommended alternative language, such that the alternative language is acceptable to the HWMA. If Contractor's comments include material exceptions to the HWMA's Agreement terms, the HWMA may reject the proposal regardless of its other merits and proposed costs. Except at the sole discretion of the HWMA, all negotiations with the Proposers will be limited to the Proposers' comments and recommended alternative Agreement language contained in their proposal.

6.0 Proposal Requirements

Proposers must provide all information requested in this section and addendum items, if any, as part of their proposals. Attachments 2 and 3 contain the Cost Proposal Forms that are required to be completed by each Proposer. Failure to provide all required information as listed below may be grounds for rejection of a proposal. The proposal requirements have been separated into the following responses: Qualifications, Financial, Operational, Agreement Acceptance, and Cost Proposal.

6.1 Qualifications Response

- State the name and address of the company that will be signing the Agreement and the name, address, phone number, fax number, e-mail address, and title of person to be contacted regarding the proposal. Provide the names of any other company (ies) that will share significant responsibilities as team members in performing under the Agreement.
- Describe your company and staff qualifications as they relate to successfully providing solid waste transfer station, transportation services, and processing facility [(recycling center without a solid waste permit) and material recovery facility (with a solid waste permit) issued by Cal Recycling (Department of Conservation, State of California)].
- Describe how the Contractor's material marketing sale programs result in obtaining superior market value.
- Describe how the company fosters innovation and high quality performance with proven examples.
- If companies are submitting as a team, describe any prior successful working arrangements involving similar types of services for similarly sized communities.

6.1.1 Company Information

At a minimum, provide a detailed description of your company and its qualification to provide the requested services in the RFP.

- Describe services provided currently or in the past to other jurisdictions that are directly relevant to services described in this RFP, including descriptions of relevant contracts and

- Provide detailed information regarding the processing facility operations proposed for recovery of the Authority's recyclables. At a minimum, include permitting information; facility design and equipment in-use including a detailed flow chart of system operations; tonnage processed and recovered; residuals remaining as a percentage of tonnage received; and number of full time equivalent personnel employed at the MRF.
- Provide the name, telephone number, and address for three (3) municipal clients serviced by the Proposer as references for your experience for the services requested in the RFP.

6.1.2 Key Personnel

Provide detailed information on the Company's personnel to enable the Authority to determine the Company's personnel qualification to implement the requested services in this RFP.

- Provide names and resumes of principal officers, partners, or other officials of the company who will perform significant responsibilities required under the RFP.
- Identify the names of individual(s) who will implement the Agreement, and include resumes for each key individual responsible for implementation of the Agreement.
- Describe relevant technical experience of key personnel, how long they have been with the company, and their backgrounds in solid waste transfer, materials recovery, materials marketing services, and customer service.

6.1.3 Litigation History

- Provide detailed information regarding the Contractor's litigation history. Has any company, partner, or subsidiary proposing on this RFP or any corporate officer been involved within the past ten (10) years in litigation arising from:
 1. Performance of solid waste contracts or recycling contracts;
 2. Violation of environmental laws, regulations, permits, or federal antitrust laws; and
 3. Connection with allegation of corrupt practices.
- Has any company, partner, or subsidiary in this venture, or any corporate officer, been the subject of any enforcement action, order, decree, or notice of violation of any environmental laws, regulations, or permits? If an answer is "yes," please explain fully.
- Provide details of any past or pending litigation against the Contractor or its parent company or joint venture company (ies) by a governmental entity contracting with the

_____ or its parent for services relating to waste management services, or against such a governmental entity by the Contractor or its parent company or joint venture in the past five (5) years. Failure to disclose an accurate litigation history may result in disqualification of the proposal.

6.1.4 Environmental Compliance

List any environmental compliance-permit violations incurred by the company, partner or subsidiary in this venture, or sub-contractor in the past five (5) years for similar types of facilities operated within Northern California.

6.2 Financial Response

- Provide support that the Contractor has been in existence for at least ten (10) years and has financial resources sufficient to undertake the proposed services.
- Provide audited financial statements, including income and balance sheets for the contractually responsible party and any parent company and joint venture company (ies), for the most recent three (3) complete fiscal years and an audited statement through the most recently completed quarter of the current fiscal year.
- Provide a statement from the chief financial officer indicating that there has been no material change in the financial circumstances of the proposing entity (or its parent or owners if they are providing financial assurance of performance) since the date of the last audited statements.

6.3 Operations Response

Operations information supplied by the Proposer should focus on the methods of performing the services required under the Agreement and as described under Section 4, Scope of Services. Proposers should describe in detail the proposed method for providing the following services requested in the RFP.

- Describe the number and nature of jobs created or retained in Authority's Member Agency jurisdictions for providing the following services requested in the RFP.

6.3.1 Recyclables Receiving, Reloading and Transportation Facility

The Contractor will be required to locate and operate a recyclables receiving and reloading facility, or transfer station to receive, load and transport recyclables dropped off by the Authority's Member Agencies. The Contractor's facility must be located within any one of the Authority's Member Agency jurisdictions. Proposers are required to submit the following information on the facility:

- Address of the recyclables receiving facility. Provide a site map(s) showing the facility and its location to the surrounding area.

- Describe the facility layout and features in detail including the square footage of the building and the square footage of the recyclable receiving area.
- Describe the load receiving and inspection procedure proposed for use at the facility.
- Describe proposed procedures for loading transfer trailers. Specify how loading procedures will encourage maximizing payloads while avoiding having loads exceed legal weight limits.
- Detail the staffing levels and equipment requirements that will be employed by the Proposer to load the materials. Identify the location, function and work hours for the personnel.
- Describe the load tarping program to ensure that there is no littering from outbound transportation of materials.
- Complete Attachment 3 “Distance from Each Member Agency to the Contractor’s Proposed Receiving/Transfer Facility.

6.3.2 Transportation to Processing Facility

- Describe whether the recyclables transportation will be done directly by the Proposer or whether it will be subcontracted.
- Describe current and prior transfer operations that are managed by the Proposer or its subcontractor. Include information about the contract and the jurisdiction entity serviced. The descriptions should include detailed information relating to the materials transported, tonnages transported, distance traveled, frequency, number of vehicles and vehicle types.
- Provide a detailed description of the proposed equipment to be used for the transportation of the recyclables waste from the Authority Member Agencies including the age and condition of the equipment.
- Provide a detailed description of the staffing requirements to be used for the transportation of the recyclables waste.
- Confirm that transfer vehicles are compliant with any vehicle restrictions that may pertain to proposed transportation route including Highway 101, State Route 299, or 199.
- Describe back-up transfer trailer truck capacity (detail the number of units that will be maintained throughout the term of the Agreement) in the event of transfer vehicle breakdowns or during unanticipated downtime of equipment at the Proposers transfer station loading facility.
- Describe the procedures that are currently used by the Proposer to ensure safe operation of the vehicles by drivers. Include a description of the driver training and safety

6.3.3 Processing of Authority's Recyclables

- Describe how the Proposer will maintain safe and efficient unloading procedures of Authority's recyclables.
- Describe how materials will be received and managed on the tipping floor of the processing facility.
- Provide a description of the Proposer's processing equipment including a drawing of the processing equipment, a flow chart describing recovery of individual materials and any other pertinent information regarding the operation of the facility.
- Describe the specific proposed staffing and equipment to be employed for the processing operations. Identify the location, function and work hours for the personnel.
- Describe any unique methods, equipment, and materials handling procedures the Proposer employs at the MRF facility to reduce the amount of residuals.
- Show examples of reports and metrics that are used by the Proposer at the processing facility to track the material flow, material recovery, efficiency of operations and personnel costs (e.g., metric should include processed tons per hour, processed tons per labor hour, percentage downtime, etc.).

6.3.4 Marketing of Authority's Recyclables

- Proposer will provide a detailed Materials Marketing Plan as part of the proposal submission.
- The Marketing Plan shall include: 1) a materials specifications section that lists the materials specifications for the markets/vendors used by the Contractor, 2) a materials marketing contingency section that discusses how the Contractor will manage a change in market conditions, 3) a list all of the Contractor's commodity buyers.
- Description of the experience, history, and volumes marketed by your materials marketing staff/agent.
- List the volumes and sale price by commodity types that will be produced by the Authority that have been sold by the Proposer (from Northern California) in the last 12 months.
- Provide a detailed description of a proposed revenue sharing program with the Authority for materials recovered and sold by the Contractor.

6.4 Agreement Acceptance Response

The HWMA is interested in selecting a Contractor that is prepared to sign the Agreement in its

current form. Proposers may, if necessary, propose exceptions to the Agreement. Any exceptions must be accompanied by recommended alternative language, such that if the alternative language is acceptable to the HWMA, the Proposer is prepared to sign the amended Agreement without further discussions or negotiations.

The number and the substantive nature of the exceptions will be compared to those taken by other Proposers during the proposal evaluation process. If comments by the Proposer include significant exceptions to the HWMA's Agreement terms, the Authority may reject the proposal regardless of its other merits and proposed service costs.

At the sole discretion of the HWMA, all negotiations with the Proposers will be limited to the Proposer's comments and recommended alternative Agreement language contained in their proposal.

7.0 Cost Proposal and Contractor Compensation

Receiving cost effective and efficient transportation and recyclable processing services is a priority for the HWMA Member Agencies. The Proposer is required to submit its cost proposals using the Cost Forms in Attachment 2 and 3 for this submittal. The Attachment 2 Cost Form is divided into two (2) separate components:

Form #1, Standard Cost Proposal

Cost Component A, Receiving Facility Cost: The determination of the cost per ton by the Proposer related to the operation of a recyclables material receiving and loading facility.

Cost Component B, Transportation Cost: The determination of the cost per ton related to the transportation of the Authority's recyclable materials to the Contractor's processing facility.

Cost Component C, Processing Cost: The determination of the cost per ton related to the processing of the Authority's recyclable materials at the Contractor's processing facility.

Cost Component D, Summation of All Cost Components: Proposers are required to sum Cost Components A, B and C into one (1) Total Cost per Ton Fee (\$) for the services requested by the Authority for this RFP. For future rate escalation and Contractor compensation purposes, the Total Cost per Ton Fee will be the unit cost value submitted by the Contractor.

Form #2, Cost Proposal with Revenue Sharing

The Attachment 3 Cost Form #2 with Revenue Sharing includes the Cost Components listed above less a share of the sale revenues of commodities per ton:

Cost Component A, Receiving Facility Cost: The determination of the cost per ton by the Proposer related to the operation of a recyclables material receiving and loading facility.

Cost Component B, Transportation Cost: The determination of the cost per ton related to the

transportation of the Authority's recyclable materials to the Contractor's processing facility.

Cost Component C, Processing Cost: The determination of the cost per ton related to the processing of the Authority's recyclable materials at the Contractor's processing facility.

Cost Component D, Summation of All Cost Components: Proposers are required to sum Cost Components A, B and C into one (1) Total Cost per Ton Fee (\$) for the services requested by the Authority for this RFP. For future rate escalation and Contractor compensation purposes, the Total Cost per Ton Fee will be the unit cost value submitted by the Contractor

Revenue Component E: The Determination of the Revenue per Ton from the Sales of Recyclables Credited Back to the HWMA. We understand that this will be based on the items included in the final agreement and revenue may vary in response to periodic market conditions. Contractor should propose a method for sharing revenue and demonstrate projected revenue at the date of the bid submittal.

7.1 Contractor Compensation

The Contractor will be compensated monthly during the Term of the Agreement based on the following formula:

Contractor Compensation = Total Cost per Ton Fee (\$) times (x) the number of tons transported and processed monthly.

Annual Indexed Adjustment. Total Cost per Ton Fee (\$) in effect as of each beginning fiscal Year (July 1) shall be adjusted as of each July 1 by an amount equal to those Total Cost per Ton Fees (\$) then in effect ("**\$ (n-1)**") multiplied by the percentage change in the CPI Index, as follows:

$$\$n = \$(n-1) \times (1 + X [\text{CPI} (n-1)/\text{CPI} (n-2) - 1])$$

where

CPI (n-1) = the CPI Index average for preceding year, and

CPI (n-2) = the CPI Index average for the next preceding year.

"CPI Index" means the U.S. County Average -All Urban Consumer Price Index CPI-U, 1982-84 = 100) compiled and published by the United States Department of Labor, Bureau of Labor Statistics, for the San Francisco – Oakland – San Jose area for the twelve (12) months proceeding the prior fiscal year index or any other measure hereafter employed by the Federal Bureau of Labor Statistics in lieu of the consumer price index that measures the cost of living in U.S. cities.

Section 8 Proposal Evaluation and Contractor Selection

8.1 Proposal Evaluation Procedures

The proposals will be evaluated based on their content, completeness, and clarity. Specific evaluation criteria has been developed that will focus on evaluating the information requested in the RFP. Proposals will be evaluated based on the extent to which they meet evaluation criteria.

A review team representing the HWMA will evaluate proposals. The review team will be an Ad Hoc Committee which will include the HWMA staff and representatives from Member Agencies. Each evaluator will review all proposals received using a set of established evaluation criteria which will be applied to identify the relative strengths and weaknesses of individual proposals.

The ratings from the evaluators will be compiled to determine a preliminary ranking of the proposals based solely on the evaluation criteria. After initial evaluation of proposals and preliminary ranking, the review team may prepare a shortlist of Proposers to be interviewed.

Invitations may be issued to Proposers on the shortlist to make oral presentations to and/or interviews with the evaluation team. Site visits to Proposer's representative facilities will also be required as part of the selection process.

Based on the contents of submitted proposals, the results of interviews and oral presentations if conducted and site visits, along with any other information requested by the HWMA, the review team will prepare a final ranking of the short listed Proposers and present its ranking to the HWMA Board. After the HWMA Board approval and the approval of the Member Agencies, HWMA staff will enter into negotiations with the selected Proposer to provide the services outlined in this RFP. In the event the negotiations with the selected Proposer are unsuccessful, the HWMA may designate another Proposer from the list of shortlisted Proposers and enter into negotiations with that company.

8.2 Proposal Evaluation Criteria

Proposals will be numerically scored and ranked using the criteria and weighting described in this section. The scores assigned will reflect the extent to which criteria is satisfied relative to other proposals. The evaluation criteria and maximum score that can be achieved for each criterion are presented in Table 6.

Table 6: Proposal Evaluation Criteria and Maximum Evaluation Score

Proposal Evaluation Criteria	Maximum Evaluation Score
Cost proposal	40
Operations proposal	30
Company qualifications and experience	15
Environmental enhancements and other considerations	10
Number and materiality of exceptions to Agreement	5
Total Maximum Score	100

The potential factors that may be considered by the proposal evaluation team when developing the score for each criterion are presented below. Proposer must be fully compliant with the RFP and procurement procedures as demonstrated by submittal of all elements required including completion of the proposal cost form and compliance with proposal submission process.

Cost Proposal (Maximum 40 point)

- Reasonableness of Cost Proposal: Logical relationship between proposed costs and operational assumptions for the cost proposal.
- Competitiveness of Cost Proposal: Cost competitiveness relative to other proposals submitted
- Location and distance of the Contractor's receiving facility to each of the Member Agencies.
- Revenue Sharing Plan: Reasonable relationship between market conditions and potential revenue sharing.

Operational Proposal (Maximum 30 points)

- Approach: Reasonableness and reliability of the proposed services (e.g., technology, equipment, and staffing levels,); reasonableness of productivity and operating assumptions (operating metrics).

- ❑ The number and nature of jobs created or retained in Authority's Member Agency jurisdictions.
- ❑ General Operations: Proposed methods of tracking and reporting operational activities such as productivity, staffing levels, and training programs.
- ❑ Recyclables Loading Plan: Efficiency and effectiveness of loading Authority's materials for transportation to Proposer's processing facility. Includes other operational considerations such as planning details of facilities space usage for material storage, equipment types, and number of personnel, maintenance and administration.
- ❑ Transportation Plan: Reasonableness of Proposer's plan to transport Authority's recyclables including type of vehicles, trailer capacity, driver safety programs, alternative fuel usage and back haul programs. Estimated distance from each Member Agency franchise collection haul base of operations (Attachment 3) to the Contractor's receiving and transfer facility.
- ❑ Diversion Plans: Proposed methods to increase diversion of materials at processing facility, plans, and transfer station diversion commitments that the company may guarantee.
- ❑ Scale System: Scale software system proposed capabilities and reliability of the system, connectivity and report capabilities of the system. Billing approach, and reporting procedures.
- ❑ Processing System Design: The efficiency of the processing sorting equipment layout, equipment, personnel and use of technology in the proposed sorting system for the Authority's recyclables. How the Proposer will handle the Authority's dual-stream recyclables in combination with its other single-stream customers.
- ❑ Functionality and Capabilities: The functionality and capabilities of the sorting system including the tons per hour throughput, effectiveness at sorting materials, labor conservation, and employee working conditions.
- ❑ Separation Efficiency: Proven effectiveness of the sorting system to deliver clean and fully separated commodity types and the ability of the system to capture recyclables and reduce residual.
- ❑ Commodity Marketing Experience: Demonstrated ability to reliably market the Authority's commodities and obtain the best revenues from commodity sales including: descriptions of current and past materials marketing experiences and purchase contracts with buyers that demonstrate the company's future price/volume commitments.

Company's Qualifications and Experience (Maximum 15 points)

- ❑ Company Experience: Demonstrated experience of the company in operating transfer stations, transporting waste and other materials, operation of MRFs and related facilities.

- ❑ **Past Performance Record:** Review of company's history with litigation and regulatory action (e.g., nature of past and pending civil, legal, regulatory, and criminal actions; history and nature of payments of liquidated damages); regulatory compliance related to equipment and facilities including compliance with land use permits, environmental permits, highway requirements, etc.
- ❑ **Key Personnel Qualifications:** Extent and relevance of the qualifications and experience of key personnel proposed for the team and on-going management of the operations.
- ❑ **Management:** Demonstrated capabilities of the company's existing management and its responsiveness to the ongoing needs and requests of customers including: reporting, providing new services, tracking and monitoring operational activities, regulatory compliance, safety record, general quality of operations, billing and collection, scale house performance and management, and administrative services.
- ❑ **Financial Stability:** Financial strength and ability of company to acquire equipment and provide financial assurance of performance based on review of its audited financial statements and its proposed financing plan.
- ❑ **Jurisdiction References:** Level of satisfaction of jurisdictional customers with Proposer services.

Environmental Enhancements and Other Considerations (Maximum 10 points)

- ❑ **Green-house Gas (GHG) Emissions:** Reduction in GHG through the use of alternative fuels in trucks and equipment; purchase or generation of renewable power in Contractor's buildings; the use of carbon offsets to counter atmospheric emissions, or other GHG emission reduction proposals.
- ❑ **Market Enhancement:** Identify domestic markets for recyclable materials and propose a plan for maximizing reuse or recycling within the US.

Number and Materiality of Exceptions to Agreement (Maximum 5 points)

- ❑ The number, nature and materiality of exceptions to the Processing Agreement.

Section 9 Proposal Submittal Instructions

9.1 Authority Contact and Address

Proposers shall submit all correspondences, questions and the proposal submittal to the following contact individual:

Jim Test
Executive Director
Humboldt Waste Management Authority
1059 West Hawthorne Street
Eureka, CA 95501
Telephone number: 707.268.8464
Email: jtest@hwma.net

9.2 Submittal of Written Questions

HWMA requires Proposer to submit all questions and requests for information in writing (email is acceptable) directly to HWMA at the address listed in Section 9.1. The deadline for submitting written questions and requests for information will be **XXX**, 2010. HWMA will NOT accept questions or requests for information after June 25, 2010.

9.3 Proposal Submittal Format

The Proposer shall submit (6) double-sided copies in three-ring binders of the complete proposal and one (1) single-sided signed original, no later than 2:00 p.m. on **XXX**, 2010 in a sealed package. In addition, a computer disk containing an electronic copy of the proposal in Microsoft Word shall be submitted in a sealed package.

Proposals must be printed on 8½" x 11" paper with 30% or greater post-consumer recycled-content paper. All pages shall be consecutively numbered.

The sealed package shall be clearly labeled: **PROPOSAL TO HWMA FOR TRANSPORTATION AND PROCESSING OF RECYCLABLES**: Name of Proposer: Address: Contact Person: Telephone Number: Fax Number: E-mail:

The proposal must be mailed or hand delivered to the address cited in Section 9.1. Proposals received late will not be considered and will be returned unopened to the Proposer. Postmarks will not be accepted as proof of receipt.

9.4 Clarification of Proposal Information

Proposer may be asked to clarify information through written communications and interviews or during site visits of the Proposer's processing facility. The clarification process may be performed by HWMA staff, Member Agency staff, and/or their agents.

9.5 Presentation to HWMA Board

One or more Proposers may be invited to present their proposals to the HWMA Board and Member Agencies. Invitations to present will be based on evaluation of the proposals at a time to be determined.

9.6 Selection of Recommended Proposers

After the HWMA and Member Agencies select and approve a Contractor, Agreement negotiations will commence. Upon notification of being selected to negotiate a contract, the Proposer will have seven (7) calendar days to provide a surety made payable to the HWMA in the amount of \$100,000 and in the form of a cashier's check or surety bond. The purpose of the surety is to guarantee that the Contractor will execute in good faith the Agreement. If the selected contractor does not execute the Agreement within thirty (30) calendar days after receiving notice of its selection, the HWMA reserves the right to keep the surety to offset potential costs associated with identification of an alternate service provider(s) and schedule delays. Un-cashed checks will be returned to all proposers within ten (10) calendar days after an Agreement is executed.

In addition, the selected Contractor shall be required to pay for the procurement consultant fees charged to the Authority during this process. This fee will be in the amount of \$59,500 and will be due and payable to the HWMA within thirty (30) days of the execution of the Agreement.

9.7 Schedule

The schedule for the RFP procurement process was presented in Section 2.4 in Table 1.

9.8 Proposal Content

Proposals must be submitted according the following format and include the following information:

1. Cover letter providing:

- Name, address, and telephone and fax number of Proposer and key contact person.
- Description of type of organization (e.g., corporation, partnership) submitting proposal.
- If teaming arrangement with is proposed, describe past working relationships on similar projects.
- Name of entity that would sign the Agreement.
- A statement that you have reviewed the requirements of the project as described in this RFP, its enclosures, and all addenda, by listing all addenda and dates received.

- The cover letter and Forms must be signed by an officer or agent of the Proposer who is authorized to bind the Proposer. In signing proposal, the Proposer agrees that the terms of proposal and the cost as submitted by Proposer are firm for a period of one year from proposal due date and assures that a performance bond or other instrument as specified in the Agreement will be issued by the Proposer.
- 2. Executive summary (not to exceed two pages) that highlights the major topics of your qualifications and proposal and clearly states the services your proposal addresses.
- 3. Responses to all information requested in Section 4. Organize your responses into topics, and address each element following the format outlined below so that all requested information can be readily found.
- 4. Proposal Outline

Each proposal must address the topics and scope of work as stated in Sections 6 and 7 of the RFP in the following format:

i. Title Page, Cover Letter, Table of Contents, Executive Summary

I. Company Description, Experience and Qualifications Element

1. Company Information
2. Company Qualifications
3. Key Personnel
4. Personnel and Experience
5. Litigation History
6. Environmental Compliance

II. Operations Element

1. Methods and Procedures for Operations of the Recyclable Receiving Facility
2. Transportation of Materials
3. Processing Facility (MRF) Operation
4. Materials Marketing Plan

III. Financial Background Element

1. Financial Stability, Materially Letter
2. Financing Method

IV. Proposed Environmental Enhancements Element

V. Agreement Acceptance Component Element

VI. Cost Proposals Element

1. Cost Proposal Form # 1
2. Cost Form #2

3. Anti-Collusion Affidavit Form
4. Distance from Contractor's Receiving/Transfer Facility to Member Agencies Form

Appendix, Additional Information – Other information or data relevant to your proposal is optional and may be included as an Appendix to the proposal.

Attachment 1: Agreement

TO BE INSERTED

Attachment 2: Cost Proposal Form #1

Proposer Name: _____

<p>Cost Component A, Receiving Facility Cost: (Cost per ton related to the operation of a recyclables material receiving and loading facility.)</p>	<p>Receiving Facility Cost (\$) = \$_____ /ton</p>
<p>Cost Component B, Transportation Cost: (Cost per ton related to the transportation of the Authority's recyclable materials to the Contractor's processing facility.)</p>	<p>Transportation Cost (\$) = \$_____ /ton</p>
<p>Cost Component C, Processing Cost: (Cost per ton related to the processing of the Authority's recyclable materials at the Contractor's processing facility.)</p>	<p>Processing Cost (\$) = \$_____ /ton</p>
<p>Cost Component D, Summation of All Cost Components: (Sum Cost Components A, B and C into one (1) Total Cost per Ton Fee (\$) for the services.)</p>	<p>Total Cost Components (\$) = \$_____ /ton</p>

Attachment 2: Cost Proposal Form #2, Revenue Share

Proposer Name: _____

Cost Component A, Receiving Facility Cost: (Cost per ton related to the operation of a recyclables material receiving and loading facility.)	Receiving Facility Cost (\$) = \$_____/ton
Cost Component B, Transportation Cost: (Cost per ton related to the transportation of the Authority's recyclable materials to the Contractor's processing facility.)	Transportation Cost (\$) = \$_____/ton
Cost Component C, Processing Cost: (Cost per ton related to the processing of the Authority's recyclable materials at the Contractor's processing facility.)	Processing Cost (\$) = \$_____/ton
Cost Component D, Revenue Share: (Revenue share related to the sales of HWMA recovered materials.)	Revenue Share (\$) = \$_____/ton
Cost Component E, Summation of All Cost Components: (Sum Cost Components A, B, C less Component D into one (1) Total Cost per Ton Fee (\$), Component E for the services.)	Total Cost Components (\$) = \$_____/ton

**Attachment 3: Distance from Contractor's
Receiving/Transfer facility to Member Agencies Form**

Proposer Name: _____

Selected Centroid Location	Contractor's Receiving/Transfer Location	One Way Distance (Miles) From Each Centroid to Contractor's Receiving/Transfer Location
30 South G Street, Arcata, CA 95521		
111 Greenwood Road, Blue Lake, CA 95525		
949 West Hawthorne Street, Eureka, CA 95501		
965 Riverwalk Drive, Fortuna, CA 95540		
2585 Central Avenue, McKinleyville, CA 95519		

Attachment 4 Anti-Collusion Statement Form

The under signed Proposer has not divulged to, discussed, or compared his/her proposal with other Proposers and has not colluded with any other Proposer or parties to the proposal whatsoever. Proposer acknowledges that all information contained herein is part of the public domain as defined in the guidelines in Section 2.7 Limits on Disclosure of Proposals as stated in the RFP and as governed by the State of California.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

(Please type or print below)

Executed under penalty of perjury on this _____ day of _____, 2010 at _____.

SIGNED BY: _____

TITLE: _____

ORGANIZATION: _____

Subscribed and sworn to before me this _____ day of _____, 2010 at _____.

Notary Public

My Commission expires:



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Jim Test, Executive Director

SUBJECT: Item 9
Waste Characterization Study Request for Proposals

RECOMMENDED ACTION: Voice Vote
Authorize Staff to Distribute a Request for Proposals to Prepare a Waste Characterization Study.

DISCUSSION:

HWMA staff, in partnership with the Trinidad Rancheria, the Blue Lake Rancheria and Humboldt State University (HSU), is seeking a joint waste characterization study for the purpose of collecting waste stream data in a cost-efficient manner.

Each of the project partners is looking to develop a phase of their integrated waste management strategy. For the Tribal agencies, the data derived from this characterization study will help them formulate long-term waste management plans. For HWMA and HSU, the data will become a new baseline for measuring the success of existing diversion programs and developing new diversion programs. In order for all of these entities to obtain high quality waste data in a cost efficient manner, we have come together as a region in soliciting cost estimates for a waste characterization study. The premise behind this collaboration is that cost savings can be achieved by performing all surveys in the same time period and at the same location.

In 1992, after the passage of CA AB 939 (1989), the County of Humboldt commissioned a full waste characterization study as part of its Source Reduction and Recycling Element (SRRE). The purpose of generating the SRRE was to develop an Integrated Waste Management Plan. As these waste characterization data are now nearly 20 years old, HWMA is seeking a new study to characterize the current waste stream as well as measure the success of existing waste diversion programs. This waste characterization study will be based on samples taken from the waste generated in each of HWMA's member agencies to provide individual and overall waste stream profiles.

HWMA staff has prepared a request for proposals (attached) to solicit cost information from qualified firms. HWMA is not required to hire any firm as a result of this process. The FY2010/2011 budget contains \$90,000 earmarked for this study. The partner agencies have committed to providing separate funds to cover their costs.

Humboldt County Waste Characterization Study 2010

Request for Proposals

July 9, 2010

Humboldt Waste Management Authority
1059 W. Hawthorne Street
Eureka, CA 95501
www.hwma.net

Phone: (707) 268-8680
Fax: (707) 268-8927

The Humboldt Waste Management Authority is a Joint Powers Authority that manages the solid waste from the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and the unincorporated areas of Humboldt County.

I. Introduction:

This Request for Proposals (RFP) is being issued by the Humboldt Waste Management Authority (HWMA), in partnership with the Trinidad Rancheria, the Blue Lake Rancheria (Tribal agencies) and Humboldt State University (HSU), to identify qualified consultants to perform and produce a waste characterization study for Humboldt County. This study is envisioned to provide waste stream data for each partner agency as well as characterize the County's overall waste stream. The anticipated start date is November 1, 2010.

II. Purpose of RFP:

The Humboldt Waste Management Authority (HWMA) in partnership with the Trinidad and Blue Lake Rancherias and Humboldt State University (HSU) are seeking a joint waste characterization for the purpose of collecting waste stream data in a cost-efficient manner.

Each of the project partners is looking to develop a phase of their integrated waste management strategy. For the Tribal agencies, the data derived from this characterization study will enable them to formulate the foundation for a long-term waste management plan. For HWMA and HSU, these data will become the new baseline for measuring the success of existing diversion programs, and developing new diversion programs. In order for all of these entities to obtain high quality waste data in a cost efficient manner, we have come together as a region in soliciting cost estimates for a waste characterization study. The premise behind this collaboration is that cost savings can be achieved by performing all surveys in the same time period and at the same location.

III. Partner Agencies & Objectives

Humboldt Waste Management Authority (HWMA)

HWMA is a California Joint Powers Authority, formed in 1998, with member agencies including five Humboldt County cities and the Unincorporated County. HWMA is charged with managing the solid waste in Humboldt County, overseeing the closure of the local landfill, developing special waste collection programs in accordance with state regulations (i.e. hazardous waste and universal waste), as well as implementing and promoting waste diversion programs. HWMA owns and operates a recycling drop off center, a compost facility, and a permanent household hazardous waste facility. HWMA also owns a small landfill (Cummings Road) which stopped accepting waste in 2000 and is currently undergoing final closure.

In 1992, after the passage of CA AB 939 (1989), the County of Humboldt commissioned a full waste characterization study as part of its Source Reduction and Recycling Element (SRRE). The purpose of generating the SRRE was to develop an Integrated Waste Management Plan. As these waste characterization data are now nearly 20 years old, HWMA is seeking a new study to characterize the current waste stream as well as measure the success of existing waste diversion programs.

It should be noted that not all of Humboldt County's waste comes through HWMA's Hawthorne Street transfer station. Of the 96,000 tons of solid waste generated in Humboldt County in calendar year 2009; 80,000 tons came to Hawthorne Street transfer station, and approximately 16,000 tons were taken to other county transfer stations or shipped directly to an out-of-county landfill. The contracted firm is expected to work with HWMA to extrapolate the samples taken at Hawthorne Street and estimate a waste stream profile for those areas served by other transfer stations.

It is expected that this waste characterization study will include samples taken from each of HWMA's member agencies in order to provide individual waste stream profiles.¹ HWMA is particularly interested in the food waste and construction and demolition debris components of the regional waste stream. A sampling methodology should be developed to accurately quantify these components. In order to capture seasonal variation between the dry season and wet season, responses to this RFP should include a cost estimate for two sampling periods; the first of which would begin in November 2010, and the second occurring in the middle 2011.

Blue Lake Rancheria

The Blue Lake Rancheria consists of four businesses (a casino, restaurant, hotel, and a gas station), as well as a government building, and 30 households. This community disposes of approximately 450 tons of solid waste annually. Although the residential and commercial waste is collected co-mingled, the local hauler has agreed to separately haul the commercial and residential loads during the survey period to the Hawthorne Street transfer station.

The objective of the waste characterization study for the Blue Lake Rancheria is to obtain data in order to develop a waste management plan for the Tribe. This work will be grant funded, and as such the Rancheria needs to have preliminary data before the end of the calendar year. Due to funding constraints, responses to this RFP should include a quote for one sampling period for the Blue Lake Rancheria in November 2010.

Trinidad Rancheria

The Trinidad Rancheria consists of four businesses (a casino, deli, and two restaurants),² a harbor facility (boat launch where fish are processed), and 45 households. This community produces approximately 530 tons of waste annually. The residential and commercial waste is collected together, and the Rancheria staff is pursuing a cost quote from the local hauler to transport the waste separately to the Hawthorne Street transfer station during the sampling period.

The Trinidad Rancheria's objective is to gain a working knowledge of what is in the Tribe's waste stream and then formulate a waste management plan based on this information. Again, due to funding limitations, responses to this RFP should include a quote for one sampling period for the Trinidad Rancheria in November 2010.

¹ HWMA member agencies include the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and the unincorporated county areas.

² It should be noted here that one of the restaurants and the deli are co-located in the casino.

Humboldt State University (HSU)

Humboldt State University (HSU) has a population of approximately 9,000 persons during the academic year (August 20 – May 15). In addition to the offices and classrooms, HSU has three main dining areas, dormitories, a book store and a small convenience store. HSU generates approximately 988 tons of waste annually.

HSU has established aggressive traditional recycling and green waste diversion programs, and has voluntary small-scale food waste composting program. HSU self-hauls one truck load of waste weekly from miscellaneous campus operations. Eight local franchise trucks per week service the housing and dining areas, classrooms, and offices. Roll-off bins are utilized for construction projects and special events, and are hauled intermittently.

HSU's objectives are: 1.) Quantify the amount of recyclables remaining in the waste stream; 2.) Quantify the volume of food waste generated in the dining areas; and 3.) Assess the main constituents of the overall campus waste stream. In order to have an accurate depiction of campus activity, the sampling period needs to correspond with the times of year when school is in full session, and avoid time periods when students are returning from or leading into a break. Respondents to this RFP should provide a cost estimate for one sampling period for Humboldt State University in November 2010.

IV. Summary of overall objectives and services requested:

The overall objectives of the waste characterization study are to:

- 1.) Provide data so that HWMA and the member agencies can measure the effectiveness of waste diversion programs put into place after the initial 1992 Humboldt County waste characterization study.
- 2.) Provide data so that HWMA and the member agencies can identify waste streams to be targeted for future waste diversion programs and infrastructure development.
- 3.) Provide data to verify the quantity of food waste in the commercial and residential waste streams for the continued development of the food waste diversion project.
- 4.) Provide data to assist the Blue Lake and Trinidad Rancheria tribes in the development of an integrated waste management plan.
- 5.) Provide data for HSU to evaluate the effectiveness of its recycling program as well as target waste streams for future waste diversion programs.
- 6.) Provide data to determine the construction and demolition debris (C&D) recycling rate and potential for expansion of existing facilities.
- 7.) Provide data to measure the effectiveness of the hazardous waste collection program.

To Summarize, the regional coalition is seeking a cost estimate for a waste characterization study that will meet the distinct needs of each funding agency:

Partner agency	Waste stream data of interest	# of sampling periods
HWMA	Food, Construction and Demolition debris, Overall waste stream profile for all member agencies	2
Blue Lake Rancheria	Overall waste stream profile	1
Trinidad Rancheria	Overall waste stream profile	1
HSU	Recyclables, Food, Overall waste stream profile	1

All waste will be brought to the Hawthorne St. waste transfer station for sampling, and all logistics of waste transportation to the transfer station will be handled by the agency seeking the waste characterization. We expect that the firm hired to do this work will coordinate with the regional coalition to work through the necessary conditions that will ensure a statistically significant waste characterization study.

V. Scope of Services:

1. For each regional partner (HWMA, the two Rancherias, and HSU) estimate by sampling the total amount of material and material type disposed annually.
 - a. Provide disposed material type estimates for **residential, commercial, and self-haul** subcategories for each regional partner and member agency. HWMA will provide the calculated total disposed waste and information on diversion programs for each of the member agencies.
2. Survey, sample, and identify the quantities of materials consistent with the material type categories listed in the CalRecycle (formerly CIWMB) state-wide waste characterization study.³ It is expected that the firm selected will work with HWMA and the partner agencies to determine the number and type of sub categories to be included within the main material categories.
3. Contractors shall adhere to the “Minimum Health and Safety Guidelines for Waste Characterization Studies” as defined by CalRecycle.⁴
4. Provide separate disposal profiles (within the final report) for each of the member jurisdictions, the county, the two tribal agencies, and HSU.
5. Explain all methodologies, calculations, formulas and assumptions used in the analysis. Sufficient information should be provided so that an individual agency can perform a comparable, in-house study to measure diversion program efficacy in the future.
6. Identify and explain potential error sources.

³ Table 7 from this study shows the material types. This table can be seen at: <http://www.calrecycle.ca.gov/Publications/General/Extracts/2009023/Tables.pdf> . Definitions of the CalRecycle material types can be found at: <http://www.calrecycle.ca.gov/wastechar/MatDefs.htm> . The complete 2008 study can be found at: [Publications Home Page: CalRecycle](#)

⁴ These standards can be viewed at: <http://www.calrecycle.ca.gov/wastechar/HowTo/HealthGuide.htm> .

7. Identify and resolve inconsistencies within the data and develop sensitivity analyses for possible errors.
8. Submit preliminary progress reports and a final report documenting the results of this project. This should include:
 - a. A digital copy of all preliminary reports.
 - b. Five (5) copies of a stand-alone executive summary and the final report. All hard-copy reports shall be double-sided and printed on recycled paper with post-consumer content.
 - c. Complete copy of the executive summary and final report in electronic format compatible with agency software.
 - d. All raw data shall be submitted in compatible software and in an agency-approved format.

VI. Schedule:

The schedule for this RFP solicitation is shown below. It should be noted that once a firm is selected, a kick-off meeting will be scheduled within the first two weeks of the contract period.

Waste characterization RFP Schedule	
Procurement Activity	Date
HWMA releases RFP for waste characterization study	07/09/10
Deadline for applicants to submit written questions or comments	07/28/10
HWMA will respond to written questions and amend RFP if necessary	08/02/10
Proposal Due at 5:00pm (PST)	08/20/10
HWMA may request clarification of proposal information	8/23 through 8/27
HWMA may interview short-listed proposals (phone interview)	08/30/10
HWMA review panel selects proposal for recommendation to board	09/01/10
HWMA Board reviews and approves selected contractor	09/09/10
HWMA notifies selected contractor	09/10/10
Start of first sampling interval	November 2010

VII. Response Requirements:

Responses must be received in a sealed envelope marked on the outside “RFP for Waste Characterization Study”. Responses must be received by **5:00pm on Friday August 20, 2010**. Responses to the RFP should consist of five double-sided copies on recycled paper with post consumer content. **Please do not use plastic covers.** As per HWMA policy, electronic submissions will not be accepted.

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 short (1 paragraph) description of the qualifications and experience of all key persons who would be involved in providing the requested service. Resumes of up to three key

persons may also be included (but are not required) and should not exceed two pages each.

- 3.) If applicable, provide a list of all subcontractors that will be utilized to complete the work, including a short description of the subcontractor's qualifications and experience as well as the part of the contract they will perform.
- 4.) A list of three references from completed contract work under which services similar to the required services were performed including date and contact information. If your firm has not completed three waste characterizations under other contracts, provide references for, and a description of, your firm's experience in related fields that would demonstrate your capabilities to perform the services requested.
- 5.) An outline description of the scope of services to be provided including deliverables and an estimated timeline.
- 6.) A budget listing the cost by main tasks. At a minimum this should include:
 - a. the cost associated with the development of the survey methodology,
 - b. the physical waste sampling costs (i.e. travel, accommodations, labor, and per diem),
 - c. the cost of data analysis, and
 - d. the cost for final report writing.
- 7.) **For billing purposes, budgets must include the survey cost breakdown for each of the partner agencies (i.e. HWMA, each of the two tribal agencies, and HSU).**
- 8.) A schedule for completing the work. The sampling period is one year, and should comply with the needs of the partner agencies. Estimated start date is November 1, 2010.
- 9.) A conflict of interest statement noting financial interests in projects or companies doing business in Humboldt County that may raise a conflict.
- 10.) Proof of insurance coverage (See Appendix A).

Proposers are encouraged to visit the agency website www.hwma.net or send questions via e-mail in order to obtain information deemed necessary to respond to the RFP. The HWMA contact person for this contract is Juliette Bohn, Program Analyst, e-mail: jbohn@hwma.net. Questions and answers will be posted on the HWMA website.

VIII. Review Criteria:

Authority staff will review each response to the Request for Proposals and may interview some or all of the respondents. **Proposers should reserve August 30, 2010 as a potential interview date.** Staff may request that a firm clarify, supplement or modify certain aspects of the information submitted. In making a selection, the review panel will rank the proposals based on the criteria listed below and submit their recommendations to the Authority Board of Directors for approval.

Submittals will be evaluated based on the following criteria:

1. Overall waste characterization study approach, including identification of areas requiring HWMA staff assistance,
2. Demonstrated understanding of the waste characterization goals for each of the project partners,

3. Completeness and conciseness of responses,
4. Relevant work experience and qualifications of key project team members,
5. Cost-efficiency, and
6. References.

IX. Contract and Payment Process:

The firm chosen to complete the project will be required to enter into the Authority's standard agreement for consulting services. A sample contract is included in Appendix A. The contractor will be paid upon submission of an invoice and acceptable project progress as evidenced by preliminary progress reports submitted in an agreed upon format.

X. Right to Reject:

This Request for Proposals is not a contract or commitment of any kind by the Humboldt Waste Management Authority and does not commit the Authority to award a contract or pay any cost incurred in the preparation of a submission. The Authority, at its sole discretion, reserves the right to accept or reject, in whole or in part, submittals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this Request for Proposals.

All submittals will become the property of the Authority. Failure to provide any of the requested information within the specified submission period may cause the Authority, at its sole discretion, to reject the submittal or require additional information.

Appendix A

HWMA's standard contract will be attached here.



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: July 8, 2010

FROM: Juliette Bohn, Program Analyst

SUBJECT: Item 10
U.S. EPA Climate Showcase Communities Grant

RECOMMENDED ACTION: Voice Vote
Authorize Staff to Apply for \$500,000 through U.S. EPA Climate Showcase
Communities Grant

DISCUSSION:

The EPA Climate Showcase Communities Grant program assists local and tribal governments in implementing greenhouse gas reduction projects. The overall goal of this program is to “create replicable models of sustainable community action that generate cost-effective and persistent greenhouse gas reductions while improving the environmental, economic, public health, or social conditions in a community.” The HWMA Regional Food Waste Digester project is well suited to the criteria for funding under this grant solicitation.

HWMA staff is currently in discussions with anaerobic digester equipment vendors to do a demonstration and collect performance data. Two ideas are currently being vetted for suitability to both the project and the goals of the granting agency. The first idea is to demonstrate a low NOx engine technology. In other parts of California, NOx emissions from internal combustion engines are a barrier to the development of anaerobic digester projects. HWMA would partner with an engine company, the Elk River wastewater treatment plant and the Schatz Energy Research Center to purchase an engine and collect and analyze the efficacy of the low NOx engine technology. This would provide the food waste project and the wastewater treatment plant with a newer, more efficient engine as well as help to build momentum for full food waste project implementation.


































The second idea is to purchase food waste digestion pre-processing equipment and two small digesters to demonstrate the pre-processing technology as well as develop the food waste collection program. HWMA would also be able to begin testing the feedstock mix we have in the community as well as assess the quantity of contamination that can be expected. HWMA would partner with a digester equipment vendor, the Elk River wastewater treatment plant, and potentially seek outside assistance in developing the data collection and analysis portion of this work.

HWMA staff will select one of the two ideas and submit a proposal by July 26, 2010. This grant solicitation was released in mid-June, after the last board meeting, and is due on

July 26th – well before the September board meeting. For this reason HWMA is presenting both ideas to the board during the July meeting. HWMA will be applying for \$500,000 to purchase equipment, data collection devices, and hire a third party to analyze the data collected. The grant requires a 50% match of cash or in-kind funding. To meet this match funding, HWMA staff plan to leverage the annual salary of program analyst Juliette Bohn and the value of the Eureka-owned project site. The equipment vendor will be expected to assist in the cost share by providing free installation and start-up.

The EPA will notify applicants of their evaluation by October 15, 2010. If successful, the funds will be made available within three months of notification, and project work can begin at that point in time.

HWMA staff sees this grant solicitation as a way to purchase some of the needed equipment for the food waste diversion project while also adding valuable performance information to the general pool of knowledge. There is no commitment on the part of HWMA to accept these funds if selected.

   Subject	Status	Due Date	% Complete	Categories
Categories: Administration (5 items)				
 Manage RFP for Recycling Processing	In Progress	Thu 8/12/2010	25%	Administration
 Revise Rio Dell Franchise and Ordinance to Include Mandatory Curbside fo...	In Progress	Mon 8/16/2010	50%	Administration
 Recycling-processing-center-feasibility-study	Completed	Thu 7/8/2010	100%	Administration
 Work with the City of Trinidad on joining JPA	In Progress	Thu 9/9/2010	50%	Administration
 Revise JPA Agreement	Not Started	Thu 9/9/2010	0%	Administration
Categories: Cummings Road Landfill (5 items)				
 Landfill gas utilization project	Not Started	Thu 1/13/2011	0%	Cummings Road Landfill
 Permanent Office for Cummings Road	In Progress	Thu 10/14/2010	25%	Cummings Road Landfill
 Report of Waste Discharge	In Progress	Thu 1/13/2011	75%	Cummings Road Landfill
 Define Limits of Waste	In Progress	Thu 1/13/2011	75%	Cummings Road Landfill
 Cummings Road Closure plan	In Progress	Thu 1/13/2011	50%	Cummings Road Landfill
Categories: Facility Maintenance (3 items)				
 Remodel Scale House	In Progress	Thu 8/12/2010	10%	Facility Maintenance
 Remodel Tipping Floor Breakroom/office	In Progress	Thu 7/8/2010	25%	Facility Maintenance
 Repair perimeter drainage at back of tip building	Deferred	Thu 8/12/2010	0%	Facility Maintenance
Categories: Green Waste (1 item)				
 Renew Arcata Grenwaste Drop-off Contract	Not Started	Thu 10/14/2010	0%	Green Waste
Categories: Hauling&Disposal (2 items)				
 Renew ERD Transportation Contract	Not Started	Thu 3/10/2011	0%	Hauling&Disposal
 Develop Self Haul Transportation Contract With Hum San	In Progress	Thu 7/15/2010	25%	Hauling&Disposal
Categories: Personnel (1 item)				
 Review Personnel Manual	Not Started	Thu 10/14/2010	0%	Personnel
Categories: Planning (3 items)				
 Develop Regional Agency	In Progress	Thu 7/8/2010	25%	Planning
 Review EPA Brownfield Grant, Hawthorne Street	Deferred	Fri 9/10/2010	0%	Planning
 Strategic Plan, Phase 1	In Progress	Thu 2/10/2011	50%	Planning
Categories: Programs (9 items)				
 Renew Eureka AB 939 Contract	Not Started	Thu 6/10/2010	0%	Programs
 Renew Contract with PSC for HHW	In Progress	Thu 6/10/2010	50%	Programs
 Apply for New Tire Amnesty Program	In Progress	Thu 9/9/2010	25%	Programs
 Implement HWMA Tire Amnesty Program	In Progress	Thu 10/14/2010	75%	Programs
 Review food waste grant and financing options	In Progress	Thu 9/9/2010	50%	Programs
 C&D Recycling Ordinance	Deferred	Thu 9/9/2010	0%	Programs
 Revise HHW Satellite Collection Center Contracts	In Progress	Thu 8/12/2010	50%	Programs
 Revise Local Task Force Ordinance	Deferred	Thu 8/12/2010	0%	Programs
 Redwood Valley Container Site Contract	Deferred	Thu 12/9/2010	25%	Programs
Categories: Technology Upgrades (3 items)				
 Review use of automated commercial scale	Not Started	Thu 9/9/2010	0%	Technology Upgrades

Subject	Status	Due Date	% Complete	Categories
Review use of credit/debit cards at Scale House.	In Progress	Thu 6/10/2010	50%	Technology Upgrades
Revise Filing System	Deferred	Thu 8/12/2010	25%	Technology Upgrades