

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING )  
ISSUANCE OF A REQUEST FOR )  
PROPOSAL FOR COORDINATION OF )  
HOME COMPOSTING DEMONSTRATION )  
SITES AND ENTERING INTO A )  
MULTI-YEAR CONTRACT WITH THE )  
MOST QUALIFIED PROPOSER, AND )  
WAIVING THE REQUIREMENT FOR )  
COUNCIL APPROVAL OF THE )  
CONTRACT AND AUTHORIZING THE )  
EXECUTIVE OFFICER TO EXECUTE )  
THE CONTRACT SUBJECT TO )  
CONDITIONS )

RESOLUTION NO. 91-1387A  
Introduced by Rena Cusma,  
Executive Officer

WHEREAS, Approximately 26% of the residential wastestream currently landfilled is comprised of yard debris; and

WHEREAS, The "Regional Yard Debris Plan" establishes a goal to promote source reduction of yard debris in addition to recycling collection options; and

WHEREAS, Home composting demonstration sites will provide opportunities for residents to take self-guided tours of home composting systems in operation and provide a learning laboratory for composting workshops; and

WHEREAS, The FY 1990-91 Metropolitan Service District budget authorizes a \$70,000 expenditure for the establishment of four home composting demonstration sites throughout the region; and

WHEREAS, It is in the best interest of Metro to acquire the services of a contractor as soon as possible in order to establish the sites in preparation for Spring yard cleanups and gardening activities; and

WHEREAS, Pursuant to Metro Code Section 2.04.033(a)(1) Council approval is required because the agreement commits the District to expenditures for continuation of the Project in the next fiscal year; and

WHEREAS, Pursuant to Section 2.04.033(6) of the Metro Code, the Council may, at the time it approves a Request for Proposals, Exhibit A, waive the requirement of Council approval of a contract prior to execution of the Contract by the Executive Officer; now, therefore,

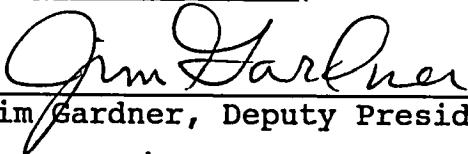
BE IT RESOLVED,

1. That the Council of the Metropolitan Service District approves the Request for Proposals for Coordination of Home Composting Demonstration Sites.

2. That the Director of the Solid Waste Department is requested to advertise for proposals and do all other things necessary to solicit proposals for Coordination of Home Composting Demonstration Projects.

3. That the Council of the Metropolitan Service District, pursuant to Section 2.04.033(b) of the Metro Code, waives the requirement of Council approval of the contract resulting from the proposal process, subject to the conditions in Exhibit B attached hereto, and authorizes the Executive Officer to execute a contract for the Coordination of Home Composting Demonstration Projects to the most qualified proposer in accordance with the requirements of the Metro Code, if the conditions are met.

ADOPTED by the Council of the Metropolitan Service District this 24th day of January, 1991.

  
\_\_\_\_\_  
Jim Gardner, Deputy Presiding Officer

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

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BE IT RESOLVED,

1. That the Council of the Metropolitan Service District approves the Request for Proposals for Coordination of Home Composting Demonstration Sites.

2. That the Director of the Solid Waste Department is requested to advertise for proposals and do all other things necessary to solicit proposals for Coordination of Home Composting Demonstration Projects.

3. That the Council of the Metropolitan Service District, pursuant to Section [~~2.04.03(6)~~] 2.04.033(b) of the Metro Code, waives the requirement of Council approval of the contract resulting from the proposal process, subject to the conditions in Exhibit B attached hereto, and authorizes the Executive Officer to execute a contract for the Coordination of Home Composting Demonstration Projects to the most qualified proposer in accordance with the requirements of the Metro Code, if the conditions are met.

ADOPTED by the Council of the Metropolitan Service District this \_\_\_\_\_ day of \_\_\_\_\_, 1991.

\_\_\_\_\_  
Tanya Collier, Presiding Officer

**REQUEST FOR PROPOSAL**  
**for**  
**Coordination of "Home Composting Demonstration Sites"**  
**RFP #90R-142-SW**

**January 1991**

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RFP #90R-142-SW

**REQUEST FOR PROPOSAL**  
for  
Coordination of "Home Composting Demonstration Sites"

**I. INTRODUCTION**

The Metropolitan Service District (Metro) was created by the Oregon Legislature in 1977 and approved by the voters of Clackamas, Multnomah and Washington counties in 1978 as a directly elected regional government. Metro is governed by a 12-member council, elected from subdistricts in the region, and an executive officer, elected region-wide.

Metro serves the 1 million residents of the urban areas of the three counties. Among other municipal services, Metro is responsible for the management of solid waste disposal and recycling in the Portland metropolitan region. The Waste Reduction Section of the Metro Solid Waste Department is responsible for the coordination and implementation of regional recycling programs.

**II. BACKGROUND/HISTORY OF PROJECT**

Yard debris represents 26% of the residential wastestream by weight. To encourage diversion of this material from the landfill, the "Regional Yard Debris Plan" (Metro, 1990) identifies two waste reduction methods: source reduction and recycling collection options. The development of four home composting demonstration sites and the provision of educational workshops are programs designed to promote source reduction--keeping a significant portion of residential yard debris from ever entering the regional disposal wastestream.

Recent public opinion surveys reveal approximately 30% of the region is already home composting. However, it is unclear how much of the total amount generated by each resident is composted. The goal of this project is to increase both the number of people participating in home composting and the amount of material each resident is composting.

### III. DESCRIPTION OF PROJECT

Four home composting demonstration sites will be established in the Metro region. Modeled after a highly successful program developed by Seattle Tilth, composting systems will be available for residents to view composting in action. In order to meet site design criteria for various residential settings (ranging from inner city to suburban and rural), each of the four demonstration sites will establish approximately a dozen fully-operating composting systems. This variety of holding units and turning units at each site will enable residents to compare the relative advantages and disadvantages of each system.

To provide convenient access for residents throughout the region, one site in each of the three metropolitan counties and a fourth site in the city of Portland have been identified. The three suburban locations are tentatively planned at Community College sites in cooperation with horticulture instructional programs. The urban location is planned in cooperation with the Portland Bureau of Parks and Recreation at a Community Gardens site.

In addition to providing the opportunity for self-guided tours, the individual sites will provide a learning environment for "hands on" workshops. Workshops topics may range from "How to build a compost bin" to "How to manage a compost pile". Instructional materials will be available for distribution.

Attachment A summarizes the estimated timeline for development of the Project. The successful proposer shall cover the first ten months of project development including the following 3 phases:

- 1) Startup (approximately 2 months: February and March)
- 2) Stage 1 Operations (7 months: April through October)
- 3) Evaluation (1 month: November)

After a 3 month winter closure, a new contract could be awarded for continuation of the Project for another 4 months if funds are appropriated in the FY 1991-92 budget.

To accomplish this Project, Metro's current fiscal year budget includes an appropriation of \$70,000. Of this amount, \$34,000 is available for the personal services contract awarded to the successful proposer. The remaining \$36,000 is intended for site development and equipment costs that will be procured by Metro.



Metro anticipates the personal services contract will cover the costs of a full time (40 hours per week) "Project Coordinator" during the first 10 months of the Project. Contractor must ensure that one full time staff member, designated as the Project Coordinator, is available to provide services to Metro for no less than 40 hours per week. Contractor may supply additional personnel to perform tasks as deemed appropriate by contractor to supplement the Project Coordinator in the performance of Sections 1.1 through 1.8, 2.3 and other tasks as may be agreed upon by Metro's Project Manager and Contractor.

The Project Coordinator will rotate between the four sites on a regularly scheduled shift each week providing at least 8 hours per week of on-site maintenance and coordination at each site. The fifth day of each week the Project Coordinator will be available for workshops (approximately one workshop each month per site for seven months).

To ensure the long-term success of the Project, Metro will facilitate quarterly meetings of a Project Steering Committee. Members of the Steering Committee will include representatives of the site-sponsors, Master Gardeners and other interested gardening groups. During these quarterly meetings, program development and long-term strategies for the continuation of the Project will be discussed. Metro anticipates contractual assurances by the site-sponsors that continued maintenance of the sites and free public access for self-guided tours will be minimum levels of service after direct funding by Metro has been terminated (June 30, 1992).

#### IV. SCOPE OF WORK

The successful proposer (hereinafter referred to as the "Contractor" or "Project Coordinator") shall perform the following duties during a minimum 40 hour per week schedule:

##### 1. SITE DEVELOPMENT

- 1.1 Develop site design plans for each of the 4 sites after consultation with individual site sponsors and Metro staff.
- 1.2 Develop detailed specifications for permanent site equipment/materials and prepare listings of vendors for the Metro Project Manager to facilitate competitive bids on Metro purchase of equipment/materials.

- 1.3 Investigate and relay written responses to the Metro Project Manager regarding initial requests for donation of bin systems by commercial vendors.
- 1.4 Confirm receipt of equipment/materials, assemble, oversee and monitor the construction of each site per approved site designs. This includes physical labor for the construction of bins and other site development tasks.
- 1.5 If subcontracting of site construction tasks are necessary (for example, grading or fencing), develop detailed specifications and listings of vendors for procurement by the Metro Project Manager.
- 1.6 Manage the on-site coordination of sub-contractors to ensure successful completion of required tasks.
- 1.7 Locate and reclaim materials from the wastestream, and construct a minimum of 3 composting bins at each site to demonstrate reuse of common materials in the wastestream. If these materials must be purchased, specifications will be developed for the Metro Project Manager to procure with site development funds.
- 1.8 Coordinate the development of informational signage and a project kiosk for each site in order to facilitate Metro procurement.

## 2. SITE MAINTENANCE

- 2.1 Schedule a minimum 8-hour shift per week at each site during which maintenance of compost bin operations and coordination with site sponsors is accomplished.
  - a. Coordinate with grounds maintenance personnel from each site to ensure an adequate supply of incoming materials are brought to the site for composting and ensure finished compost is used for appropriate purposes.
  - b. Maintain piles to ensure turning produces adequate aeration and compost temperatures; moisture content is sufficient and the proper mix of materials is achieved to produce high quality compost.

c. Maintain records of compost turning dates, temperatures, volumes, etc. for each bin. Share this information with workshop participants.

2.2 Assure printed materials are available at each site during the week for individuals wanting to take self-guided tours.

2.3 Manage and schedule the use of the chipper at each site including transport of the equipment between sites as needed.

### 3. WORKSHOP COORDINATION

3.1 Conduct hands-on workshops to teach methods of compost bin construction and/or management of a compost pile to community members and/or organized groups.

3.2 Schedule a minimum of one workshop per month at each site. Since the Project Coordinator will be staffing each of the four sites for one day of each week, these workshops will be scheduled on the fifth day of each week.

3.3 Produce informational handouts for distribution to workshop participants after approval by the Metro Project Manager.

3.4 Obtain and provide necessary expendable materials such as reclaimed lumber, wire mesh, nails, etc. for workshop participants. The cost of these items shall be borne by Contractor and will be included in the proposal cost. Metro will reimburse contractor for the cost of items not to exceed \$3,000 upon submission by Contractor.

### 4. PROMOTION, EDUCATION AND OUTREACH

4.1 Coordinate publicity efforts between Metro staff and Site Sponsors to promote awareness of sites via:

- a. Written materials (brochures, handouts, etc) distributed to appropriate outlets
- b. Public Service Announcements distributed on a regular basis to local print and electronic media to promote the sites
- c. Graphics and short articles available to local governments for inserting in periodic mailings.

- 4.2 Coordinate with the Metro Project Manager the development of educational "how to" materials and listings of retail outlets for manufactured composting bins.
- 4.3 Provide presentations and/or slide shows to community groups to promote home composting.

5. **OVERALL PROJECT COORDINATION**

- 5.1 Facilitate the flow of communication between Metro, site sponsors and other interested community groups.
- 5.2 Provide support to the Metro Project Manager in staffing the quarterly meetings of the Project Steering Committee.
- 5.3 Provide monthly project status reports to the Metro Project Manager including site-specific records of composting operations, estimates of tours taken, numbers of workshop participants and results of participant written evaluations.
- 5.4 Assume responsibility for the day-to-day direction and internal management of any efforts of subcontractor and/or volunteers.

V. **POTENTIAL SUBCONTRACTORS**

The Contractor will contact the Metro Project Manager prior to negotiating any subcontracts. In the event that any subcontractors are to be used in the performance of this agreement, the Contractor will make a good faith effort, as defined in Metro's Disadvantaged Business Program, (Section 2.04.160, Subsection (b) of the Metro Code), to reach the goals of subcontracting 7% of the contract amount to Disadvantaged Business Enterprises (DBE's) and 5% of the contract amount to Women Owned Business Enterprises (WBE's).

Metro does not wish any subcontractor selection be finalized prior to contract award. For any task or portion of a task to be undertaken by a subcontractor, the Contractor shall not sign up a subcontractor on an exclusive basis. The Contractor shall assume responsibility for the day-to-day direction and internal management of the subcontractor effort.

Metro reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of the preceding Subcontractor paragraphs. Contractor shall provide Metro with all information necessary to determine compliance with Metro's Disadvantaged Business Program.

Information regarding Metro's Disadvantaged Business Program can be obtained from Metro's Disadvantaged Business Program Liaison Officer, A.M. Hazen at (503) 221-1646.

## VI. PROPOSAL INSTRUCTIONS

### Submission of Proposals

Five (5) copies of the proposal (printed double-sided, on recycled paper and if bound, reusable binding preferred) shall be furnished to Metro, addressed to:

Pamela K. Kambur, Waste Reduction Analyst  
Metropolitan Service District  
Solid Waste Department  
2000 S.W. First Ave.  
Portland, OR 97201-5398

### Deadline

Proposals will not be considered if received after **4:00 p.m. PST, February 11, 1991**. Postmarks are not acceptable.

### RFP as Basis for Proposal

This RFP represents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information that is not contained in this RFP will not be considered by Metro in evaluating proposals. All questions relating to the RFP are to be directed to Pamela Kambur. Any question, that in the opinion of Metro, warrants a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP. Metro will not respond to questions received after January 29th, 1991.

## VII. PROPOSAL CONTENTS

Proposals should contain the following information and must be valid for ninety (90) days:

1. **Signed Letter of Transmittal** to contain a brief summary of the key points of the proposal. Indicate who will

be the project coordinator and that the proposal will be valid for ninety (90) days after the transmittal date. State the name, title address, and telephone number of an individual or individuals with authority to contractually bind the company during the period in which Metro is considering proposals.

**2. Project Workplan**

- 2.1 Describe how the project outlined in the Scope of Work will be done within the given time frame and budget. Present a detailed timeline for accomplishing the Scope of Work.
- 2.2 Describe the specific types of home composting systems you would recommend using and why.
- 2.3 Provide a sample workshop curriculum and describe the specific audience targeted.

**3. Qualifications and Experience**

- 3.1 **Staffing/Project Coordinator Designation:** Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project including any pertinent academic training. Include a detailed task analysis estimating the time spent on each task by the Project Coordinator during the various phases of the project. The Project Coordinator will spend a minimum of 40 hours per week on this project.

List similar projects undertaken by the Contractor and/or subcontractor(s) for each major component area (i.e. compost site development and maintenance, workshop coordination, promotion and education, and project management).

- 3.2 **Samples of Work:** Submit an example of an educational/promotional handbook or brochure that you have written and designed. If you have photographs or drawings of compost bins you have constructed, you may attach samples of these as well.
- 3.3 **References:** Provide at least two current professional references who are supportive of the



Contractor's professional qualifications to meet the requirements of this contract. Include names, business mailing addresses, and business telephone numbers of references.

- 3.4 **Independent Contractor Requirements:** Contractor must qualify as an independent contractor pursuant to criteria established in ORS 701.025 and 701.030. In order to be eligible for consideration, Contractor's proposal must demonstrate that contractor is so qualified.

4. **Cost/Budget**

List all project costs associated with the performance of this contract. Present a detailed budget of expenditures including the following line items:

- 4.1 Staffing (including hourly billing rates)  
a. Project Coordinator  
b. Others
- 4.2 Mileage
- 4.3 Workshop Construction Materials
- 4.4 Printed Materials for Workshops
- 4.5 Other Itemized Costs (including any matching funds, in-kind services or volunteer efforts.)

5. **List of Sub-consultants and Sub-contractors**

Metro encourages the use of certified DBE's and WBE's. If any portion of the work is to be sub-contracted, include a statement regarding the percentage participation by DBE and WBE vendors, or if good faith efforts have been made as defined by the Metro code, Section 2.04.160. If applicable, complete the attached DBE/WBE compliance forms with your application. A copy of the Metro Ordinance adopting these procedures is also attached (Attachment B).

6. **Exceptions**

Proposers wishing to take exception to, or comment on the Home Composting Demonstration Sites Project language or any other aspect of this RFP are encouraged to document their concerns in this section of the proposal. Exceptions should be succinct, thorough, and organized.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

**Limitations of Award:**

This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.

**Contract Type:**

Metro intends to award a personal services contract with the selected contractor of this project. A copy of the standard contract that the contractor will be required to execute is attached (see Attachment C).

**Payment Schedule:**

Payments shall be made monthly after receipt of a detailed billing from Contractor for all work performed in the previous month.

**Validity Period and Authority:**

The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind the company during the period in which Metro is evaluating the proposal.

**Insurance Requirements:**

The Contractor shall provide (from insurance companies acceptable to Metro) General Liability insurance coverage with a combined single limit of not less than \$500,000. Before commencing work under this contract the Contractor shall furnish Metro with a certificate of insurance evidencing coverage as specified, naming Metro as an additional insured. In addition, Contractor shall maintain, in force, workers compensation insurance coverage as required by the State of Oregon.



**IX. EVALUATION OF PROPOSALS**

**Evaluation Procedures:**

Proposals that conform to the proposal instructions will be evaluated by a selection committee. Finalists will be interviewed during the week of February 11th, 1990. At that time, the proposer should be prepared to give a fifteen (15) minute presentation outlining their proposal. The presentation will be followed by a question and answer period.

**Evaluation Criteria:**

The criteria used in evaluating each submitted proposal shall include but not be limited to:

1. Compliance with the RFP.
2. Demonstrated understanding of the project goals.
3. Designation of a Project Coordinator with the following minimum qualifications:
  - 3.1 Evidence of personal knowledge of and experience with the compost systems to be demonstrated and an understanding of the applications for the finished product(s).
  - 3.2 Evidence of personal knowledge of and experience recording technical and scientific data regarding the composting process.
  - 3.3 Experience and ability in working with government, private industry, and not-for-profit organizations.
  - 3.4 Experience and ability to provide educational workshops to diverse community audiences.
  - 3.5 Experience and qualifications in organizing similar projects.
4. Quality and comprehensiveness of proposed project work plan.
5. Commitment to delivering quality results at a reasonable cost.
6. Ability to adhere to the required timelines.

**X. TENTATIVE SCHEDULE**

January 15, 1991	Publication of RFP notice in area newspapers
January 25	Mailing of RFP to parties who have requested copies
February 11	Proposals due
February 11-13	Interviews and contractor selection
February 14-15	Final contract negotiations
February 18	Contractor begins work on project
April 15	Demonstration sites open to the public
April - November	Contractor keeps Metro apprised on progress via monthly written report
November 15	Contractor submits draft of final report for approval by Metro
November 15 - November 30	Staff Review and evaluation
November 30	Termination of Contract
December - February 1992	Winter closure of Project sites
February 1992	2nd RFP process (if funding is authorized in the FY 1991-92 budget)
March - June 1992	Stage 2 Site Operations
June 30, 1992	Termination of 2nd Contract

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FOUR HOME COMPOSTING DEMONSTRATION SITES

ATTACHMENT A

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
	FY 1990-91 FUNDS						Extension (No extra funding)						FY 1991-92 FUNDS							
<b>SELECT STAFF</b> (one month)																				
<b>STARTUP</b> (two months) - finalize site negotiations - select and order materials - construction - develop written materials																				
<b>STAGE I</b> (seven months) Onsite Tours and Workshops - maintenance - outreach - open for tours one day/week - one workshop per site/month																				
Mid-Project Evaluation (one month)																				
Winter Closure (three months)																				
<b>STAGE II</b> (four months) Onsite Tours and Workshops - maintenance - outreach - open for tours one day/week - one workshop per site/month - development of ongoing finance mechanisms																				

EXHIBIT B

CONDITIONS OF WAIVER OF COUNCIL APPROVAL

The Council of the Metropolitan Service District waives the requirement for Council approval of the contract for coordination of home composting demonstration sites, subject to the following conditions:

- (1) The amount of the contract shall not exceed \$34,000.
- (2) The contract shall conform in all material respects to the scope of work and other terms of the Request for Proposals.

## SOLID WASTE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 91-1387A, FOR THE PURPOSE OF AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR COORDINATION OF HOME COMPOSTING DEMONSTRATION SITES AND ENTERING INTO A MULTI-YEAR CONTRACT WITH THE MOST QUALIFIED PROPOSER, AND WAIVING THE REQUIREMENT FOR COUNCIL APPROVAL OF THE CONTRACT AND AUTHORIZING THE EXECUTIVE OFFICER TO EXECUTE THE CONTRACT SUBJECT TO CONDITIONS

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Date: January 17, 1991

Presented by: Councilor Gardner

Committee Recommendation: At the January 15, 1991 meeting the Committee voted 4-0 to recommend Council adoption of Resolution No. 91-1387A. Voting in favor were Councilors Gardner, McFarland, McLain and Wyers. Councilor DeJardin was excused.

Committee Issues/Discussion: Pamela Kambur, Associate Management Analyst, explained that the Request for Proposals will result in a personal services contract for coordinating home composting demonstration sites. The total amount of the contract will be \$34,000, with \$16,800 to be expended in FY 1990-91, and \$17,200 in FY 1991-92.

Council staff noted that the Resolution also includes language waiving Council approval of the contract, although this is not reflected in the title. The contract was designated as Type "B" on the FY 1990-91 contracts list, because Solid Waste Department staff initially intended to expend the funds within one fiscal year. Since the expenditure now will occur over two fiscal years, Council approval of the contract is required under Metro Code Section 2.04.033(b).

Reasons set out in the Solid Waste Department staff memorandum which would support the request to waive Council approval include timing considerations, and the fact that the only change in the contract is the timing.

Councilor McFarland said it should be Council policy that whenever Council approval of the final contract is waived, the waiver should be reflected in the title of the Resolution. She also said that any waiver should be subject to conditions to ensure there are no changes subsequent to release of the procurement documents.

The Committee voted to amend the Resolution to include four amendments recommended by Council staff:

1. Changing the title to include language clarifying that an additional purpose of the Resolution is to waive Council approval;

SOLID WASTE COMMITTEE REPORT  
Resolution No. 1387A  
January 17, 1991  
Page Two

2. Amending paragraph 3 of the Resolution to correct a typographical error in citing the Metro Code, and also to note that the waiver is granted subject to conditions.

3. Designating the Request for Proposals as Exhibit A to the Resolution.

4. Adopting and attaching Exhibit B, stating that waiver is subject to two conditions: 1) the amount of the contract shall not exceed \$34,000; 2) the contract shall conform in all material respects to the scope of work and other terms of the Request for Proposals.

STAFF REPORT

CONSIDERATION OF REQUEST FOR PROPOSALS FOR COORDINATION OF HOME COMPOSTING DEMONSTRATION SITES AND ENTERING INTO A MULTI-YEAR CONTRACT WITH THE MOST QUALIFIED PROPOSER

Date: January 2, 1991

Prepared by: Debbie Gorham  
Pamela Kambur

FACTUAL BACKGROUND AND ANALYSIS

The "Regional Yard Debris Plan" identifies both source reduction and recycling collection goals to address the reduction of yard debris (currently comprising 26% by weight of the total residential wastestream). Home composting is one means of source reduction. The home composting demonstration sites will give residents the option of self-guided tours to view various composting systems at each site and/or participate in "hands-on" workshops.

The current fiscal year Waste Reduction budget includes \$70,000 to establish four home composting demonstration sites in the Metro region. Staff has started preliminary negotiations with four site sponsors including: the horticulture instructional programs at Clackamas Community College, Mt. Hood Community College, Portland Community College at Rock Creek, and the City of Portland Parks and Recreation Bureau's Community Gardens Program. Representatives from each of the four sites have expressed enthusiasm for the Project and will assist Metro staff in the development of Intergovernmental Agreements to assure operational support for the Project after Metro funds are exhausted.

The Request for Proposals (Attachment A) includes an estimated timeline for the entire Project ending on June 30, 1992. The extension of the Project beyond this fiscal year will enable eleven months of complete operations at the sites (excluding three months of site closure next Winter).

BUDGET IMPACT

Of the \$70,000 total budget authorization, \$34,000 covers the costs of the personal services contract to provide coordination at the four sites. The following summarizes these funds:

	<u>FY 1990-91 Authorization</u>			
	<u>Expended by</u>		<u>Carried Forward</u>	
	<u>June 30, 1991</u>		<u>into FY 1991-92</u>	
Metro Site Development	\$36,000	+	-0-	= \$36,000
Personal Services Contract	\$16,800	+	\$17,200	= <u>\$34,000</u> \$70,000

7  
- In addition to the \$17,200 carry-over into the next fiscal year, \$13,300 will be requested in the 1991-92 FY budget to extend the Project another four months (March through June of 1992).

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 91-1387.

PK:gbc  
compost\rfpstaff.rpt





**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503-221-1646

# Memorandum

TO: Council Solid Waste Committee  
FROM: Karla Forsythe, <sup>VLF</sup> Council Analyst  
DATE: January 9, 1991  
RE: Resolution No. 91-1387

Solid Waste Department staff has requested approval of Resolution No. 91-1387, for the purpose of authorizing issuance of a request for proposals for coordination of home composting demonstration sites and entering into a multi-year contract with the most qualified proposer. Although not reflected in the title of the Resolution,, the Department also requests that the Council waive the requirement of Council approval of the contract.

Council staff recommends that the Solid Waste Committee amend this Resolution, in order to conform to Metro Code provisions. Council staff recommends amending the title of the Resolution to include language reflecting the waiver of the requirement of Council approval, and further amending the Resolution to adopt conditions for waiver of Council approval.

#### Approval requirements under the Metro Code

If a contract requires Council approval and is subject to Request for Proposals (RFP) procedures, the Council must approve the RFP prior to release of the proposal to vendors (Metro Code Section 2.04.033(b)).

This contract requires Council approval. Under Metro Code Section 2.04.033(a)(1), the Council must approve any contract which commits the District to the expenditure of revenues or appropriations not otherwise provided for in the current fiscal year budget at the time the contract is executed. Originally, the Department intended to expend the funds during FY 1990-91, and the contract was designated by the Council as a "B" contract in the budget, exempting it from further approval. The Department now intends to expend funds for this contract during FY 1991-92 as well as the current fiscal year. Because of this change, the contract now commits the District to an expenditure for which the current budget does not provide, i.e. an expenditure in the next fiscal year. Council approval of the contract therefore is required.

Since the contract is subject to request for proposals procedures, and since Council approval of the final contract is required

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Council approval of the initial RFP documents is required as well. However, under Section 2.04.033, the Council can waive contract approval.

#### Waiver procedures and policy

Metro Code Section 2.04.033(b) provides that at the time of Council approval of RFP documents, the Council may waive the requirement of Council approval of the contract and authorize the Executive Officer to execute the contract subject to any conditions specified by the Council at the time of the waiver.

The Council in the past has waived contract approval to expedite the contracting process, if there are no apparent policy reasons why waiver should not be granted. Resolution No. 91-1387 states that it is in the best interest of Metro to acquire the services of a contractor as soon as possible in order to establish the sites in preparation for Spring yard cleanups and gardening activities. Timing appears to be a consideration in authorizing waiver (although it is not clear why this Resolution was not brought forward at an earlier date). Additionally, the Council originally designated the contract as "B", which would have exempted it from the approval requirement. The only change appears to be the expenditure of funds in two fiscal years rather than one, so there is no new policy reason to require Council approval of the contract. For these reasons, Council staff believes waiver is justified.

#### Recommended amendments

To ensure that a contract for which Council approval is waived does not vary from the terms of an RFP which the Council has approved, the waiver should be subject to conditions as provided in the Metro Code. The following amendments (underlined) would incorporate conditions and other necessary technical changes to the Resolution:

1. Amend the title to add language indicating that the Resolution waives the requirement of Council approval of the contract. The amended title would read: "For the Purpose of authorizing issuance of a request for proposals for coordination of home composting demonstration sites and entering into a multi-year contract with the most qualified proposer, and waiving the requirement for Council approval of the contract and authorizing the executive officer to execute the contract subject to conditions."

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2. Amend paragraph 3 of the Resolution to read:

That the Council of the Metropolitan Service District, pursuant to Section [2.04.03(6)] 2.04.033(b) of the Metro Code, waives the requirement of Council approval of the contract resulting from the proposal process, subject to the conditions in Exhibit B attached hereto, and authorizes the Executive Officer to execute a contract for the Coordination of Home Composting Demonstration Projects to the most qualified proposer in accordance with the requirements of the Metro Code, if the conditions are met.

3. Designate the Request for Proposals as Exhibit A to the Resolution.

4. Attach Exhibit B to the Resolution, to read as follows:

Exhibit B: Conditions for Waiver of Council Approval.

The Council of the Metropolitan Service District waives the requirement for Council approval of the contract for coordination of home composting demonstration sites, subject to the following conditions:

(1). The amount of the contract shall not exceed \$34,000.

(2). The contract shall conform in all material respects to the scope of work and other terms of the Request for Proposals.

Council staff will provide an amended draft of the Resolution for Committee review at the January 15, 1991 meeting.

EXHIBIT B

CONDITIONS OF WAIVER OF COUNCIL APPROVAL

The Council of the Metropolitan Service District waives the requirement for Council approval of the contract for coordination of home composting demonstration sites, subject to the following conditions:

- (1) The amount of the contract shall not exceed \$34,000.
- (2) The contract shall conform in all material respects to the scope of work and other terms of the Request for Proposals.

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING	)	RESOLUTION NO. 91-1387
ISSUANCE OF A REQUEST FOR PROPOSAL	)	
FOR COORDINATION OF HOME COMPOSTING	)	
DEMONSTRATION SITES AND ENTERING INTO	)	
A MULTI-YEAR CONTRACT WITH THE MOST	)	Introduced by Rena Cusma,
QUALIFIED PROPOSER	)	Executive Officer

WHEREAS, approximately 26% of the residential wastestream currently landfilled is comprised of yard debris; and

WHEREAS, the "Regional Yard Debris Plan" establishes a goal to promote source reduction of yard debris in addition to recycling collection options; and

WHEREAS, home composting demonstration sites will provide opportunities for residents to take self-guided tours of home composting systems in operation and provide a learning laboratory for composting workshops; and

WHEREAS, the FY 1990-91 Metropolitan Service District budget authorizes a \$70,000 expenditure for the establishment of four home composting demonstration sites throughout the region; and

WHEREAS, it is in the best interest of Metro to acquire the services of a contractor as soon as possible in order to establish the sites in preparation for Spring yard cleanups and gardening activities; and

WHEREAS, pursuant to Metro Code Section 2.04.033(a)(1) Council approval is required because the agreement commits the District to expenditures for continuation of the Project in the next fiscal year; and

WHEREAS, pursuant to Section 2.04.033(6) of the Metro Code, the Council may, at the time it approves a Request for Proposals, waive the requirement of Council approval of a contract prior to execution of the Contract by the Executive Officer; now, therefore,

BE IT RESOLVED,

1. That the Council of the Metropolitan Service District approves the Request for Proposals for Coordination of Home Composting Demonstration Sites.

2. That the Director of the Solid Waste Department is requested to advertise for proposals and do all other things necessary to solicit proposals for Coordination of Home Composting Demonstration Projects.

3. That the Council of the Metropolitan Service District, pursuant to Section 2.04.03(6) of the Metro Code, waives the requirement of Council approval of the contract resulting from the proposal process, and authorizes the Executive Officer to execute a contract for the Coordination of Home Composting Demonstration Projects to the most qualified proposer in accordance with the requirements of the Metro Code.

ADOPTED by the Council of the Metropolitan Service District this \_\_\_\_ day of \_\_\_\_\_, 1991.

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Tanya Collier, Presiding Officer