



County Of Siskiyou

Request for Proposals (RFP) RFP # 25-404010-01 – General Services

for

FEASIBILITY STUDY TO COMPLY WITH SB 1383 FOR SISKIYOU COUNTY

Proposals may be mailed, delivered, or emailed to:

Jessica Skillen

Deputy Director

Department of General Services

190 Greenhorn Road

Yreka, CA 96097

RFP_RFB_Submissions@co.siskiyou.ca.us

Proposals Due by:

09/27/2024

4:00 PM pst

County of Siskiyou
Request for Proposals
for **FEASIBILITY STUDY TO COMPLY WITH SB 1383 FOR**
SISKIYOU COUNTY

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
09/09/2024	Release of Request for Proposals (RFP)
09/16/2024	Deadline to Submit Questions
09/27/2024	Submission of Proposals due by 4:00 PM
10/03/2024	Review of Proposals
10/07/2024	Notification of Final Selection
Nov 2024	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

1.0 Preface

Siskiyou County General Services Department was awarded an SB 1383 grant through the Department of Resources Recycling and Recovery (CalRecycle). The grant period is February 26, 2024, to April 1, 2026. “Short-lived Climate Pollutants” (SB1383), sets the following targets:

1. Reduce organic waste disposal by 75% by 2025.
2. Rescue for people to eat at least 20% of currently disposed surplus food by 2025.

The County was granted exemptions by CalRecycle from SB 1383 collection requirements from the effective date of April 7, 2022, to January 1, 2027.

This Request for Proposals (RFP) announces the intent of the County of Siskiyou to retain the services of a consulting firm with the qualifications and experience necessary to conduct a feasibility study to help comply with SB 1383 regulations.

Standards and guidelines pertaining to SB 1383 can be located at CalRecycle: [California's Short-Lived Climate Pollutant Reduction Strategy - CalRecycle Home Page](#)

2.0 Scope of Work

Services the successful Proposer will be expected to provide include, but are not limited to:

- Complete a feasibility study encompassing Siskiyou County.
- The feasibility study should present options for organics collection and processing services, coordinated edible food recovery program(s) for “Tier 1” and “Tier 2” edible food generators, as well as outreach and education strategies for residents and businesses within Siskiyou County. Cost estimates, gap analysis, and capacity planning to meet the goals and regulations of SB 1383 should be considered.
- Identifying and proposing solutions to address deficiencies in the current organic waste management system in Siskiyou County. Providing recommendations for implementing sustainable organic waste management practices in the county, with community input.
- The feasibility study should assess and analyze various composting methods, considering factors like environmental impact, scalability, and community acceptance.

It is anticipated that the consultant will outline a detailed approach to the following tasks within the feasibility study. The consultant may propose a different scope of work or recommend alternative methods based on their expertise and experience.

Task 1. Conduct a project kick-off meeting, including introductions, description of timelines, establishment of time reporting guidelines/status reports (communication standards), presentation of schedule and plan, schedule of subsequent meetings, etc.

Task 2. Submit monthly status reports to Siskiyou County and include details of all activities completed and actions taken to complete the project.

Task 3. Assess "Tier 1" and "Tier 2" edible food waste generators' status for compliance and participation in edible food donation programs, edible food recovery compliance, and steps necessary to obtain compliance.

Task 4. Present strategies and options to complete SB 1383 requirements and for developing and distributing education and informational materials to all parties who have a role in SB 1383 implementation.

Task 5. Evaluate and report out organics collection and processing possibilities that would best suit Siskiyou County.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience,

certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

- 1. Qualifications
- 2. Approach
- 3. Experience and references
- 4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at County of Siskiyou Department of General Services, 190 Greenhorn Road, Yreka, CA 96097 on or before **09/27/24 at 4:00 PM pst** (ATTN: Jessica Skillen, Deputy Director of General Services). Please note “RFP FEASIBILITY STUDY TO COMPLY WITH SB 1383 FOR SISKIYOU COUNTY” on the front of the envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to County of Siskiyou, Department of General Services, 190 Greenhorn Road, Yreka, CA 96097 and postmarked by **09/27/24, 4:00 PM pst**. Please note “RFP FEASIBILITY STUDY TO COMPLY WITH SB 1383 FOR SISKIYOU COUNTY” on the front of the envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by **09/27/24 at 4:00 PM pst**. Please include “RFP FEASIBILITY STUDY TO COMPLY WITH SB 1383 FOR SISKIYOU COUNTY” in the subject line.

Proposers shall provide one (1) original copy with a signature and Two (2) exact copies of the original by hand delivery, or mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Jessica Skillen by email, jnskillen@co.siskiyou.ca.us or by phone at (530) 842-8272.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s), or which is relevant to the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

The County of Siskiyou General Services Sanitation Division intends on entering a contract for six (6) months for the listed services with the awarded bidder and shall expire after six (6) months unless the term is extended through a written amendment to the contract. The contract start date for these services will begin on a date to be determined.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

- a. Form Contract NTE BOS Clerk Attest Signature