



**Request for Qualifications for:**

**Technical Assistance and Education Contractors**

for

**Compost Use and On-site Composting**

**Release Date: September 12, 2024**

**Qualifications Due: November 1, 2024**

## About the Agency

StopWaste works on behalf of 17 member agencies in Alameda County, serving 1.65 million people. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

Since 1976, we've been helping residents, businesses, schools, and governments to become better stewards of the environment by preventing waste, saving energy, conserving resources, and taking action to increase community resilience to climate change.

## Purpose and Goals

The purpose of this request for qualifications (RFQ) is to expand the use of compost by providing education, resources and technical assistance to potential users and specifiers and to increase organics processing capacity through on-site composting operations.

This RFQ is aligned with the Agency's broader goals of catalyzing a transition towards an inclusive circular economy that prioritizes soil and community health and a resilient and equitable food system, while supporting jurisdictions and Alameda County businesses in compliance with state regulations.

Compost producers and users benefit from accessible educational resources that share findings from peer-reviewed research, reveal emerging models, best practices and technologies, and reflect changing local and statewide policies, incentives, and initiatives. Technical assistance can help many potential users, such as farmers, ranchers, and landscape contractors and managers, get started or expand their use of compost. Experienced users also have need of guidance and troubleshooting.

Many generators of organics can benefit from composting on site and need guidance on developing or managing composting systems. This RFQ is intended to provide support for on-site composting at park systems, horse facilities, zoos, farms, and other generators of large volumes of organics, such as businesses and institutions that process, prepare, or recover food.

## Description of Requested Services and Qualifications

StopWaste is seeking responses from organizations (including businesses, nonprofits, other entities) and individuals that can provide technical assistance and education to expand on-site composting and compost use in Alameda County. Entities offering services appropriate for any of the activities and scenarios listed below are encouraged to submit qualifications documenting their experience. We highly encourage applicants from a variety of composting backgrounds.

It is **not necessary** for applicants to have experience with every aspect of the tasks below.

### **Task 1: Compost Use Technical Assistance and Education**

- Reviewing and interpreting specifications, compost samples, and compost test data sheets
- Preparing case studies
- Conducting or collaborating on new research

- Developing educational resources based on peer-reviewed research, new or existing standards, best management practices, and/or emerging models or technologies
- Delivering in-person and/or virtual talks, demonstrations, and/or workshops on the benefits, practices, and applications of composting, and specifications for, and/or testing of compost in any of the following areas:
  - landscape design, construction, and maintenance
  - sheet mulching for lawn conversion
  - erosion and sediment control
  - stormwater management
  - vineyards, orchards, row crops
  - rangeland
  - soil remediation
  - riparian restoration and bank stabilization

**Required Qualifications:**

Qualified respondents will be able to demonstrate expertise and experience in any of the following areas:

- Providing technical assistance on the specification and use of compost and mulch
- Engaging new audiences and potential users of compost
- Contributing to new research on compost use
- Understanding of compost use as it relates to relevant state and federal regulations and programs, such as SB 1383, the CA Model Water Efficient Landscape Ordinance, and CDFA’s Healthy Soils Program.
- Delivering trainings, lectures, and/or presentations to target audiences above.
- The ability to identify and engage new audiences and potential users of compost.
- Working collaboratively on development of educational resources and events.

**Task 2: On-site Composting Technical Assistance and Education**

- Provide technical assistance for new and existing on-site composting systems, which may include:
  - analyzing feedstocks and other inputs
  - providing site assessment and preparation
  - recommending equipment
  - providing information on relevant permits
  - creating operations manuals and monitoring tools
  - monitoring composting process and making appropriate interventions
  - recommending methods for sampling and testing compost and interpreting results
  - troubleshooting operational challenges
- Measure, analyze and report project progress and performance, including:
  - calculating metrics including annual amount of organics diverted from landfill or land application, compost produced, used on-site, and distributed, greenhouse gas emissions reduced, cost savings, etc.
  - gathering feedback from generators
  - preparing project report
- Providing in-person and/or virtual talks, demonstrations, workshops, and/or resources for on-site composting:
  - composting basics and best practices

- benefits of making and using compost
- building and managing different composting systems, such as aerated static pile systems (ASP)
- grant funding and other financial resources and incentives
- business applications of composting operations
- Identify additional generators that have potential to compost organics on-site and conduct outreach to identified generators as needed.
- Where appropriate, coordinate between nearby generators to pool organics for optimal processing.
- Evaluate potential of other sectors/types of generators for diversion and compost production through on-site composting.

**Required qualifications:**

Qualified respondents will be able to demonstrate expertise and experience with assisting any small/community-scale and/or mid-scale composting systems, including:

- Experience with any of the following types of composting systems: multi-bins/bunkers, turned windrows, aerated static piles (ASP), in-vessel, continuous flow, vermicomposting
- Delivery of technical assistance, consultation, and/or education to on-site personnel
- Development of operational manuals, troubleshooting resources, documentation for project tracking and/or other supportive tools

## Submittal Requirements

The Agency encourages local small businesses and organizations with ties to the community and women- and BIPOC-owned and run entities to apply. We strongly encourage potential respondents to contact us with any questions about the process, the submittal requirements, and the scope of work. A sample outline for submitting a statement of qualifications is in Appendix C. Organizations or individuals responding to this RFQ must provide:

1. **A summary of the organization** proposing to provide services. Please include brief resumes for the primary contact and key personnel, and how the work aligns with the purpose and goals of this RFQ.
2. **A professional fee schedule** for the primary contact and the key personnel identified above who would be working on any future projects.
3. **Clear indication of the topics and tasks the respondent is submitting qualifications for**, including identifying the types of on-site composting projects and/or audiences for which they believe they are qualified.
4. **If services would be provided remotely, in-person, or both.** Some services require the ability to be in-person; however, other services, such as educational events, document review, and understanding test data, may be conducted remotely or in-person.
5. **Examples of three (3) projects** that best demonstrate the respondent’s expertise. If submitting qualifications for both Compost Use (Task 1) and On-site Composting (Task 2) technical assistance and/or education, respondents may include up to six (6) total samples if necessary to describe experience, although this is not required. For each project:
  - A. Provide the project name, location, year, and name of client/community/audience.

- B. Explain the scope of the project and the respondent's role. Examples may include work previously performed for StopWaste, as well as volunteer or school work.
  - C. Describe elements of project, tools or resources developed, consulting services provided, and project cost. If available, include metrics used to assess the impact of the project (e.g., number of tons composted, number of people or organizations engaged, summary of comments from participants, etc.). If available, link to work samples online or provide as an attachment. The following attachments are required for each task:
    - Task 1: Compost Use Technical Assistance and Education
      - for Technical Assistance, a sample of compost specifications or guidelines developed by respondent  
  
and/or
      - For education, examples or outline of a presentation and description of audience
    - Task 2: On-site Composting Technical Assistance and Education
      - For Technical Assistance:
        - description of type, size, and feedstocks of composting system
        - (optional) up to two photos of the operation
      - For Education, outline of presentation and description of audience
6. **A list of three (3) references.** For each reference, include name, organization, email and/or phone number, and duration and type of services provided.
7. **A signed Required Contract Elements Certification (Appendix A).** The Agency assumes that any qualified respondents to this RFQ are willing and able to comply with the Agency's insurance requirements and standard service contract elements as specified in Appendices A and C of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of the Agency. We strongly encourage respondents to contact us with questions about the Professional Services Agreement, including Insurance Requirements.

**Please review the [Agency's standard contract](#).** Prior to commencing work, selected contractors will need to enter into contract with the Agency using this template.

## Application Deadline and Instructions

<b>Release of RFQ:</b>	September 12, 2024
<b>Virtual Office Hours on RFQ requirements</b> Zoom info for all sessions: <a href="https://stopwaste.zoom.us/j/89307594686?from=addon">https://stopwaste.zoom.us/j/89307594686?from=addon</a> Meeting ID: 893 0759 4686	September 26, 2024, 11 am – 12 pm PT September 26, 2024, 4 -5 pm PT October 18, 2024, 10-11 am PT October 18, 2024, 4-5 pm PT
<b>Qualifications Due:</b>	November 1, 2024, 9 pm PT
<b>Short list Interviews (virtual):</b>	TBD
<b>Notification of Selection for Qualified List:</b>	TBD

The deadline for application is **November 1, 2024**. Qualifications received after **9:00 pm** Pacific Time will not be accepted.

### Submittal and Selection Process

Entities that offer any of the various services listed above should submit qualifications documenting their experience including specific examples. It is not necessary for applicants to have experience with every aspect of Task 1 and 2.

As a result of this process, StopWaste will compile a list of pre-qualified compost education and technical assistance providers. The Agency reserves the right to continue to accept and review applications on a rolling basis. Evaluation criteria can be found in Appendix B.

Email proposals to: **[RFQ@stopwaste.org](mailto:RFQ@stopwaste.org)** with the subject line clearly marked “**Compost Education and Technical Assistance RFQ.**”

Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please immediately contact [kschoonmaker@stopwaste.org](mailto:kschoonmaker@stopwaste.org) and include a copy of your statement of qualifications.

Direct all questions, including clarification of scope, process, and contract requirements to **Kelly Schoonmaker ([kschoonmaker@stopwaste.org](mailto:kschoonmaker@stopwaste.org))**.

### Attachments

- Appendix A: Required Contract Elements Certification
- Appendix B: Evaluation Criteria
- Appendix C: Sample Outline for Respondents
- Appendix D (linked): [ACWMA Standard Service Contract](#)

## Appendix A - Required Contract Elements Certification

### Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

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It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (linked as Appendix D), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall be at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

*I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.*

*I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Evaluation Criteria

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**Organizational Capacity**

Does responding organization demonstrate adequate capacity to perform tasks?

Does responding organization have the potential to expand the reach of the agency, either through existing connections or the ability to generate new connections?

**Responsiveness and Qualifications**

Is the response clear and comprehensible?

Is concrete evidence provided to demonstrate their qualifications?

Does the response address all requirements?

**Alignment with Purpose and Goals**

Does the response demonstrate understanding of the purpose and goals of the RFQ?

Does the body of work align with the purpose and goals of the RFQ?

**Experience**

Does the responding organization have sufficient experience providing the services described in the RFQ?

Does responding organization have experience working with the audiences described in the RFQ?

Do technical assistance and or educational materials align with Agency goals and materials?



## Appendix C - Sample Outline for Respondents

The outline below is provided as an example of how to structure a response to this RFQ. The use of this sample outline is not required and does not ensure qualification.

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### Section 1: Organization/Individual Summary

*[Insert brief overview of organization/individual's expertise related to the services in this RFQ. You may also highlight any unique experience relating to the Purpose and Goals of this RFQ and the Agency. List primary personnel and include resumes in the attachment section.]*

### Section 2: Professional Fee Schedule

<i>[Personnel Name and Title]</i>	<i>[Hourly Billing Rate]</i>

### Section 3: Services Requested for Qualification

*[Organization]* requests to be qualified for the following services:

- Task 1: Compost Use Technical Assistance and Education

*[Insert 1-2 paragraphs on experience delivering compost use education and/or technical assistance, including any relevant projects demonstrating your expertise. Explain your role in the project, key elements, outcomes, products of the project, and metrics or evaluation methods used to assess project impact (if available), as they relate to this Task. You will further outline each referenced project in Section 5.]*

- Task 2: On-site Composting Technical Assistance and Education

*[Insert 1-2 paragraphs on experience managing, consulting, and delivering technical assistance and/or education on the development and operation of on-site compost systems, including any relevant projects demonstrating your expertise. Explain your role in each project, key elements, outcomes, products of the project, and metrics or evaluation methods used to assess project impact (if available), as they relate to this Task. You will further outline each referenced project in Section 5.]*

### Section 4: In-person and Remote Availability

*[Note which services can be provided in-person and/or virtually.]*

### Section 5: Previous Project Samples

*[Insert brief summary of at least three (3) examples of relevant previous projects, which you reference in Section 3. If requesting qualifications for both Task 1 and Task 2, you may provide up to six (6) total project examples if needed. For example, if applying for Task 1 and Task 2, a respondent may include two examples*

for Task 1 and up to four for Task 2, or three for Task 1 and 2 for Task 2, etc. For each project example, include:

- *Type of project: Compost Use Technical Assistance or Education, On-site Composting Technical Assistance or Education*
- *Project name, location, and year*
- *Client/community/audience name*
- *Role in project*
- *1-2 paragraph description of project scope of work*
- *If available, link to work sample online or provide as an attachment]*

### **Section 6: References**

*[Insert list of three (3) references and include the following information:*

- *Name*
- *Organization*
- *Email and/or phone number*
- *Duration and type of services provided*

### **Section 7: Attachments**

- *[Insert signed copy of Appendix A: Required Contract Elements Certification]*
- *[Insert resumes of key personnel]*
- *[Insert work samples if not linked to an online location]*