

**REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES
for Site Identification, Assessment, and
Environmental Review for a Small Volume Transfer
Station to serve the communities of Smith River, the
Tolowa Dee-ni' Nation and Fort Dick**



**FROM THE
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
1700 STATE STREET
CRESCENT CITY, CA 95531**

DEL NORTE COUNTY, CALIFORNIA

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PROPOSALS DUE: 28 JANUARY 2019

REQUEST FOR PROPOSALS

For Professional Services for Site Identification, Assessment, and Environmental Review for a Small Volume Transfer Station to serve the communities of Smith River, the Tolowa Dee-ni' Nation and Fort Dick

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**REQUEST FOR PROPOSALS for
Professional Site Identification, Assessment, and Environmental Review for a
Small Volume Transfer Station to serve the communities of Smith River, the
Tolowa Dee-Ni Nation and Fort Dick Services for**

I. PROJECT OVERVIEW

The Del Norte Solid Waste Management Authority (hereinafter referred to as “DNSWMA” or the “Authority”) requests proposals for professional services related to the identification, mapping, assessment, and environmental review of potential sites for a small-volume transfer station to serve the northern regions of Del Norte County.

Proposals must be received at the Del Norte Solid Waste Management Authority office at 1700 State Street, Crescent City, CA 95531, Attention: Director, by 4:30 P.M. on 28 January 2019.

The selected Contractor will be expected to familiarize itself with the layout and operations of small-volume transfer stations in Del Norte County. The Del Norte Solid Waste Management Authority intends to develop a transfer station to serve northern Del Norte County, including the communities of Fort Dick, Smith River, and the Tolowa Dee-ni' Nation Tribal Lands. The layout and operations of this new small-volume transfer station will likely be very similar to the facilities this agency currently operates in Klamath and Gasquet.

The deliverables under this Scope of Services are intended to be the basis for the Board of Commissioners' selection of a preferred site for the northern transfer station, and will include: identifying and assessing of properties, development of maps, environmental documents, and assistance with developing Requests for Proposals for final facility design, construction quality assurance, and permitting. This will include the Contractor developing a list of potential sites meeting initial screening criteria, mapping and assessing each of those sites under additional criteria and providing that information for presentation to the Board of Commissioners. After the Board selects not more than four sites for further evaluation, the Contractor will assist Authority staff on an hourly basis in negotiating Rights of First Refusal for the selected properties with the intent of negotiating a sales price for each selected property. Contractor will also assist Authority staff in development of a Request for Proposals to select an Engineering or appropriate design firm to design and produce preliminary construction documents, to:

- (a) obtain all necessary and appropriate land use approvals and grading and construction permits from all state and local agencies prior to construction, and
- (b) prepare final construction documents, and

- (c) draft and implement construction quality assurance plan and potentially additional tasks associated with implementing a mitigation implementation, monitoring and reporting program.

If interested, Contractor will also propose a contract amendment that (if accepted by the Authority) will have Contractor complete of an environmental document (including initial checklist, negative declaration, or mitigated negative declaration) addressing the requirements of the California Environmental Quality Act. By identifying alternative locations for this facility, the Authority intends to provide locational alternatives so a full environmental impact report will not be necessary.

Generally, small-volume transfer stations require a parcel of land two acres in size or larger, accessible by trucks hauling 40 cubic yard open-topped trailers which are parked below a paved area where customers can back-up, and unload into the open trailer below. It is likely that the property would need to be fenced or have other means of limiting public access when the facility would be closed.

II. PROPOSAL PROCESS

A. Contact

All requests for information regarding this RFP and for historical information relating to the small-volume transfer stations in Del Norte County should be directed to:

Tedd Ward, Director
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531
Telephone: (707) 465-1100
Fax: (707) 465-1300
e-mail: tedd@recycledelnorte.ca.gov
website: www.recycledelnorte.ca.gov

Each Proposer is advised to check that all parts of the RFP package have been received. The RFP is considered to include all items listed in the Table of Contents, the text of the RFP, the Exhibits, and any addenda issued by the Authority. Proposers will be responsible for informing themselves with respect to all conditions that might in any way affect the cost or the performance of any of the work. Each Proposer is responsible for obtaining any and all information it deems necessary to make its proposal. The Authority does not assume any liability for actions taken pursuant to data contained in this RFP. Checking the accuracy and completeness of the information is the responsibility of the Proposer. Failure to do so will be at the sole risk of the Proposer and no relief will be given for errors or omissions by the Proposer.

B. Distribution List for RFP

The initial RFP mailing list is attached as Exhibit B.

C. Questions Regarding this Request for Proposals

All questions must be directed to the Authority's contact person identified in section II.A. of this RFP. All questions related to this RFP received by Authority staff on or prior to 14 January 2019 will be answered. Questions of minor significance may be discussed verbally, however, only responses by addendum will be considered to be part of the Request for Proposals. For questions determined by Authority staff to require a response be sent to all proposers, potential Proposers will receive a response by e-mail or FAX as an addendum to this Request for Proposals by 21 January 2019. All Proposers that were sent an RFP by the Authority will be mailed or faxed the addenda.

D. Proposal Rules

The following rules apply to the submission of proposals:

1. All proposals must be submitted in writing and in accordance with the requirements of this Request for Proposals.
2. Four **copies** of the proposal must be mailed or delivered in a sealed package, to the above noted address. **The package must be received at the Authority's offices by 4:30 p.m. on Monday, 28 January 2019.** The package must be clearly labeled on the outside and inside with the name of the firm submitting the proposal and the address stated above (with the words: "**Northern Transfer Station Site Assessment Proposal**") on the package). One of the copies of the proposal must be unbound and single sided to ease further copying, and this copy shall be labeled 'Original.' This 'Original' copy will govern in the event of any inconsistency among copies of the proposal.
4. Each proposal must be typed or printed on 8 1/2" by 11" paper, double-sided, (except as noted above) or if larger paper is required, it must be folded to 8 1/2" by 11". Paper should be at least 30% post-consumer recycled content.
5. Each proposal shall include all information required by the RFP and any addenda. Addenda may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of the RFP. All addenda will be binding in the same way as if originally written in this RFP. Any interpretation, affecting all Proposers, made prior to the bid due date will be issued in the form of an addendum. The Authority will not be bound by, or responsible for, any other explanations or interpretations of the RFP package other than those given

in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon Authority or Authority's representative. If the Authority issues addenda to this RFP, each Proposal will include a signed Receipt of Addenda form, which will be issued with the addenda.

6. Proposals may not be changed, modified, or withdrawn after the time and date specified for submittal. Partial or incomplete proposals, or any falsehood or misrepresentation contained within a proposal may be grounds for disqualification.
7. Proposals received after the required submittal date and time will be rejected and returned unopened unless no other proposals were submitted on time. The Authority will not in any manner be liable or responsible for any late delivery of proposals. Unless specifically requested by the Authority for clarification, the Authority will not accept any clarifications, revisions or addenda to submitted proposals after the submission deadline. No telegraph, facsimile or telephone proposals or addenda to proposals will be acceptable.
8. Proposals must be in U.S. dollars inclusive of all costs such as, but not limited to: insurance, equipment, temporary facilities, supervision, mobilization/demobilization, profit, overhead, and taxes. All other direct and indirect costs associated with the work including, but not limited to, allowances for weather, absenteeism, holidays, equipment failure, travel time and any other applicable costs must also be included in proposal.
9. Prior to contract award for work described herein, the Authority will conduct investigations as necessary to determine the performance record and ability of each Proposer to perform the work included herein at the least cost to Authority ratepayers. Upon request, the Proposer must submit additional information deemed necessary by the Authority to evaluate the Proposer's qualifications.

E. Confidential Information

Any material that Proposer contends is exempt from disclosure to the public under the California Public Records Act (i.e., trade secrets, financial information, etc.) must be clearly marked on each page as "confidential". Providing those materials marked are exempt, to the extent allowed by law, the Authority will not disclose the marked information other than to Authority officers, attorneys, employees and consultants involved in evaluating the proposals received.

F. Evaluation Process

Each proposal will be evaluated by Authority staff, for completeness and for compliance with the requirements of this RFP. All determinations with regard to the

evaluation of proposals will be at the sole discretion of the Authority.

The objective of the Authority is to determine the most cost-effective option for assembling, presenting, and assessing information and analysis for the tasks described in each section of the scope of services. Toward this end, the Authority will consider all relevant factors, including, but not limited to:

- Proposer's qualifications and experience;
- References and related comments;
- Comments on Project Schedule;
- Unique or Innovative Approaches of the Proposal;
- References from existing or prior clients
- Price Proposal

In addition to the evaluation of the specific elements of the proposal, the Authority retains the right to evaluate all potential costs, services, and related factors which may affect the ratepayers for the term of the contract and any extensions, or potential liabilities that could extend beyond the term of the agreement. **The Authority reserves the right to select a Proposal other than the lowest cost Proposal.** If many proposals are received, the Authority may develop a short list of "Finalists" which will be asked to submit additional information for the final consideration of the Authority.

Exhibit C to this RFP provides a sample of how evaluation scores will be compiled. Price proposals for task C1 will be the hourly rate proposed for that task times a presumed 60 hours of effort. Actual required effort may be less or more than this estimate. Comparative evaluation of price proposals will be equal to the average of all price proposals from the responsive proposals received divided by the price proposal being evaluated times the weighting.

G. Recommendation to Board of Commissioners

Authority staff will make a recommendation to the Authority's Board of Commissioners. All proposers will be advised of staff's recommendation. Any proposer that disputes the fact that the recommended proposer is qualified per the RFP requirements or who has a complaint regarding the process, must submit a protest letter to the Authority Director by way of personal delivery, USPS mail or private courier, or fax within 5 business days of the date of the notification communication (not the date received). The Authority Director will then have three business days to respond to the protest. If the proposer is not satisfied with the Director's response, the proposer may submit an appeal to the Board of Commissioners for final resolution.

III. EXISTING CONDITIONS

The following background information is provided for the convenience of

potential Proposers. Each Proposer is responsible for obtaining any and all information it deems necessary to make its proposal.

A. *General Background regarding small-volume transfer stations*

The Del Norte Solid Waste Management Authority is seeking proposals for professional services to assist with the mapping, assessment, evaluation and environmental permitting of potential sites for a small-volume transfer station to serve the communities in the northern regions of Del Norte County. When developed, the northern transfer station is envisioned to operate in a manner similar to the Authority's existing small-volume transfer stations in Klamath and Gasquet. Similarities will likely include grading and paving to create unloading bays above three open-topped 40 cubic yard dumpsters, using a similar traffic layout with a small gate shack.

Most of the year, the Klamath transfer station is open on Sundays and Wednesdays from 10 AM – 4 PM, and the Gasquet transfer station is open on Saturdays from 10 AM to 4 PM. Between July and September, Klamath is also open on Fridays, and Gasquet is open on Thursdays. The facilities in Klamath and Gasquet are without power, running water, sewer hookup, or reliable cell phone coverage. Similarly, staff envision this northern transfer station initially being open not more than three days per week.

IV. SCOPE OF SERVICES

All work performed by Contractor and its employees pursuant to this Agreement will be performed promptly and diligently and in a manner consistent with the standards of care, diligence and skill exercised by recognized environmental engineering and consulting firms for similar services, and in accordance with all regulatory and good management standards, and in a good, safe and workmanlike manner. Contractor will be responsible to ensure that all work performed by its employees or any subcontractors is performed to the standards set forth in this RFP and that such work complies with requirements of appropriate governmental agencies and applicable law.

All services required under this RFP will be performed by Contractor personnel, and all personnel will possess the qualifications, permits and licenses required by State and local law to perform such services. Proposals may indicate additional subcontractors (e.g. real estate agents, wetlands or biological experts, etc.) that may be hired as needed to complete the Scope of Services. As environmental professionals, Contractor(s) are expected to be familiar with all current applicable laws and regulations, and any staff expenses to become familiar with laws and regulations will not be billable to any task described in this RFP.

To assist with site identification and mapping, the selected Contractor will be provided a KMZ file generated from a standard GIS shapefile of the County's AP information. The KMZ file provides pertinent metadata including the APN and the area in square feet of the parcel. The KMZ clamps to the ground allowing for basic georeferencing of assessor's parcels along with metadata for uses requiring low precision mapping and reference. Some parcel information may be outdated or inaccurate as AP boundaries are subject to change from the date of KMZ creation.

The Authority uses and requests that deliverables produced under this scope of services use the following Windows-compatible software: Microsoft Office, or Corel WordPerfect and ArcView. Draft deliverables may be submitted as electronic Word documents, and images may be submitted in pdf format.

The Authority requests proposals for a professional services Contractor to provide the following services:

A. Kickoff, Initial List, First Tier Assessment & Mapping

This project will begin with a kickoff meeting between the Contractor and the Authority Director and staff to review background documents and web-based resources related to small-volume transfer stations, including the Klamath and Gasquet transfer stations. During this meeting, Contractor will receive a copy of the KMZ file, and the Director and Contractor will review the scope of work and schedule including a review and possible revision or amendment of the First and Second Tier Criteria to be used to assess each potential site.

Contractor will then develop a list of between twelve and eighteen potential properties (or all properties meeting these criteria if there are fewer than twelve). Each listed property will meet the following First Tier Criteria:

- North of Dr. Fine Bridge, South of Clifford Kampf Park, East of US 101 and accessible via relatively short route (<5 miles) from 101 along paved roads
- Zoned Commercial (C-3, C-4) , Manufacturing and Industrial (M), or Public Facility (PF)
- Total land area of between 2 and 15 acres total, with at least 1.5 acres of land that can be graded for a public unloading area, with potential for grading a height difference of not less than 8 feet across the property.
- Owner is potentially interested in selling, or the property could otherwise be acquired (e.g. through receivership or tax lien sale) for use as a Northern Transfer Station.

Deliverable A: Contractor will then list and map each property meeting the First Tier Criteria. Contractor will prepare a single color map indicating the location of each property listed under Deliverable A. The list will be in the form of a table summarizing the following information for each property to the extent such information is available:

1. Address, assessor's parcel number(s), and GPS coordinates (near the center of each property)
2. Total acreage and total existing paved acreage
3. Respective driving distances from US 101, the Smith River Post Office, and Howonquet Hall
4. Qualitative comparison of improvements to property, existing structures that do not require demolition (if any), and an estimate of the usable floorspace in such structures.
5. The A list will include an appendix containing information and notes pertaining to each property gathered from relevant real estate listings or other public sources of information. Another appendix will list some parcel numbers for properties eliminated from further analysis based on the first tier criteria.

B. Second Tier Assessment & Recommended Alternatives

Contractor will next assess each property listed in Deliverable A using additional Secondary Criteria. Initial environmental and grading assessments for these criteria are understood to be planning-level estimates subject to significant uncertainties. The Secondary Criteria for each property will include:

1. Potential for grading areas for 3 loading bays at least 8 feet below unloading areas without creating areas where stormwater could pond
2. Access to water, sewer, phone and cellular services
3. Description of existing structures and improvements to property
4. Assessment of and potential use or disposition of existing structures and improvements, including a narrative description of all major areas of work (demolition, pavement removal, etc.) necessary prior to grading.
5. Approximate area of wetlands and estimated limits and acreage of likely or possible wetlands setbacks (if any). Contractor should be aware that a significant portion of the planning area is located within the boundary of the California Coastal Zone and as such has a different standard for wetland assessments.
6. Approximate areas of environmentally sensitive habitat areas (ESHA's), easements, associated setbacks & total Estimated Usable Acreage. The Del Norte County Local Coastal Program provides guidance with respect to ESHA identification and buffers.
7. Discussion of how stormwater flows (or could flow) across site during heavy rains

8. Estimated area and volume of material to be graded, and estimated volume of fill material needed for or generated by grading
9. Estimated area of additional pavement necessary
10. Known issues which could impact negotiations for purchase or acquisition, such as proximity to neighbors, depth to groundwater during winter, known sensitive species or habitats, additional property-specific permit requirements, or challenges associated with property ownership or access.
11. Planning-level estimates of purchase price range based on asking price or estimated cost-per acre and acreage of each parcel.

Deliverable B1: Contractor will then list and map between two and four properties most favorably meeting the Second Tier Criteria. The list will be in the form of a table summarizing the following information for each property to the extent such information is available:

1. Assessor's parcel number(s) or other property identifier
2. Nearest location for accessing water, sewer, phone and cellular services
3. Estimated usable acreage
4. Estimated area and volume of grading needed
5. Estimated area of additional pavement necessary
6. Qualitative comparison of likely grading and/or paving effort and other known issues, including approximate height difference across property, noting any environmentally sensitive or wetland habitats, or known endangered or sensitive species on the property, and a planning-level estimate of the volume of grading likely necessary

Deliverable B2: Contractor will then draft and submit to Authority staff a written Initial Site Assessment Report, including a narrative comparing the properties described under Deliverable A, a narrative summarizing the secondary criteria-based comparative assessment of each property, and the respective and relative potential advantages of each of between two and four sites recommended for further analysis.

Deliverable B3: Contractor will meet with Authority staff to present and discuss Deliverables B1 and B2, and to discuss other details discovered during site investigations but not necessarily included in the written report such as ownership, asking price or estimated market value of each property.

Within two weeks of receiving Authority staff's written comments on Deliverables B1 and B2, Contractor will prepare a final version of this report for presentation to the Authority Board of Commissioners. The Final Northern Transfer Station Site Assessment Report will include a separate map for each site recommended for further assessment, including indicators for areas of possible wetlands, sensitive species or habitats. Maps will also indicate locations of any water,

sewer, septic, or power availability for each site. Notes on each site map will indicate current level of coverage by cell phone providers.

The Authority Director will present the Final Northern Site Assessment Report to the Authority Board of Commissioners. The current target date for this presentation is Tuesday 16 July 2019. Contractor will attend that meeting and be available to answer questions from Commissioners.

C. Assistance Negotiating Multiple Rights of First Refusal

Deliverable C: Contractor will assist Authority staff and legal counsel in negotiating and purchasing Rights of First Refusal to Purchase each of the properties designated by the Authority Board. Work on this task will be driven by Authority staff, and is anticipated to begin sometime after Deliverable A is submitted, overlapping with one or more of the B tasks. Contractor will not act as an agency representative during these negotiations. Services are anticipated to include review and comment regarding related documents and consultation with staff and legal counsel, but will not include the drafting or revising of these documents.

Work on this task will be paid on an hourly basis at the hourly rate proposed on the completed form attached as Exhibit A. Price proposals for task C1 will be the hourly rate proposed for that task times a presumed 60 hours of effort. Actual required effort may be less or more than this estimate.

D. Assistance Developing Design & Engineering Request for Proposals

Deliverable D1: Assist Authority staff in development of a Request for Proposals to select an Engineering or appropriate design firm to design and produce preliminary construction documents, all necessary and appropriate permitting prior to construction, final construction documents, and to draft and implement construction quality assurance plan and potentially additional tasks associated with implementing a mitigation implementation, monitoring and reporting program.

Task D2: This task is to propose an amendment to the Contractor's Service Agreement to complete the checklist and associated draft and final versions of an environmental document necessary to comply with the California Environmental Quality Act, (which Authority staff are presuming will likely be a

mitigated negative declaration) including analysis of some alternative locations or site plans to reduce potential negative environmental impacts. Part of the intent of selecting at least three alternative locations for this facility is to provide locational alternatives so a full environmental impact report will not be necessary.

Contractor will not be paid separately for the task of drafting the contract amendment, and the Authority is not obliged to accept the amendment as proposed. If accepted, Contractor will be paid for the work described in the contract amendment, but will not be paid for drafting the contract amendment. If Contractor opts to omit this task, Authority staff will separately procure a consultant to complete this work. This additional work was not included in the Scope of Services as the criteria assessment and selection of target properties will help identify the level of expertise and depth of analysis likely required for the environmental review.

Should the Authority reject the amendment proposed by Contractor under Task D2 and choose not to negotiate with Contractor for such services, Contractor will still be allowed to submit other proposals to the Authority to provide additional services related to this project.

V. PROPOSAL REQUIREMENTS

The Authority invites proposals from companies qualified to provide the requested services described in the preceding sections. The contents and pricing structure of the selected Proposal, this Request for Proposals, and opinions from relevant legal counsels will form the initial basis for negotiating an Agreement for the selected Contractor. The contents of each proposal should address each of the topics from the headings within this Section of the RFP.

A. *Project Schedule & Price Proposal*

Each responsive proposal must include a completed version of Exhibit A. Price proposals for tasks A, B, and D1 will be a lump sum to complete tasks and deliverables. Monthly invoicing for these tasks will be on a % complete basis. The price proposal for task C will be a single hourly rate. Comparative evaluation of proposals will assume that this task will be completed in 60 hours, though the actual billable Contractor hours required for this task may be less or more than this estimate. Proposers are invited to indicate different dates than those requested in Exhibit A, and identify any reasons for proposing any adjustments for later dates on any deliverables.

Exhibit A must be completed for all tasks and submitted, along with a Billing Rate Sheet describing the hourly rates for all project personnel and services, which will be the basis for invoices submitted for the duration of this project.

B. Qualifications

1. Experience

Proposals must demonstrate the capacity for the Proposer to complete the Scope of Services. This includes demonstrating the Proposer's work experience providing similar or related services. Proposers should particularly highlight experiences related to mapping, property assessment, environmental permitting.

2. Organization Chart, and Resumes of Key Officers and Project Team Leaders

Proposals must include summary resumes of key staff of the Proposer, describe their role in the proposed project and provide an organizational chart for this project. Provide a complete resume of the project manager and other key members of the Proposer's team. As the Authority considers the qualifications of the project manager to be of critical concern, the Authority reserves the right to terminate the contract if project manager or staff changes for this project if such changes are not satisfactory to the Authority.

3. References

Proposals must also include at least three references, including one or more similar or related projects. References will include a brief description of the work completed by the Proposer, the start and end-dates of those projects, worksite address, and names and phone numbers of persons, agencies, or businesses who can comment on the referenced work activities and deliverables.

C. Approach

Proposals should describe any unique, creative, or more effective aspects of the Proposer's approach to completing each of the tasks in the Scope of Services. Suggestions to modify the requested Scope of Services are welcome, but must be stated clearly within the proposal. Proposals may also include optional tasks or additional optional related services to improve or reduce the cost to complete the requested services. However, proposers are advised to include all tasks described in Section IV. The Authority reserves the right, at its discretion, to include or exclude such optional services from the negotiated Agreement for the services described within this RFP.

VI. EXHIBITS AND FORMS

All documents of this RFP, including Exhibits, are included in the CD-ROM included with this RFP.

Exhibit A: RFP Schedule, Price Proposal Form

Exhibit B: Initial Mailing List for this RFP

Exhibit C: Sample Proposal Evaluation Form

Request for Proposals for Northern Transfer Station Site Assessment Services

Exhibit A Project Timeline & Price Proposal

	Request	Proposed	Price Proposal
Release RFP	30-Nov-18		
RFP Questions	14-Jan-19		
Proposals Due	28-Jan-19		
Contractor Selected	19-Feb-19		
Contract signed	8-Mar-19		
Deliverables			
A	Kickoff Meeting 11-Mar-19 A - First Criteria Assessment & Maps 7-May-19 B1 - Second Criteria Assessment & Maps 4-Jun-19 B2 - Draft Initial Site Assessment Report 4-Jun-19 C1 - Negotiating Support B3 - Final Assessment Report 9-Jul-19 B4 - Presentation to DNSWMA Board 16-Jul-19		A: \$ _____ lump sum B: \$ _____ lump sum
B	Selection of Target Properties by DNSWMA 20-Aug-19 ?		D1: \$ _____ lump sum
D	D1 - Draft RFP for Design & Engineering D2 - Proposed Amendment for Completion of Environmental Document (included)		\$ _____ (for 60 hours)
C	Hourly Rate for Task C1: \$ _____ / hour x 60 hours		\$ _____
Total Price Proposal A + B + D1 + C			\$ _____

Request for Proposals for Northern Transfer Station Site Assessment Services

Exhibit B Initial Mailing List for RFP

Contact	Firm	Address	City	State	Zip
Kiera Freeman	Freeman Biological	6600 Lower Lake Road	Crescent City	CA	95531
Ward Stover	Stover Engineering	711 H Street	Crescent City	CA	95531
Craig Strong	SHN Consulting Engineers	812 W Wabash Ave	Eureka	CA	95501
Mike Nelson	Crescent Coastal Research	260 Hazeltine Road	Crescent City	CA	95531
Dirk Pedersen	LACO Associates	21 West 4th street	Eureka	CA	95502
	Stillwater Sciences	850 G Street, Suite K	Arcata	CA	95521
	GHD	783 3rd Street	Eureka	CA	95501
George Williamson	Planwest Partners	1125 16th St., Suite 200	Arcata	CA	95521

Request for Proposals for Northern Transfer Station Site Assessment Services

Exhibit C Sample Proposal Evaluation Form

	Weighting	Proposal A		Proposal B		Proposal C	
		Raw score	Evaluation	Raw score	Evaluation	Raw score	Evaluation
Project Schedule	5%	10	0.5	10	0.5	8	0.4
Technical Qualifications	15%	10	1.5	7	1.05	5	0.75
Team Leader + Org Chart	5%	9	0.45	8	0.4	5	0.25
References	20%	8	1.6	10	2	8	1.6
Approach	20%	8	1.6	6	1.2	8	1.6
Price Proposal*	35%	\$ 30,000	0.578	\$ 12,000	1.444	\$ 10,000	1.733
Overall evaluation	out of 10		6.228	Recommended proposal	6.594		6.333

* The evaluation for each price proposal is equal to the average of all price proposals divided by the price proposal times the weighting.